

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

December 17, 2013

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 December 17, 2013, 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, thus constituting a quorum.

Also present were Karla Efigenio of McLennan & Associates; Teri Schoener and Corey Bostick of TOPS; David Dybala of Jacobs Engineering Group, Inc.; Barbara Wheeler of Wheeler & Associates; Sergeant James Rouse and Constable McCants of Harris County Constable's Office, Precinct 4; Clark Lord and Debbie Russell of Bracewell & Giuliani LLP.

APPROVE MINUTES

The Board reviewed the minutes of November 19, 2013. Following discussion, upon a motion made by Director Schoelman and seconded by Director Farrell, the Board voted unanimously to approve the minutes of November 19, 2013 as submitted.

SECURITY REPORT

Constable McCants reported on security matters within the District for the month of November 2013.

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 November 20, 2013 to December 17, 2013. 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 November 30, 2013.

Following discussion on the bookkeeper's report, upon a motion made by Director Farrell and seconded by Director North, the Board voted unanimously to approve the bookkeeper's report, payment of the bills and investment of the District's funds.

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

Ms. Wheeler next presented the tax assessor/collector's report for the month of November, a copy of which is attached. She reviewed the report, stating that as of November 2013, the District's 2013 taxes are 7.85% collected and the 2012 taxes are 99.48% collected. Ms. Wheeler also presented checks nos. 2394-2404 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'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.

OPERATOR'S REPORT

Ms. Schoener presented the operator's report for November 2013, 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 95%. Director Mendel questioned the invoice from the City of Houston. Ms. Schoener reported that she would investigate the possible billing error and work with the City to resolve same. She also reported that she would review all future invoices from the City prior to the Board's review.

Ms. Schoener reported on repairs and maintenance at District facilities. Mr. Bostick stated that the hydropneumatic tank at water plant no. 1 needs the addition of probes at an estimated cost of \$3380.

Following discussion on the operator's report, 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 installation of probes in the hydropneumatic tank at water plant no. 1.

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. Bostick 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.

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




Secretary, Board of Directors

ATTACHMENTS

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