

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

December 15, 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 December 15, 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 John Dupree of McLennan & Associates; Ryan Fortner of Wheeler & Associates; Eric Martin and Deano Wright of TOPS; Shawn Sharkey of Jacobs Engineering Group, Inc.; Deputy Marquez, Corporal Lopez, and Constable Stephanie Crystal Hall of the Harris County Constable's Office, Precinct 4; and Clark Lord and Debbie Russell of Bracewell & Giuliani LLP.

APPEARANCES BEFORE THE BOARD

There were no appearances before the Board.

SECURITY REPORT

Constable Hall reported on security matters within the District for the month of November 2015.

APPROVE MINUTES

The Board reviewed the minutes of November 17, 2015. Following discussion, upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the minutes of November 17, 2015, as revised.

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

Mr. Dupree presented the bookkeeper's report, a copy of which is attached to these minutes, for the period November 17, 2015 to December 15, 2015. He 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, 2015.

Following discussion on the bookkeeper's report, upon a motion made by Director Hlavenka and seconded by Director Schoelman, 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 November, a copy of which is attached. He reviewed the report, stating that as of November 2015, the District's 2015 taxes are 4.68% collected and the 2014 taxes are 99.39% collected. Mr. Fortner also presented checks nos. 2541-2542 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 REPORT

There was no delinquent tax attorney report for the month.

OPERATOR'S REPORT

Mr. Martin presented the operator's report for November 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 94%.

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

Mr. Wright reported that within one week of utilizing water well no. 3, they were receiving complaints from the apartment complex about an odor. The Board stated that water well no. 3 should only be used for a few days at a time.

Mr. Martin then reported that the resident at 8302 Country Wind had a leak in her toilet that went undetected for an extended amount of time incurring a large water bill. He stated that she has asked for some relief from the increased bill.

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 and authorize a deduction of 50% of the total invoice for the resident at 8302 Country Wind.

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

ENGINEER'S REPORT

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

Emergency Generator at Water Plant No. 1

The Board next discussed installation of a generator at water plant no. 1. Mr. Sharkey reported that Power Secure will provide the electrical design for the generator project which will save the District money.

Water Well No. 3

Mr. Sharkey stated that Alsay has stated that they do not handle issues such as the bacteria at water well no. 3. He stated that he will contact Nalco Chemical regarding this matter.

After discussion, Director North moved that the Board accept the engineer's report. Director Schoelman seconded the motion and it carried unanimously.

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. Director Schoelman moved that the Board authorize the District's attorney to send the letter to the City to request the annual increase. Director North seconded the motion and it carried by unanimous vote.

BUILDING OFFICE MANAGER'S REPORT

The Board discussed that Ms. Lueb is investigating several light fixtures that are not working and is going to schedule repair of the phone line to the building.

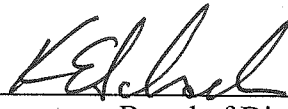
REPORT ON MATTERS DISCUSSED AT THE MEETING OF THE WHITE OAK BAYOU JOINT POWERS BOARD

Director Mendel reported on matters discussed at the November meeting.

AMENDED OPERATING BUDGET

Director Mendel stated that he would like to amend the District's operating budget to reflect the actual cost of the generator for water plant no. 1. He then made a motion to amend the operating budget to decrease the current budgeted amount for the generator from \$350,000 to \$50,000. Director North seconded the motion and it carried unanimously.

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 November2
operator's report for November 20152
engineer's report3