

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

April 17, 2018

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 April 17, 2018, and the roll was called of the duly constituted officers and members of the Board, to wit:

Eddie Mendel	President
Pat Going	Vice President
Vacant	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, LP; Rebecca Olvera of B & A Municipal Tax Service, LLC; Nathan White and Deano Wright of TOPS; Sergeant Curry and Constable Alvarez of the Harris County Constable’s Office, Precinct 4; Shawn Sharkey of Jacobs Engineering Group, Inc.; Donald Cloud of WCA; Carol Lueb, manager of the DAB; Mendi Stradel and Richard Franco, residents of the District and Clark Lord and Debbie Russell of Bracewell LLP.

**APPEARANCES BEFORE THE BOARD**

There were no appearances before the Board.

**SECURITY REPORT**

Sergeant Curry reported on security matters within the District for the month of March 2018.

**TRASH COLLECTION SERVICES**

Mr. Cloud reported that because more people were leaving yard waste in their yards, that they were not able to pick everything up. He stated that once the initial yard cleaning is done they should be able to provide adequate service. Director Hlavenka stated that if there is a limit to how much waste can be collected on any service date, the residents should be informed. Director North stated there were no tags explaining why the waste was left. The Board requested that the operator add a notation to the water bill providing contact information for WCA. Mr. Cloud stated that if there are any other problems with collection, he will personally visit with the residents who have collection problems.

## **APPROVE MINUTES**

The Board reviewed the minutes of March 20, 2018. Following discussion, upon a motion made by Director Going and seconded by Director Hlavenka, the Board voted unanimously to approve the minutes of March 20, 2018, as revised.

## **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 March 20, 2018 to April 17, 2018. 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 March 31, 2018. Mr. Diaz then presented the monthly investment report for the period ending March 31, 2018.

Following discussion on the bookkeeper's report, upon a motion made by Director Going 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 presented the tax assessor/collector's report for the month of March 2018, a copy of which is attached. She reviewed the report, stating that as of March 31, 2018, the District's 2017 taxes are 97.32% collected and the 2016 taxes are 99.56% collected. Ms. Olvera also presented the checks for payment.

Ms. Olvera next reported that Gilbert Hernandez had requested an installment agreement for payment of his delinquent taxes in the amount of \$207.91 per month for nine months.

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

## **DELINQUENT TAX ATTORNEY'S REPORT**

There was no delinquent tax attorney report for the month.

## **OPERATOR'S REPORT**

Mr. White presented the operator's report for March 2018, 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 95%.

Mr. White reported on maintenance and repairs conducted during the month.

Mr. White informed the Board that there have been complaints regarding the odor coming from the water at the apartment complex. He stated that he has trained their maintenance staff on how to properly flush the lines.

Upon a motion made by Director Going and seconded by Director Hlavenka, the Board voted unanimously to approve the operator's report.

**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 North to terminate utility service to customers with delinquent accounts. Director Going seconded the motion, which carried by unanimous vote.

**ATTORNEY'S REPORT**

Mr. Lord discussed the proposed repairs to the Woodwind Lakes amenity pond. He stated that the District is the fee simple owner of the pond and the HOA no longer has an easement to access the pond. Mr. Lord stated that the Board can grant an easement to the HOA if they agree to all future maintenance. The Board reviewed the bid for the repairs to the pond. Director Hlavenka moved that the Board agree to pay 50% of the total cost of the repairs subject to the HOA executing an easement document and agreeing to future repairs. Director North seconded the motion and it carried unanimously. Director Hlavenka stated that she would contact Ray Pavia regarding the Board's decision.

**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 final approval from TCEQ for the Air Quality Permit is expected to be issued in August 2018.

Mr. Sharkey then reported Harris County Engineering Department is expected to provide the final design plans relating to the utility conflicts on Gessner Road by October 2018.

Mr. Sharkey stated that he received the revised drawings for the Fairbanks Baptist Church development and noted that they are being reviewed. He stated that the engineers for the development have indicated that they have obtained approval from the City of Houston and Harris County.

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

**BUILDING OFFICE MANAGER'S REPORT**

Ms. Lueb reported that the building was repainted and the sheetrock repairs were made. She stated that after the repairs were made, a wet spot appeared above the door in the kitchen. Ms. Lueb stated that she had the roofer out to check on the roof and he stated that the damage to the roof appeared to be from wind and suggested that the District have an insurance adjuster out to view the damage. Ms. Russell stated that she would contact the insurance carrier for the process of filing a claim.

Ms. Lueb that reported that True Curb Appeal will clean the outside of the DAB for \$1,647. She also reported that there is an issue with Compass Bank about her being a signatory on the District's account. Mr. Diaz stated that he would investigate the matter and assist with resolving the issue.

Ms. Lueb stated that the landscaper is preparing a bid for planting knockout roses to the front area on the outside of the fence to replace the bushes that are dying.

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

Director Mendel reported on matters discussed at the March meeting of the White Oak Bayou Joint Powers Board. He stated that Jones and Carter has bid the Energy Efficiency Phase II Project.

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

Shari B. North  
Secretary, Board of Directors

(SEAL)

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