

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

November 18, 2014

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 November 18, 2014, and the roll was called of the duly constituted officers and members of the Board, to wit:

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

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

Also present were Karla Efigenio of McLennan & Associates; Eric Martin, Jaison Sanwald and Gene Connor of TOPS; Shawn Sharkey of Jacobs Engineering Group, Inc.; Ryan Fortner of Wheeler & Associates; Sergeant Lowery and Constable Jennifer McCants of Harris County Constable's Office, Precinct 4; and Clark Lord and Debbie Russell of Bracewell & Giuliani LLP.

APPEARANCES BEFORE THE BOARD

No one was present to address the Board.

SECURITY REPORT

Constable McCants reported on security matters within the District for the month of October 2014.

APPROVE MINUTES

The Board reviewed the minutes of October 21, 2014. Following discussion, upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the minutes of October 21, 2014 as revised.

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 October 21, 2014 to November 18, 2014. 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 October 31, 2014.

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

Mr. Fortner next presented the tax assessor/collector's report for the month of October, a copy of which is attached. He reviewed the report, stating that as of October 2014, the District's 2013 taxes are 99.43% collected and the 2012 taxes are 99.84% collected. Mr. Fortner also presented checks nos. 2463-2468 for payment.

Following discussion on the tax assessor/collector's report, upon a motion made by Director Going 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'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. The Board took no action in connection with the delinquent tax attorney's report.

OPERATOR'S REPORT

Mr. Sanwald presented the operator's report for October 2014, a copy of which is attached to these minutes.

Mr. Sanwald then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month was 92%.

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

Mr. Sanwald reported that he had performed a dye test on the manholes near the sidewalk in the 8200 block of Windell that is very uneven and found infiltration. Mr. Sanwald stated that he will get a quote for repairing and lowering the manhole to grade.

Mr. Sanwald then requested the Board's authorization to conduct a commercial meter test at a cost of \$4,000. He stated that the meters have not been tested since October 2013.

Mr. Sanwald next reported on a leak at lift station no. 5 that flooded the driveway near a daycare center. He stated that the daycare center was advised to keep the children inside until the cleanup could be accomplished. Mr. Sanwald stated that the water was then pumped back into the lift station and the area was sanitized.

Mr. Connor then advised the Board that three of the five apartment complexes in the District have not been being properly billed due to issues during the transition from Southwest Water to TOPS. He stated that he had made contact with representatives of the complexes regarding the underbilling. Mr. Connor noted that one of the representatives had agreed to pay

the amounts that were previously unbilled. He stated that he would follow up with the remaining representatives.

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 meter testing as requested.

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. Sanwald 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

Mr. Lord presented a letter to the City of Houston in connection with the Water Supply Agreement to request additional water from the City. The Board authorized the District's attorney to send the letter to the City.

Ms. Russell then reported that the law has changed to allow the District to return to paper ballots instead of contracting with Harris County for voting machines so long as notice of same is published in the newspaper. The Board authorized publication of the notice to allow for use of paper ballots.

ENGINEER'S REPORT

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

Water Well No. 3

Mr. Sharkey reported that Weisinger can super chlorinate water well no. 3 at a cost of \$56,546. Since the demand for water is currently low, the Board concurred to delay this project until water well no. 3 is required. Mr. Connor stated that the District can blend water from two wells to dilute the odor problem.

Elevated Storage Tank Waiver Application

Mr. Sharkey reported that four years ago, Harris County MUD No. 261 ("HC261") had a water model built for HC261 and the District so it was more cost effective for the engineer for

HC261 to prepare the Elevated Storage Tank Waiver Application. He stated that with the Board's authorization, he will request an extension for the generator project until September 30, 2016. The Board authorized same.

Coating Repair of Water Plant No. 1's Ground Storage Tank and Hydropneumatic Tank

Mr. Sharkey stated then presented the bid tabulation in connection with the coating of the hydropneumatic and ground storage tanks. He stated that the bid from The Trey Evans Co. ("Evans") will result in the best and most economical completion of the project and he recommended that the Board award the contract to Evans in the amount of \$177,500.

After discussion, Director Going moved that the Board approve the engineer's report and award the contract for the coating of the hydropneumatic and ground storage tanks to Evans in the amount of \$177,500, based on the recommendation of the District's engineer. Director North seconded the motion and it passed by unanimous vote.

BUILDING OFFICE MANAGER'S REPORT

Director North reported that Ms. Lueb had sent a report on the building. The Board reviewed the invoice from Wired Electrical Services for the repair of the outdoor lights on the building. Director North stated that Ms. Lueb is working with Villa Franco on locating a new fountain for the park because the current fountain is cannot be repaired.

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

Director Mendel reported on matters discussed at the October meeting. He stated metals are exceeding the permitted levels and that all participants in the plant are contributing to the problem. Director Mendel stated that the Joint Powers Board is working to determine what businesses might be contributing to the discharge

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



Secretary, Board of Directors



ATTACHMENTS

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