

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

November 20, 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 November 20, 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	Secretary
Karen Hlavenka	Assistant Vice President
Ann Murphree	Assistant Secretary

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

Also present were Demitra Berry of McLennan & Associates, LP; Becky Brewer of B & A Municipal Tax Service, LLC; Nathan White and Deano Wright of TOPS; Sergeant Curry and Constable Martinez of the Harris County Constable’s Office, Precinct 4; Shawn Sharkey of Jacobs Engineering Group, Inc.; Carol Lueb of the DAB; Mona Cannon and Debbie Russell of Bracewell LLP and Rubi Tiller, Penny Thompson, David Thompson, Elaine Lucas, Ally Casner and Jerry Casner, residents of the District.

APPEARANCES BEFORE THE BOARD

Ms. Tiller addressed the Board about issues with the District’s website including the difficulty in reserving a date to use the DAB. Director Hlavenka stated that she would work with the website manager on updating and maintaining the website. Ms. Tiller then questioned who has access to the office in the DAB as she has seen numerous people in and out of the office. Director Mendel stated that the Board members and Ms. Lueb have keys to the DAB and office.

SECURITY REPORT

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

APPROVE MINUTES

The Board reviewed the minutes of October 16, 2018. Following discussion, upon a motion made by Director Going and seconded by Director Hlavenka, the Board voted unanimously to approve the minutes of October 16, 2018, as submitted.

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

Ms. Berry presented the bookkeeper's report, a copy of which is attached to these minutes, for the period October 16, 2018 to November 20, 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 October 31, 2018. Ms. Berry then presented the monthly investment report for the period ending October 31, 2018.

Following discussion on the bookkeeper's report, upon a motion made by Director North and seconded by Director Murphree, 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. Brewer presented the tax assessor/collector's report for the month of October 2018, a copy of which is attached. She reviewed the report, stating that as of October 31, 2018, the District's 2018 taxes are 1.35% collected and the 2017 taxes are 99.05% collected. Ms. Brewer 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 Hlavenka, 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 October 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 97.5%.

Mr. White reported on maintenance and repairs conducted during the month. He also noted that the auto valve at water plant no. 2 needs to be repaired at a cost of \$8,000.

Upon a motion made by Director Going and seconded by Director Murphree, the Board voted unanimously to approve the operator's report and authorize repair of the auto valve on water plant no. 2.

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 Murphree seconded the motion, which carried by unanimous vote.

ATTORNEY'S REPORT

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 Hlavenka 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.

Amend Rate Order

The Board next considered amending the District's rate order to increase water and sewer rates to generate additional revenue to cover future repairs and requested that the District's operator prepare an analysis of rates of nearby districts in connection with a decision to increase District rates. The Board also discussed the possibility of increasing the water rates charged to Harris County MUD No. 261 and requested that the attorney review the terms of the contract in connection with same. The Board deferred action on the matter.

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 the TCEQ issued the Air Quality Permit related to operation of the generator.

Mr. Sharkey then reported Harris County Engineering Department (the "County") has published the final design plans relating to the utility conflicts on Gessner Road. He stated that they are analyzing the documents and determining the scope of work needed to resolve the apparent utility conflicts. Mr. Sharkey stated that the County is in the process of acquiring right-of-way and anticipate completing same by March 20, 2019. He stated that construction should commence in early June.

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. He stated that a permanent recirculation

pump is needed at water plant no. 1. Mr. Sharkey recommended dedicating the existing water plant no. 1 booster pump no. 1 for this purpose. The Board authorized dedication of the pump as recommended.

Mr. Sharkey reported that the construction of the emergency sanitary sewer manhole replacement is 100% complete.

Mr. Sharkey then reported that he has solicited three bids for the cleaning and televising of the existing sanitary sewer infrastructure in Windfern Forest, Sections 2, 3, 4 and 5; Windfern Gardens, Sections 1 and 2 and Mauna Loa Gardens, Sections 1 and 2. The Board agreed to take action on the bids at the December meeting.

After discussion, Director Hlavenka 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 she had purchased a stove for the kitchen in the DAB. She also reported that parts have been ordered for the lights at the DAB. Ms. Lueb stated that the office in the DAB is not open to the public.

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.

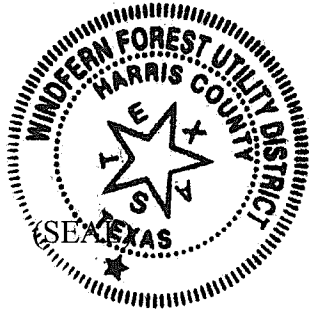
CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.074, CHAPTER 551, TEXAS GOVERNMENT CODE

Pursuant to Chapter 551.074 of the Texas Government Code, Subchapter D, of the Open Meetings Act, the President called the executive session to order at 5:00 p.m. to deliberate regarding personnel matters. The following were present for the executive session: the Board of Directors, Ms. Cannon and Ms. Russell. At 5:21 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.



Shawn B. Nott
Secretary, Board of Directors

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