

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

May 15, 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 May 15, 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 Diane Bailey of McLennan & Associates, LP; Rebecca Olvera of B & A Municipal Tax Service, LLC; Nathan White of TOPS; Sergeant Curry and Constable Alvarez of the Harris County Constable’s Office, Precinct 4; Shawn Sharkey of Jacobs Engineering Group, Inc.; Drew Masterson of Masterson Advisors LLC; 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 April 2018.

APPROVE MINUTES

The Board reviewed the minutes of April 17, 2018. Following discussion, upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the minutes of April 17, 2018, as submitted.

FINANCIAL ADVISOR CONTRACT

Mr. Masterson informed the Board that his group had left Hilltop Securities and started a new firm. He reviewed the proposed contract between the District and Masterson Advisors LLC. After discussion, Director Going moved that the Board terminate the agreement with Hilltop Securities and approve the contract with Masterson Advisors. Director North seconded the motion and it carried unanimously.

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

Ms. Bailey presented the bookkeeper's report, a copy of which is attached to these minutes, for the period April 17, 2018 to May 15, 2018. She 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 April 30, 2018. Ms. Bailey then presented the monthly investment report for the period ending April 30, 2018.

Following discussion on the bookkeeper's report, upon a motion made by Director North and seconded by Director Going, 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 April 2018, a copy of which is attached. She reviewed the report, stating that as of April 30, 2018, the District's 2017 taxes are 97.81% collected and the 2016 taxes are 99.61% collected. Ms. Olvera also presented the checks for payment.

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 and payment of the tax bills.

DELINQUENT TAX ATTORNEY'S REPORT

The Board then reviewed the delinquent tax attorney report for the month, but took no action on the matter.

OPERATOR'S REPORT

Mr. White presented the operator's report for April 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 96%.

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

Mr. White informed the Board that he was able to reach someone in the Kensington Apartments corporate office regarding the odor coming from the water at the apartment complex. He said he determined that the water lines are public lines. Mr. White stated a hydrant will need to be installed on the line.

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

ATTORNEY'S REPORT

Mr. Lord presented a License Agreement between the District and Woodwind Lakes HOA which provides that the HOA can use the amenity pond, subject to their agreeing to maintain same going forward. He stated that the District also agrees to pay for a one-time payment of one-half of the current repair. Director Hlavenka moved that the Board approve the License Agreement as presented. Director North seconded the motion and it carried unanimously. Director Hlavenka stated that she would take the Agreement to Ray Pavia for approval and execution.

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 water lines for certain apartment complexes in the District are in District easements. He stated that he is researching the issue at this time.

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

BUILDING OFFICE MANAGER'S REPORT

There was no building manager's report for the month.

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

Director Mendel reported on matters discussed at the April meeting of the White Oak Bayou Joint Powers Board. He stated that the contract for the Energy Efficiency Phase II Project was awarded.

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



Shaw B. Nott
Secretary, Board of Directors

ATTACHMENTS

bookkeeper's report2
tax assessor/collector's report for the month of April2
operator's report.....2
engineer's report3