

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

July 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 Lane, Houston, Texas, on July 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 except Director Hlavenka, 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 and Corporal Lopez 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 June 2016.

APPROVE MINUTES

The Board reviewed the minutes of June 21, 2016. Following discussion, upon a motion made by Director Going and seconded by Director Schoelman, the Board voted unanimously to approve the minutes of June 21, 2016, as revised.

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 June 21, 2016 to July 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 June 30, 2016. Ms. Doyle then presented the monthly investment report for the period ending June 30, 2016.

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, 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 June , a copy of which is attached. He reviewed the report, stating that as of June 2016, the District's 2015 taxes are 99.13% collected and the 2014 taxes are 99.66% collected. Mr. Fortner also presented checks nos. 2589-2594 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

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

OPERATOR'S REPORT

Mr. Martin presented the operator's report for June 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 92%.

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

Upon a motion made by Director Schoelman 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 Schoelman 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 the generator at water plant no. 1. Mr. Sharkey reported that Power Secure will make the connection to the water plant's electrical system beginning on July 26 with completion scheduled for July 27. He reported that the engineer for Harris County MUD No. 261 ("HC261") has completed the updated water model that was previously submitted to the TCEQ as part of the Elevated Storage Tank Waiver Application (the "Application"). Mr. Sharkey also reported that the updated Application is complete and ready to be submitted once the generator is placed into operation. He stated that he and the District's operator are updating the Emergency Preparedness Plan needed in connection with the Application submittal.

Mr. Sharkey informed the Board that the booster pump capacity may be inadequate by TCEQ requirements. He recommended hiring GM Services to test the capacity on all of the booster pumps. After discussion, Director Going moved that the Board accept the engineer's report and authorize hiring GM Services to test the booster pumps. Director North seconded the motion and it carried unanimously.

ATTORNEY'S REPORT

District Website

Director Schoelman informed the Board that he met with several website design companies at the AWBD conference. He requested that the Board grant him a budget of \$2,000 in connection with locating a designer to design and maintain a website for the District. After discussion, Director North moved that the Board approve a budget of \$2,000 to Director Schoelman in connection with establishment of a website company for the District's website. Director Going seconded the motion and it carried by unanimous vote.

BUILDING OFFICE MANAGER'S REPORT

Ms. Lueb reported that the cost to replace the discolored parts of the playground equipment and the tic tac toe board is \$7,149. She noted that the proposal does not include painting the existing equipment, but stated that she has requested price quotes for same. The Board agreed to defer action on the playground equipment until the painting estimate is received. Ms. Lueb reported that she solicited information on purchasing new playground equipment and stated that similar equipment ranges from \$19,000 to \$23,000. She presented proposals for mulching around the entrance to the building in the amounts \$4,050 and \$6,692. Ms. Lueb then presented a proposal for power washing the parking lot and building and for re-striping the parking lot. She stated that plans to solicit an additional bid for the Board's review at the next meeting. Ms. Lueb noted that Steve McPherson had repaired all of the faulty lights in the building that were malfunctioning. She noted that she also requested that she had requested that

he replace the light covers. Director Schoelman questioned the cost of an electronic sign in front of the building. Discussion ensued regarding the cost of same.

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

Director Mendel reported on matters discussed at the June 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.

TOPICS FROM AWBD CONFERENCE

Director Schoelman reported on some of the topics covered by the seminars at the summer AWBD conference. He stated that he learned that to make a hike and bike trail attractive to participation by Harris County, the trail should connect to other trails in the hike and bike trail system. Director Schoelman noted that statistics show that a trail system improves security in a District because it brings more people outdoors and on the streets.

Director Schoelman next reported on information obtained regarding an asset management plan (the "Plan"). He stated that under such a Plan the engineer would prepare an inventory of District assets and the condition of each and then scores would be assigned to each and prioritized for maintenance and/or repair over a number of years to be determined by the Board. Director Mendel stated his opposition to the Plan because of the District's history of repairing things as needed. Director North stated that because the system has aged significantly, it might be smart to consider the Plan and asked that the engineer be authorized to prepare a proposal outlining the cost of preparing the Plan. Director Going stated that he was interested in seeing the cost as well. After further discussion, the Board authorized the District's engineer to prepare a proposal for preparing a Plan for the District.

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

Secretary, Board of Directors

(SEAL)

ATTACHMENTS

bookkeeper's report	1
tax assessor/collector's report for the month of June.....	2
operator's report for June 2016.....	2
engineer's report	3