

**MINUTES OF REGULAR MEETING  
OF  
WINDFERN FOREST UTILITY DISTRICT**

November 21, 2017

The Board of Directors of Windfern Forest Utility District of Harris County, Texas, met in regular session, open to the public, at a regular meeting place inside the boundaries of the District, at the Windfern Forest Utility District Administration Building (“DAB”), 14410 Mauna Loa Lane, Houston, Texas, on November 21, 2017, and the roll was called of the duly constituted officers and members of the Board, to wit:

Eddie Mendel	President
Pat Going	Vice President
Kurt Schoelman	Secretary/Treasurer
Shari North	Assistant Secretary
Karen Hlavenka	Assistant Vice President

and all of said persons were present except Director Hlavenka, thus constituting a quorum.

Also present were Jorge Diaz of McLennan & Associates; Rebecca Olvera of B & A Municipal Tax Service, LLC; Nathan White and Deano Wright of TOPS; Sergeant Kirby and Constable Alvarez of the Harris County Constable’s Office, Precinct 4; Carol Lueb of the DAB; Shawn Sharkey of Jacobs Engineering Group, Inc.; and Debbie Russell of Bracewell LLP.

**APPEARANCES BEFORE THE BOARD**

There were no appearances before the Board.

**SECURITY REPORT**

Sergeant Kirby reported on security matters within the District for the month of October, 2017.

**APPROVE MINUTES**

The Board reviewed the minutes of October 17, 2017. Following discussion, upon a motion made by Director Schoelman and seconded by Director North, the Board voted unanimously to approve the minutes of October 17, 2017.

**BOOKKEEPER’S REPORT, APPROVE PAYMENT OF BILLS AND REVIEW INVESTMENT OF DISTRICT FUNDS**

Mr. Diaz presented the bookkeeper’s report, a copy of which is attached to these minutes, for the period October 17, 2017 to November 21, 2017. He next reviewed the checks presented for payment, the District’s investments and a comparison of actual versus budgeted revenues and expenses for the period ending October 31, 2017. Mr. Diaz then presented the monthly investment report for the period ending October 31, 2017.

Following discussion on the bookkeeper's report, upon a motion made by Director Going and seconded by Director Schoelman, the Board voted unanimously to approve the bookkeeper's report, payment of the bills, the investment report and investment of the District's funds.

### **TAX ASSESSOR/COLLECTOR'S REPORT AND APPROVE PAYMENT OF BILLS**

Ms. Olvera next presented the tax assessor/collector's report for the month of October, a copy of which is attached. She reviewed the report, stating that as of November 2017, the District's 2017 taxes are 1.07% collected and the 2016 taxes are 99.06% collected. Ms. Olvera also presented the checks for payment.

Ms. Olvera then presented a request for a payment plan from Ajaye Jackson for her delinquent tax account.

Following discussion on the tax assessor/collector's report, upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the tax assessor/collector's report, payment of the tax bills and a four-month payment plan in the amount of \$572.43 per month for Ms. Jackson's delinquent tax account.

### **OPERATOR'S REPORT**

Mr. White presented the operator's report for October 2017, a copy of which is attached to these minutes.

Mr. White then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month was 118%. He then reported on repairs and maintenance at District facilities. Mr. White stated that the well meter at water plant no. 2 was repaired to prevent the water from passing through the well meter without being metered. He then reported on an excursion at the wastewater treatment plant due to the detention time in the chorine contact chamber being insufficient.

Mr. White next reported that the flushing of the lines at the Kensington Apartments appears to have eliminated the odor in the water at the complex. He also reported on repairs to the generator in the amount of \$4,800. Mr. White stated that he received a proposal in the amount of approximately \$8,000 to repair the check valves at lift station no. 4.

Mr. White informed the Board that he, Director Mendel and Mr. Sharkey had inspected the dry well. He stated that the pumps and motors are operating properly, but noted that the control panel should be moved above ground at an approximate cost of \$20,000.

