

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

May 17, 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 May 17, 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 Diane Doyle of McLennan & Associates; Ryan Fortner of Wheeler & Associates; Eric Martin and Dominic Green of TOPS; Shawn Sharkey of Jacobs Engineering Group, Inc.; Constable Stephanie Crystal Hall; Corporal Lopez and Lieutenant Jolly of the Harris County Constable's Office, Precinct 4; Carol Lueb of the DAB; and Clark Lord and Debbie Russell of Bracewell LLP.

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 April 2016.

APPROVE MINUTES

The Board reviewed the minutes of April 19, 2016. Following discussion, upon a motion made by Director Schoelman and seconded by Director North, the Board voted unanimously to approve the minutes of April 19, 2016, as revised.

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

Mr. Fortner next presented the tax assessor/collector's report for the month of April, a copy of which is attached. He reviewed the report, stating that as of April 2016, the District's 2015 taxes are 98.59% collected and the 2014 taxes are 99.65% collected. Mr. Fortner also presented checks nos. 2578-2582 for payment.

Following discussion on the tax assessor/collector's report, upon a motion made by Director North 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

The Board then reviewed the delinquent tax attorney report prepared by Perdue Brandon Fielder Collins & Mott. No action was necessary in connection with the report.

OPERATOR'S REPORT

Mr. Martin presented the operator's report for April 2016, 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 90%.

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

Mr. Martin next requested authorization to turn five accounts totaling \$627.15 over to collections.

Mr. Martin also presented the draft Consumer Confidence Report ("CCR") for the Board's review. He stated that the final report will be posted on TOPS' website. Ms. Lueb stated that it can also be added to the District's website. The Board requested that the operator include a notation on the water bill about the availability of the CCR on both websites.

Director Going reported that Harris County Flood Control was taking water from a fire hydrant to water trees in the District. Mr. Martin stated that he would check on the matter since water taken for such a purpose should be metered.

Upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the operator's report, authorize the transfer of the five delinquent accounts to collection and approve the CCR and authorize the posting of same on TOPS website and the District's website.

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.

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

Ms. Doyle presented the bookkeeper's report, a copy of which is attached to these minutes, for the period April 19, 2016 to May 17, 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 April 30, 2016. Ms. Doyle then presented the monthly investment report for the period ending April 30, 2016.

Following discussion on the bookkeeper's report, upon a motion made by Director Schoelman 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.

ATTORNEY'S REPORT

District Insurance Renewal

Mr. Lord presented proposals from Arthur J. Gallagher & Co. for renewal of the District's insurance. He stated that the increase reflected on the proposal is a result of the addition of the generator to the District's policy. After review and discussion, Director Going moved that the Board approve the proposals for the District's insurance coverage. Director Schoelman seconded the motion and it carried unanimously.

District Website

Director Schoelman stated that he is continuing to investigate options for website management. The Board deferred action on the matter for the month.

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 the generator at water plant no. 1. Mr. Sharkey reported that Power Secure is scheduled to be connected to the water plant's electrical system during the first week of June. He stated that the testing of the generator and the paralleling switch gear will follow. Mr. Sharkey stated that Power Secure plans to complete the installation by the end of June. He stated that his fee for the reduced scope of services on the project shall be reduced by \$21,847.72. Mr. Sharkey reported that Harris County MUD No. 261 ("HC261") has requested authorization to update the water model that was previously submitted to the TCEQ as part of the Elevated Storage Tank Waiver Application. He stated that the engineer for HC261 estimates the cost for same to \$22,500. After discussion, Director Hlavenka moved that the Board accept the engineer's report and authorize the HC261 engineer to prepare the updated water model. Director Going seconded the motion and it carried unanimously.

BUILDING OFFICE MANAGER'S REPORT

Ms. Lueb presented a proposal for tree maintenance on the property in the amount of \$3,360. The Board also discussed the playground on the property and the need for the addition of mulch and maintenance of the playground equipment. After discussion, Director Schoelman moved that the Board approve the proposal for the tree maintenance, authorize the addition of mulch to the playground and authorize the updating/maintenance of the playground equipment as needed. Director North seconded the motion and it carried unanimously.

Ms. Lueb next reported on the results of the recent inspection of the air conditioning units in the building. The Board requested that she get bids for the repair and/or replacement of the units for consideration at the next meeting.

Director Mendel questioned whether the building was being rented by the same people on a repeat basis. Ms. Lueb stated that although there are some people who rent the building more than once during the year, there is no abuse of the system by any person or group.

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 engineers are continuing to work on the changes to the permit. Director Mendel also reported that the board authorized the engineer to prepare a five-year capital improvement plan for the Plant.

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

Secretary, Board of Directors

(SEAL)

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