

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

July 21, 2015

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 21, 2015, 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 Mark Roth of Roth and Eyring; Teri League of WCA; Mary Lutz of McLennan & Associates; Ray Arce of Wheeler & Associates; Eric Martin of TOPS; Shawn Sharkey of Jacobs Engineering Group, Inc.; Lieutenant Jolly and Constable Jennifer McCants of the Harris County Constable's Office, Precinct 4; and Clark Lord and Debbie Russell of Bracewell & Giuliani LLP.

SECURITY REPORT

Constable McCants reported on security matters within the District for the month of June 2015.

APPROVE MINUTES

The Board reviewed the minutes of June 16, 2015. Following discussion, upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the minutes of June 16, 2015, as submitted.

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

Ms. Lutz presented the bookkeeper's report, a copy of which is attached to these minutes, for the period June 16, 2015 to July 21, 2015. 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, 2015.

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 and investment of the District's funds.

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

Mr. Arce 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 2015, the District's 2014 taxes are 98.89% collected and the 2013 taxes are 99.69% collected. Mr. Arce also presented checks nos. 2511-2514 for payment.

Following discussion on the tax assessor/collector's report, upon a motion made by Director North and seconded by Director Hlavenka, the Board voted unanimously to approve the tax assessor/collector's report and payment of the tax bills.

OPERATOR'S REPORT

Mr. Martin presented the operator's report for June 2015, 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 90%.

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

Mr. Martin next reported that because of a blown transformer, the District lost power at the lift station causing a sanitary sewer overflow situation. He stated that he took immediate measures to remediate the spill, but noted that Harris County Pollution Control is investigating and could levy a fine against the District. The Board discussed the possibility of installing a natural gas generator on the site to prevent a future occurrence, but requested that the engineer investigate the possibility of connecting the proposed generator for the water plant to the lift station. Mr. Sharkey stated that he would determine whether that measure could be the solution to providing backup power to the lift station.

Mr. Martin then reported that the manager at Pizza Hut has again refused to clean the grease trap at the restaurant. He stated that he would follow up with the manager again and if necessary would work with the attorney to send the letter regarding the termination of service and fines for noncompliance with the District's rate order.

Mr. Martin stated that he will bring a proposal for a rate increase for operating services to the next meeting.

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.

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 Going to terminate utility service to customers with delinquent accounts. Director North seconded the motion, which carried by unanimous vote.

ENGAGE AUDITOR TO CONDUCT ANNUAL AUDIT FOR FISCAL YEARS ENDING SEPTEMBER 30, 2015 AND 2016

Mr. Roth presented a two-year engagement letter to perform the District's annual audit for the fiscal years ending September 30, 2015 and 2016. He stated that the terms of the engagement letter were the same as approved by the Board for the previous two-year period except for proposed increase in the fee to \$10,600.00 per year. Following discussion, a motion was made by Director Going and seconded by Director North to approve the engagement letter with Roth & Eyring PLLC to perform the District's annual audit for the fiscal years ending September 30, 2015 and 2016. The motion carried by unanimous vote.

PUBLIC COMMENTS

Ms. League addressed the Board regarding a missed trash collection day. She stated that the problem was tied to a personnel problem with her company which has since been rectified. Director Hlavenka questioned whether a notice was ever sent out regarding the new waste collection service, collection days, holidays and types of recyclable materials. Ms. League stated that a notice was sent out, but agreed to prepare a new notice for distribution with the District's water bills.

ENGINEER'S REPORT

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

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

Mr. Sharkey reported that The Trey Evans Co. (the "Contractor") has completed the recoating project final site cleanup. He stated upon completion of holiday testing, and some deficiencies were found. Mr. Sharkey stated that after the Contractor addressed the deficiencies, additional testing was conducted and all deficiencies were corrected except for the exterior roof surface. He recommended that the Board accept the Contractor's completed work at a reduced price to be negotiated with the Contractor.

Emergency Generator at Water Plant No. 1

Mr. Sharkey informed the Board that the sub consultant contracts for the generator project have been executed. He stated that it has been determined that the District can go with a 400 KW generator, but noted that Acclaim Energy is proposing a 600 KW. Mr. Sharkey stated that evaluation of the generator size is ongoing, but it appears that it may be more cost effective to install the smaller generator without the participation of Acclaim.

Mr. Sharkey next reported that he had not received any documentation from Acclaim Energy.

Mr. Sharkey then reported that the District has received a request for capacity for a Stripes Convenience Store to be constructed on the corner of Gessner and Philippine. He stated that he will be reviewing their plans and will make a recommendation as to the capacity at the August Board meeting.

After discussion, Director Schoelman moved that the Board accept the engineer's report and approve a negotiated payment to the Contractor for the recoating project. Director Hlavenka seconded the motion and it carried unanimously.

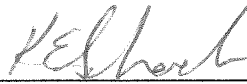
BUILDING OFFICE MANAGER'S REPORT

The Board discussed the possible repair of the fence at the DAB instead of replacing same. Director Hlavenka reported that she had just had a railing installed using "hog wire" and that it was reasonably priced and durable. The Board requested that Director Hlavenka get more information on same for possible use at the DAB and deferred action on the matter.

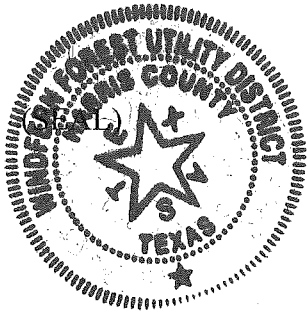
REPORT ON MATTERS DISCUSSED AT THE MEETING OF THE WHITE OAK BAYOU JOINT POWERS BOARD

Director Mendel reported on matters discussed at the June meeting. He stated that there is a strong possibility that a case can be made to the TCEQ to remove the metals requirement from the permit.

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



Secretary, Board of Directors



ATTACHMENTS

bookkeeper's report1
tax assessor/collector's report for the month of June.....2
operator's report for June 2015.....2
engineer's report3