Upon a motion made by Director Schoelman and seconded by Director North, the Board voted unanimously to approve the operator's report, authorize replacement of the check valves on lift station no. 4 and authorize the relocation of the control panel on the dry well to an above ground location.

**CONDUCT HEARING ON TERMINATION OF WATER SERVICE TO DELINQUENT WATER AND SEWER ACCOUNTS AND AUTHORIZE APPROPRIATE ACTION**

The Board next considered termination of utility service to customers with delinquent accounts. Mr. White reported that the residents appearing on the termination list were given proper notice and the opportunity to be heard in order to explain, contest or correct the utility service bill and show reason why utility service should not be terminated for reason of nonpayment, all as required by the District's Rate Order and stated there were no appeals from residents. Following discussion, a motion was made by Director Schoelman to terminate utility service to customers with delinquent accounts. Director North seconded the motion, which carried by unanimous vote.

**ATTORNEY'S REPORT**

Amenity Pond Maintenance Request

Director Mendel reported that he attended the Woodwind Lakes HOA meeting in connection with the request for maintenance and repairs of the amenity pond in that section of the District. He distributed a letter from president of the HOA regarding issues related to the pond, but stated that the District's attorney had requested that the Board table the matter until the December meeting.

Take or Pay Letter

Ms. Russell presented a letter to the City of Houston in connection with the Water Supply Agreement to request additional water from the City. Director Schoelman moved that the Board authorize the District's attorney to send the letter to the City to request the annual increase. Director North seconded the motion and it carried by unanimous vote.

**ENGINEER'S REPORT**

The Board next reviewed the engineer's report, a copy of which is attached, including the following matters:

Mr. Sharkey informed the Board that PowerSecure submitted an Air Quality Permit Application to the TCEQ on behalf of the District. He stated that it is still under review by the TCEQ.

Mr. Sharkey stated that he was contacted about utility service to Fairbanks Church, but noted that no specific information is available at this time. The Board took no action on the matter.

Mr. Sharkey next reported on the inspection of lift station no. 1. He stated that overall the lift station is in good condition, but stated that he did discover some corrosion on the pump bases and pipes.

The Board next discussed the possibility of purchasing a portable generator that could be

used on various District facilities during emergencies. Director Mendel requested that the engineer solicit an estimate for the purchase of same for review at the December meeting.

After discussion, Director North moved that the Board accept the engineer's report and authorize the replacement of the pump bases at the lift station. Director Going seconded the motion and it carried by unanimous vote.

### **BUILDING OFFICE MANAGER'S REPORT**

Ms. Lueb reported that LACCS Construction Pros conducted an inspection of the roof on the building and found three leaks which can be repaired at a cost of \$1600. She noted that once the leaks are repaired, she will have the ceiling repaired.

Ms. Lueb then presented a proposal from TexScapes for installation of Christmas lights and holiday décor on the building at a cost of \$2,167.40.

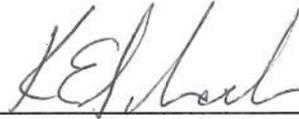
Ms. Lueb noted that she will have a crew in to repair the doors in the building and will obtain a proposal for cleaning the windows.

After discussion, Director North moved that the Board authorize the roof repairs and approve the proposal from TexScapes for holiday decorations. Director Going seconded the motion and it carried unanimously.

### **REPORT ON MATTERS DISCUSSED AT THE MEETING OF THE WHITE OAK BAYOU JOINT POWERS BOARD**

Director Mendel reported on matters discussed at the October meeting of the White Oak Bayou Joint Powers Board. He stated that the District's payment for the repairs to the White Oak Plant is due in December.

There being no further business to come before the Board, the meeting was adjourned.



Secretary, Board of Directors



**ATTACHMENTS**

bookkeeper's report .....1  
tax assessor/collector's report for the month of October .....2  
operator's report for October 2017 .....2  
engineer's report .....3

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