

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

July 17, 2012

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 July 17, 2012, and the roll was called of the duly constituted officers and members of the Board, to wit:

Eddie Mendel	President
Don Farrell	Vice President
Kurt Schoelman	Secretary/Treasurer
Shari North	Assistant Secretary
Pat Going	Director

and all of said persons were present except Director Mendel, thus constituting a quorum.

Also present were Teri Schoener of Southwest Water Company; Karla Efigenio of McLennan & Associates; Missy Steadman of TOPS; David Dybala of Jacobs Engineering Group, Inc.; Cindy Englebert of Wheeler & Associates; Deputy Coleman of Harris County Constable’s Office, Precinct 4; Carol Lueb, administrator of the DAB; Rita Burnett, a resident of the District; and Clark Lord of Bracewell & Giuliani LLP.

APPEARANCES BEFORE THE BOARD

Ms. Burnett addressed the Board to request the return of her security deposit. After discussion, the Board authorized the return of the security deposit as requested.

APPROVE MINUTES

The Board reviewed the minutes of June 19, 2012. Following discussion, upon a motion made by Director Shoelman and seconded by Director Going, the Board voted unanimously to approve the minutes of June 19, 2012 as revised.

SECURITY REPORT

Deputy Coleman reported on security matters within the District for the month of June 2012.

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

Ms. Efigenio presented the bookkeeper’s report, a copy of which is attached to these minutes, for the period June 20, 2012 – July 17, 2012. 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, 2012. The Board discussed the final invoice from South West Water Company and concurred to hold the payment of same until a final reconciliation is completed of their records.

Following discussion on the bookkeeper's report, upon a motion made by Director Schoelman and seconded by Director North, the Board voted unanimously to approve the bookkeeper's report, payment of the bills, except for check no. 8765, and investment of the District's funds.

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

Ms. Engelbert next presented the tax assessor/collector's report for the month of June, a copy of which is attached. She reviewed the report, stating that as of June 2012, the District's 2011 taxes are 98.78% collected and the 2010 taxes are 99.77% collected. Ms. Englebert also presented checks nos. 2278-2281 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'S REPORT

The Board reviewed the District's delinquent tax attorney's report, a copy of which is attached, regarding the status of collection of the District's delinquent taxes. Following discussion, no action was taken by the Board in this regard.

OPERATOR'S REPORT

Ms. Schoener presented the operator's report for June 2012, a copy of which is attached to these minutes.

Ms. Schoener then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month was 92.6%.

Ms. Schoener next reviewed the list of delinquent utility customers and stated there were no appeals from residents.

Ms. Steadman reported that the conversion to TOPS is proceeding well with the exception of the apartment complexes. She stated that the letter to the residents regarding the conversion will be mailed on July 18, 2012.

Ms. Steadman also reported that one of the sanitary sewers was filled with foam and was televised. She noted that a storm drain and two meters were stolen and have been replaced.

Following discussion on the operator's report, upon a motion made by Director Going and seconded by Director Schoelman, 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, but took no action on the matter due to the transition to the new operating service.

ENGINEER'S REPORT

The Board next reviewed the engineer's report, a copy of which is attached, including the following matters:

Status of Water Transmission Line to Water Plant No. 2 Design, Easements, and Exxon Property Environmental Assessment and Easements

Mr. Dybala reported that the project is currently under construction and estimated that it would be complete by October 2012. He then presented and recommended for payment Invoice No. 1 in the amount of \$155,012.76 from James Construction Group LLC (the "James Group") and Invoice No. 2 in the amount of \$752.50 from HTS for materials testing.

Response from TCEQ for Exception to Well Capacity Requirement and Elevated Storage Tank Waiver Application

Mr. Dybala next reported that this project is on hold until completion of the proposed 12-inch water transmission line and Water Well No. 3 projects.

Proposal for Design of Water Well No. 3 at Water Plant No. 1

Mr. Dybala next reported that he received comments from the City of Houston and Harris County in connection with the design for the installation of the well. He stated that he is incorporating those comments into the construction package and requested the Board's authorization to advertise for bids for same.

New Aerial Map of the District

Mr. Dybala reported that he anticipates receiving the new 2012 aerial map of the Houston area by July 20 from the Landiscor mapping company. He noted that once he receives the map, he will prepare a new aerial of the District for the Board's review and approval.

Mr. Dybala also reported that he is updating the emergency preparedness plan for the District.

Following discussion of the engineer's report, upon a motion made by Director Schoelman and seconded by Director Going, the Board voted unanimously to approve the engineer's report, approve payment of Invoice No. 1 to the James Group and Invoice No. 2 to HTS based on the recommendation of the District's engineer and authorize the engineer to advertise for bids for construction of Water Plant No. 1.

ATTORNEY'S REPORT

Resolution Authoring Application for the Release of Escrowed Funds

Mr. Lord stated that no action is necessary at this time.

REPORT OF DAB OFFICE MANAGER

Ms. Lueb stated that the ceiling fans have not yet been installed in the Administration Building, but are scheduled for July 18. She reported that the District's website was down for one week, but is now back up and operating.

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

The minutes of the June 26, 2012 meeting were distributed to the Board.

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



KE School
Secretary, Board of Directors

ATTACHMENTS

bookkeeper's report 1
tax assessor/collector's report for the month of June..... 2
delinquent tax attorney's report 2
operator's report for June 2012..... 2
engineer's report 3