

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

October 18, 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 October 18, 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; Avik Bonnerjee and Rebecca Olvera of B & A Municipal Tax Service, LLC; Eric Martin of TOPS; Shawn Sharkey of Jacobs Engineering Group, Inc.; Constable Hall of the Harris County Constable’s Office, Precinct 4; Carol Lueb of the DAB; Clark Lord and Debbie Russell of Bracewell LLP; and Sylvia White, Clinton White, Amy Ensminger, Sami Yacoub, Bambi Antea, Frank Novelli, Mary Novelli and Judy Bruner, residents of the District.

PUBLIC HEARING

The Board convened a public hearing to receive comments regarding a proposed tax rate for 2016. There were no residents in attendance to make comments on the proposed tax rate and the public hearing was adjourned upon a motion made by Director North and seconded by Director Going.

CONVENE REGULAR MEETING OF THE BOARD

The Board next convened the regular monthly meeting of the Board of Directors.

ORDER LEVYING TAXES

The Board discussed adopting a tax rate for 2016. Following discussion, a motion was made by Director North and seconded by Director Going to adopt an Order Levying Taxes establishing a tax rate for 2016 of \$0.49 per \$100 assessed valuation, consisting of a \$0.24 component for debt service and a \$0.25 component for operation and maintenance. The motion carried by unanimous vote. A copy of the Order, thus adopted, is attached to and considered a part of these minutes.

AMENDED INFORMATION FORM

Mr. Lord stated that it is necessary for the District to file an Amended Information Form with the Texas Commission on Environmental Quality (the "TCEQ") and Harris County reflecting the newly adopted tax rate for 2016. Following discussion, a motion was made by Director Going to approve an Amended Information Form and authorize its filing with the TCEQ and Harris County. The motion was seconded by Director North and carried unanimously.

APPEARANCES BEFORE THE BOARD

Ms. White addressed the Board on behalf of her daughter, Leah Nash, regarding the uranium in the District's water. Director Mendel explained that the uranium has been found in only one of the District's wells and the water from that well is blended with water from other sources so the uranium is diluted to levels that are acceptable by the TCEQ. Mr. Martin reported that the water from the well is tested frequently to insure that no unsafe levels of contaminants are supplied to residents.

SECURITY REPORT

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

APPROVE MINUTES

The Board reviewed the minutes of September 20, 2016. Following discussion, upon a motion made by Director Schoelman and seconded by Director Going, the Board voted unanimously to approve the minutes of September 20, 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 September 20, 2016 to October 18, 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 September 30, 2016. Ms. Doyle then presented the monthly investment report for the period ending September 30, 2016. Director Schoelman questioned whether the budget should be adjusted to reflect the increased revenue from the new rental rates for the building. Director Mendel stated that he doesn't think an adjustment is necessary.

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

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

Mr. Bonnerjee next presented the tax assessor/collector's report for the month of September, a copy of which is attached. He reviewed the report, stating that as of September 2016, the District's 2015 taxes are 99.60% collected and the 2014 taxes are 99.75% collected. Mr. Bonnerjee also presented the checks for payment. He reminded the Board that his contract with the District provides for attendance at the monthly meeting for one hour and that any attendance time exceeding one hour would be billed at the rate specified in the contract.

Following discussion on the tax assessor/collector's report, upon a motion made by Director Going and seconded by Director Hlavenka, 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 from Perdue Brandon Fielder Collins & Mott.

OPERATOR'S REPORT

Mr. Martin presented the operator's report for September 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 91%. Mr. Martin reported on repairs and maintenance at District facilities.

Mr. Martin next informed the Board that the apartment complex (the "Complex") had a leak which caused water consumption of 805,000 gallons. He stated that the Complex had requested that the Board waive a portion of the bill. Mr. Lord explained that the District does not have the authority to give away water, but noted that the Board could grant a payment plan to allow the Complex to pay the invoice over several months.

Upon a motion made by Director Schoelman and seconded by Director North, the Board voted unanimously to approve the operator's report and authorize the Complex to pay its water bill over a period of three months.

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.

ATTORNEY'S REPORT

District Website

Director Schoelman reported on the development of the District's website.

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

Mr. Sharkey reported that the Emergency Preparedness Plan is complete and was submitted to the TCEQ.

TCEQ Elevated Storage Tank Waiver Application

Mr. Sharkey next informed the Board that the engineer for Harris County Municipal Utility District No. 261 has indicated that the Elevated Storage Tank Waiver Application will be submitted to the TCEQ before the end of the week.

BUILDING OFFICE MANAGER'S REPORT

Ms. Lueb reported that the Teakwood will power wash the building at a cost of \$500. Ms. Lueb next reported that she is waiting on a bid for the work on the playground area.

Electronic Sign

Director Schoelman presented proposals from several sign companies for the purchase of an electronic sign for the front of the building. After review of the proposals, Director Going stated that in his opinion an electronic sign is not worth \$13,000. After discussion, the Board took no 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 September 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)

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