

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

January 19, 2016

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 Drive, Houston, Texas, on January 19, 2016, 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 Mark Eyring of Roth & Eyring; Diane Dover of McLennan & Associates; Ryan Fortner of Wheeler & Associates; Eric Martin of TOPS; Shawn Sharkey of Jacobs Engineering Group, Inc.; Deputy Marquez, Corporal Lopez, and Constable Stephanie Crystal Hall of the Harris County Constable’s Office, Precinct 4; Clark Lord and Debbie Russell of Bracewell & Giuliani LLP and Jean Higgins, a resident of the District.

APPEARANCES BEFORE THE BOARD

There were no appearances before the Board.

SECURITY REPORT

Constable Hall reported on security matters within the District for the month of December 2015.

Security Services Contract

Ms. Russell presented the renewal of the agreement between the District and the Harris County Constables’ Office for security services. She stated that there was no increase in the contract rate for 2016. After discussion, Director Schoelman moved that the Board approve the renewal of the contract for security services as presented. Director Hlavenka seconded the motion and it carried by unanimous vote.

APPROVE MINUTES

The Board reviewed the minutes of December 15, 2015. Following discussion, upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the minutes of December 15, 2015, as revised.

APPROVE AUDIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2015

Mr. Eyring presented the District's draft annual audit for the fiscal year ending September 30, 2015, to the Board for review and approval. A copy of the District's audit is attached to these minutes.

Following discussion on the audit, upon a motion made by Director Going and seconded by Director Schoelman, the Board voted unanimously to approve the audit for fiscal year ending September 30, 2015.

AUTHORIZE CONSULTANTS TO PREPARE ANNUAL REPORT IN ACCORDANCE WITH DISTRICT'S CONTINUING DISCLOSURE OF INFORMATION AGREEMENT AND AS REQUIRED BY SEC RULE 15(C)2-12 FOR THE DISTRICTS OUTSTANDING BONDS

Mr. Lord stated that the District is required to file an annual report in accordance with the District's Continuing Disclosure of Information Agreement and as required by SEC Rule 15c2-12 for the District's outstanding bonds. Following discussion, a motion was made by Director Going and seconded by Director Schoelman authorizing the consultants to prepare an annual report in accordance with the District's Continuing Disclosure of Information Agreement and as required by SEC Rule 15c2-12 for the District's outstanding bonds. The motion passed unanimously.

AUTHORIZE FILING OF AUDIT WITH STATE INFORMATION DEPOSITORY IN ACCORDANCE WITH THE DISTRICT'S CONTINUING DISCLOSURE OF INFORMATION AGREEMENT AND AS REQUIRED BY SEC RULE 15(C)2-12

Mr. Lord next informed the Board that the District is required to file its annual audit with the state information depository in accordance with the District's Continuing Disclosure of Information Agreement and as required by SEC Rule 15c2-12 for the District's outstanding bonds. Following discussion, a motion was made by Director Going authorizing filing of the annual audit with the state information depository in accordance with the District's Continuing Disclosure of Information Agreement and as required by SEC Rule 15c2-12 for the Series 2000 Bonds. The motion was seconded by Director Schoelman and carried by unanimous vote.

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

Ms. Dover presented the bookkeeper's report, a copy of which is attached to these minutes, for the period December 15, 2015 to January 19, 2016. 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 December 31, 2015. Ms. Dover then presented the quarterly investment report for the period ending December 31, 2015.

Following discussion on the bookkeeper's report, upon a motion made by Director North and seconded by Director Schoelman, the Board voted unanimously to approve the bookkeeper's report, payment of the bills, quarterly investment report and investment of the District's funds.

TAX ASSESSOR/COLLECTOR'S REPORT AND APPROVE PAYMENT OF BILLS

Mr. Fortner next presented the tax assessor/collector's report for the month of December , a copy of which is attached. He reviewed the report, stating that as of December 2015, the District's 2015 taxes are 49.38% collected and the 2014 taxes are 99.48% collected. Mr. Fortner also presented checks nos. 2543-2552 for payment.

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

DELINQUENT TAX ATTORNEY REPORT

Mr. Fortner then distributed a delinquent tax report prepared by Perdue Brandon Fielder Collins & Mott which included a list of delinquent taxpayers to whom termination of water service is recommended. After review of the report and discussion of the proposed termination of service, Director Hlavenka moved that the Board approve the delinquent tax report and authorize termination of the water service to the list of delinquent accounts. Director Going seconded the motion and it carried unanimously.

OPERATOR'S REPORT

Mr. Martin presented the operator's report for December 2015, a copy of which is attached to these minutes.

Mr. Martin then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month was 94%.

Mr. Martin reported on repairs and maintenance at District facilities.

Mr. Martin then reported that the District is currently leasing an autodialer for use at the District's facilities. He stated that the District can purchase a new autodialer at a cost of \$4200. The Board requested that Mr. Martin determine what the District is currently paying for leasing the equipment.

Following discussion on the operator's report, upon a motion made by Director Going and seconded by Director North, 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. Martin 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 North seconded the motion, which 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:

Emergency Generator at Water Plant No. 1

The Board next discussed installation of a generator at water plant no. 1. Mr. Sharkey reported that he is working with Power Secure on the generator project.

Water Well No. 3

Mr. Sharkey stated that Weisinger Inc. will attempt to generate an estimate of cost for the chlorine injection system to address the bacteria at water well no. 3.

After discussion, Director North moved that the Board accept the engineer's report. Director Schoelman seconded the motion and it carried unanimously.

BUILDING OFFICE MANAGER'S REPORT

There were no issues to discuss.

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

Director Mendel reported on matters discussed at the December meeting.

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

Secretary, Board of Directors

(SEAL)

ATTACHMENTS

bookkeeper's report2
tax assessor/collector's report for the month of November3
operator's report for November 20153
engineer's report4