

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

November 15, 2016

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 Lane, Houston, Texas, on November 15, 2016, 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 Diane Doyle of McLennan & Associates; Rebecca Olvera of B & A Municipal Tax Service, LLC; Eric Martin of TOPS; Constable Hall of the Harris County Constable's Office, Precinct 4; Carol Lueb of the DAB; and Clark Lord and Debbie Russell of Bracewell LLP.

SECURITY REPORT

Constable Hall reported on security matters within the District for the month of October, 2016.

APPROVE MINUTES

The Board reviewed the minutes of October 18, 2016. Following discussion, upon a motion made by Director Hlavenka and seconded by Director North, the Board voted unanimously to approve the minutes of October 18, 2016, as revised.

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

Ms. Doyle presented the bookkeeper's report, a copy of which is attached to these minutes, for the period October 18, 2016 to November 15, 2016. 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, 2016. Ms. Doyle then presented the monthly investment report for the period ending October 31, 2016.

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, the investment report and investment of the District's funds.

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

Ms. Olvera next presented the tax assessor/collector's report for the month of October , a copy of which is attached. She reviewed the report, stating that as of October 2016, the District's 2016 taxes are 0.11% collected and the 2015 taxes are 99.65% collected. Ms. Olvera also presented the checks for payment.

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

DELINQUENT TAX ATTORNEY REPORT

The Board then reviewed the delinquent tax attorney report from Perdue Brandon Fielder Collins & Mott and determined that no action was necessary.

OPERATOR'S REPORT

Mr. Martin presented the operator's report for October 2016, 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 informed the Board that the leak at the apartment complex was caused by a bad gasket on the District's side of the line. He noted that repair of same had been made.

Upon a motion made by Director Schoelman 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 there is no delinquent list for the month because of a conversion to a new billing system. The Board took no action in connection with terminations for the month.

ATTORNEY'S REPORT

Take or Pay Letter

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.

ENGINEER'S REPORT

Due to the absence of the engineer, there was no engineer's report for the month.

BUILDING OFFICE MANAGER'S REPORT

Ms. Lueb presented a report reflecting the rental data for the building for the month. The Board requested that Ms. Lueb continue to provide these reports on a monthly basis. Director Schoelman requested that data regarding the gratis use of the building, if any, be included on the report. The Board next discussed repairs in the kitchen. Ms. Lueb reported on problems with the microwave. Director Schoelman stated that he would look at the microwave and determine if it is repairable. The Board concurred to authorize replacement of the microwave if it can't be repaired. Ms. Lueb then reported that Steve McFaden had repaired all lights around the building and installed photosensors. Director Schoelman requested that Ms. Lueb reimburse Mr. McFaden for the ladder that he had to rent to conduct the repairs.

Ms. Lueb then discussed landscaping around the entry. The Board discussed options for same and requested that Ms. Lueb obtain suggestions from the landscaper for improving the aesthetics at the entry.

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 of the White Oak Bayou Joint Powers Board.

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

Secretary, Board of Directors

(SEAL)

ATTACHMENTS

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