

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

December 19, 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 December 19, 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, 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; Carol Lueb of the DAB; Shawn Sharkey of Jacobs Engineering Group, Inc.; Clark Lord, Mona Cannon 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 November, 2017.

**APPROVE MINUTES**

The Board reviewed the minutes of November 21, 2017. Following discussion, upon a motion made by Director Going and seconded by Director Schoelman, the Board voted unanimously to approve the minutes of November 21, 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 November 22, 2017 to December 19, 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 December 19, 2017. Mr. Diaz then presented the monthly investment report for the period ending December 19, 2017.

Following discussion on the bookkeeper's report, upon a motion made by Director Hlavenka and seconded by Director North, 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 December 2017, the District's 2017 taxes are 5.70% collected and the 2016 taxes are 99.06% collected. Ms. Olvera also presented the checks for payment.

Following discussion on the tax assessor/collector's report, upon a motion made by Director Schoelman and seconded by Director North, the Board voted unanimously to approve the tax assessor/collector's report, payment of the tax bills.

### **OPERATOR'S REPORT**

Mr. White presented the operator's report for November 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 110%. He then reported on the delinquent list and after discussion it was decided not to terminate those accounts this month.

Mr. White next reported updates to semi-annual well performance tests and water plant no. 1; the chlorine leak detector was repaired and roof replacement complete which was invoiced this month. Mr. White further stated that he has received no further calls from apartments.

Upon a motion made by Director North and seconded by Director Going, the Board voted unanimously to approve the operator's report, and authorize the cost of the roof replacement which is was invoiced.

### **ATTORNEY'S REPORT**

The Joinder to Energy Management Services and Amendment to Energy Management Services which assigned the contract with the generator electricity provider to a new entity were discussed.

Mr. Lord discussed the letter received from Woodwind Lakes HOA's attorney regarding request for maintenance and repairs of the amenity pond in Woodwind Lakes Section Four. The Board requested that Bracewell LLP order an abstract of title on the detention ponds located in Woodwind Lakes.

Director Going moved that the Board authorize the Attorney's report and approve the Joinder to Energy Management Services and Amendment to Energy Management Services, 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 has indicated that their final submittal to the TCEQ will be turned in by the end of this month. They have further stated that, provided there are no significant public comments and/or objections, they expect the Air Quality Permit to be issued in late January or early February 2018.

Mr. Sharkey provided an update on purchasing a portable generator that could be used on various District facilities during emergencies. He stated that they have found a 30-40 kW trailer-mounted generator that appears to be a very good selection for Windfern’s lift stations. They are in the process of verifying its suitability and have requested pricing information from the vendor.

After discussion, Director Going moved that the Board accept the engineer’s report, Director North seconded the motion and it carried by unanimous vote.

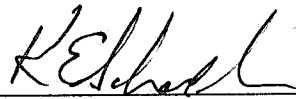
**CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.071, CHAPTER 551, TEXAS GOVERNMENT CODE**

Pursuant to Chapter 551.071 of the Texas Government Code, Subchapter D, of the Open Meetings Act, the president called the executive session to order at 4:30 p.m. to deliberate about matters of attorney-client privilege. The following were present for executive session: the Board of Directors, Ms. Russell, Mr. Lord and Ms. Cannon. At 4:50 p.m., the president declared the executive session over and resumed open session.

**RECONVENE IN OPEN SESSION AND TAKE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION**

There was no action resulting from the executive session.

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



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Secretary, Board of Directors

(SEAL)

**ATTACHMENTS**

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