

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

August 23, 2016

The Board of Directors of Windfern Forest Utility District of Harris County, Texas, met in special 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 August 23, 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 were Avik Bonnerjee and Rebecca Olvera of B & A Municipal Tax Service, LLC; and Debbie Russell of Bracewell LLP.

PROPOSAL FOR TAX ASSESSOR/COLLECTOR SERVICES

Mr. Bonnerjee first discussed his background and philosophy of service to his clients. Ms. Olvera introduced herself and discussed the company’s customer service. Director Schoelman questioned whether taking on another district such as the District would strain the company’s system. Mr. Bonnerjee explained that all of his employees are cross-trained so if one employee needs assistance, there is someone who can provide backup. He also stated that he is prepared to hire an additional employee if it is determined that the need is there. The Board next reviewed the proposed contract and associated fees for service. Mr. Bonnerjee stated the base charge is \$0.95 per unit and that there is no markup on boxes in storage. He also noted that there is no charge for research or letters. The Board discussed the transition from the current assessor/collector. Mr. Bonnerjee stated that he would like to pick up the District’s records on August 29th if the District accepts his proposal.

ACCEPT TERMINATION OF CONTRACT FROM WHEELER & ASSOCIATES

The Board then considered the resignation letter from Wheeler & Associates. After discussion, Director Schoelman moved that the Board accept the resignation and termination of contract from Wheeler & Associates. Director Hlavenka seconded the motion and it carried by unanimous vote.

APPROVE CONTRACT FOR TAX ASSESSOR/COLLECTOR SERVICES

The Board then discussed the qualifications of B & A Municipal Tax Service, LLC and reviewed the proposed contract. Upon a motion made by Director North and seconded by Director Going, the Board voted unanimously to accept the contract as presented.

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

Secretary, Board of Directors

(SEAL)