

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

June 21, 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 June 21, 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 except Director Schoelman, 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; Mark Yamaguchi of A.J. Warren; 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 May 2016.

**DISTRICT ADMINISTRATION BUILDING**

Mr. Yamaguchi addressed the Board regarding the state of the air conditioning units in the building. He stated that the units have reached the age where they may start to fail. The Board discussed whether to repair or replace the units and requested that Mr. Yamaguchi prepare a cost summary for each option and deferred action on the matter.

**APPROVE MINUTES**

The Board reviewed the minutes of May 17, 2016. Following discussion, upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the minutes of May 17, 2016, as submitted.

## **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 May 17, 2016 to June 21, 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 May 31, 2016. Ms. Doyle then presented the monthly investment report for the period ending May 31, 2016.

Following discussion on the bookkeeper's report, upon a motion made by Director North and seconded by Director Hlavenka, 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**

Mr. Fortner next presented the tax assessor/collector's report for the month of May, a copy of which is attached. He reviewed the report, stating that as of May 2016, the District's 2015 taxes are 98.95% collected and the 2014 taxes are 99.66% collected. Mr. Fortner also presented checks nos. 2583-2588 for payment. He also reported that the preliminary assessed value for the District is \$351,126,881.

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

There was no delinquent tax attorney report from Perdue Brandon Fielder Collins & Mott.

## **OPERATOR'S REPORT**

Mr. Martin presented the operator's report for May 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 93%.

Mr. Martin reported on repairs and maintenance at District facilities. He stated that the motor on booster pump no. 1 at water plant no. 2 failed and must be rebuilt at a cost of \$9,808. Mr. Martin noted that a new motor would cost \$17,600. He then reported that the motor in the jockey pump at water plant no. 2 also failed. Mr. Martin stated that since the cost to purchase a new motor is \$6,153 versus repairing at a cost of \$6,369, he recommended replacing the motor.

Upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the operator's report and authorize the repair of the motor on the booster pump and the replacement of the motor on the jockey pump.

## **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.

### **ATTORNEY'S REPORT**

#### **District Website**

Mr. Lord stated that Director Schoelman 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 has delayed the connection to the water plant's electrical system until July. He reported that the engineer for Harris County MUD No. 261 ("HC261") is updating the water model that was previously submitted to the TCEQ as part of the Elevated Storage Tank Waiver Application. Mr. Sharkey also reported that he and the District's operator are updating the Emergency Preparedness Plan. After discussion, Director North moved that the Board accept the engineer's report. Director Hlavenka seconded the motion and it carried unanimously.

### **BUILDING OFFICE MANAGER'S REPORT**

Ms. Lueb reported that the cost to add mulch to the playground is \$4,050 and that the discolored playground equipment will be replaced. She also reported on a proposal for landscaping around the entrance to the building in the amount \$4,200. The Board requested that she get the cost for installing mulch instead. Mr. Lueb noted that she will have the electrician inspect several lights in the building that are malfunctioning.

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

Director Mendel reported on matters discussed at the May meeting of the White Oak Bayou Joint Powers Board. He stated that the engineers are continuing to work on the changes to the permit. Mr. Martin reported that work is also ongoing in connection with the Capital Improvement Plan for the Plant.

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

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Secretary, Board of Directors

(SEAL)

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