

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

August 21, 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 August 21, 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
Shari North	Assistant Secretary
Karen Hlavenka	Assistant Vice President
Ann Murphree	

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

Also present were Jorge Diaz 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.; Carol Lueb of the DAB; Clark Lord and Debbie Russell of Bracewell LLP; Mari Mendez and John Jessup of Kensington Crossing Apartments; and Jerry Casner, Ally Casner and Amy Ensminger, residents of the District.

APPEARANCES BEFORE THE BOARD

Mr. Jessup addressed the Board regarding the ongoing issues relating to water at the complex. He stated that there have been no complaints regarding odors since the District initiated the new water procedures. Mr. Jessup then informed the Board of a significant increase in the complex’s water bills since all of the flushing started taking place. The Board agreed to consider the matter later in the meeting.

SECURITY REPORT

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

APPROVE MINUTES

The Board reviewed the minutes of July 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 July 17, 2018, as submitted.

REORGANIZE THE BOARD

After discussion, Director Going moved that the Board elect Director Mendel as president, Director Going as vice president, Director Hlavenka as assistant vice president, Director North as secretary and Director Murphree as assistant secretary. Director North seconded the motion and it carried by unanimous vote.

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 July 17, 2018 to August 21, 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 July 31, 2018. Mr. Diaz then presented the monthly investment report for the period ending July 31, 2018. He next presented the draft operating budget for the fiscal year ending September 30, 2019.

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 July 2018, a copy of which is attached. She reviewed the report, stating that as of July 31, 2018, the District's 2017 taxes are 98.45% collected and the 2016 taxes are 99.61% collected. Ms. Olvera also presented the checks for payment.

Ms. Olvera then reported that Mr. Hernandez requested a second payment plan for payment of his delinquent taxes. Because Mr. Hernandez never made a payment on his first installment plan, the Board denied the request.

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

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 July 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 99%.

Mr. White reported on maintenance and repairs conducted during the month. He also noted that he is continuing to work with the apartment managers about flushing the lines in the complexes. Mr. White stated that he will compare the gallons of water used by the apartment complex in the previous calendar year to the amount used this year and make a recommendation for an adjustment to the complex's water bill.

Mr. White then reported on the audit of the fire hydrant repairs. He stated that the cost to repair the priority items would be \$8,200, the cost for the lower priorities would be \$9,000 and the cost to replace missing reflectors would be \$600. The Board authorized the repairs, but requested that the repairs be staggered over the next three to four month.

Upon a motion made by Director North and seconded by Director Going, 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

The Board discussed the invoice received from the management company for the Woodwind Lakes HOA for the amenity pond repairs. Mr. Lord stated that there has been no change in the stance of the HOA as to signing the License Agreement. The Board agreed that no payment would be made until the License Agreement is signed.

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 October 2018. The Board requested that Mr. Sharkey contact John Elder at Acclaim Energy and ask him to attend the next meeting of the Board regarding payment of damages for the lost income from the generator.

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 next reported that the closing of two valves to divide the District's water

distribution system in to two zones seems to be working.

After discussion, Director Murphree 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 informed the Board that she received a proposal for the roof replacement and replacement of drywall. Mr. Lord stated that if the contract amount exceeds \$25,000, the Board would be required to solicit three bids. Ms. Lueb stated that she would request a bid for only the roof repair.

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

Director Mendel reported on matters discussed at the July meeting of the White Oak Bayou Joint Powers Board.

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



Shari B. North
Secretary, Board of Directors

ATTACHMENTS

bookkeeper's report2
tax assessor/collector's report for the month of July2
operator's report.....2
engineer's report3