

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

January 30, 2018

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 January 30, 2018, 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 except Director Going, thus constituting a quorum.

Also present were Diane Bailey of McLennan & Associates, LP; Rebecca Olvera of B & A Municipal Tax Service, LLC; Nathan White of TOPS; Sergeant Curry and Constable Alvarez of the Harris County Constable’s Office, Precinct 4; Shawn Sharkey of Jacobs Engineering Group, Inc.; Mary DuBois of Acclaim Energy; Mark Eyring of Roth & Eyring PLLC; Mendi Strnadel of Woodwind Lakes HOA; Robin Sample of Woodwind Lakes HOA; Darlene Guidry of Woodwind Lakes HOA; Ray Pavia of Woodwind Lakes HOA; and Clark Lord, Mona Cannon and Sandy Rivera-Ramirez of Bracewell LLP.

APPEARANCES BEFORE THE BOARD

There were no appearances before the Board.

SECURITY REPORT

Sergeant Curry reported on security matters within the District for the month of December 2017.

Following discussion on the security report, upon a motion made by Director Hlavenka and seconded by Director North, the Board voted unanimously to approve the security report.

APPROVE MINUTES

The Board decided to approve the minutes of December 19, 2017 at next board meeting.

AUDIT REPORT

Mr. Eyring presented the audit report for December 2017, a copy of which is attached to

these minutes. Mr. Eyring stated that there were no issues to report and that the audit was clear.

Following discussion on the audit report, upon a motion made by Director North and seconded by Director Hlavenka, the Board voted unanimously to approve the audit report.

AMENITY POND MAINTENANCE REQUEST

Director Mendel and Mr. Pavia discussed the matter of the detention pond. Mr. Pavia expressed to the Board that the District, and not Woodwind Lakes HOA, was responsible for the repair and maintenance costs of the detention pond. Director Mendel referred to the easement in the declarations wherein it gives the HOA authority to levy a fee for these repair and maintenance costs. After further discussion, a motion was made by Director Mendel to reject the claim that the District has an obligation to cover the costs of repair and maintenance of the detention pond. Director North seconded that motion and it passed unanimously.

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

Ms. Bailey presented the bookkeeper's report, a copy of which is attached to these minutes, for the period December 22, 2017 to January 19, 2018. 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 January 30, 2018. Ms. Bailey then presented the monthly investment report for the period ending January 30, 2018.

Following discussion on the bookkeeper's report, upon a motion made by Director North and seconded by Director Hlavenka, 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 presented the tax assessor/collector's report for the month of December 2017, a copy of which is attached. She reviewed the report, stating that as of December 30, 2017, the District's 2017 taxes are 18.29% collected and the 2016 taxes are 99.11% collected. Ms. Olvera also presented the checks for payment.

Following discussion on the tax assessor/collector's report, upon a motion made by Director Schoelman 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

Ms. Olvera next presented 14 delinquent accounts to the Board. A motion was made to send collection notices to these accounts, director Hlavenka seconded the motion and it passed unanimously.

OPERATOR'S REPORT

Mr. White presented the operator's report for December 2017, a copy of which is attached to these minutes.

Mr. White then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month was 96%. He then reported on the 3 delinquent accounts and after discussion it was decided to terminate those accounts this month.

Upon a motion made by Director North and seconded by Director Hlavenka, the Board voted unanimously to approve the operator's report, and authorize the termination of those three delinquent accounts.

ACCLAIM ENERGY

Ms. DuBois of Acclaim Energy addressed the Board in regards to a new contract and asked that a director be designated to meet with her in order to move forward with the contract. After brief discussion, a motion was made by Director Hlavenka to appoint Director Hlavenka as the designated director, Director North seconded the motion and it passed unanimously.

ENGINEER'S REPORT

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

Mr. Sharkey informed the Board that final comments have been turned in and awaiting final approval from TCEQ for the Air Quality Permit which is expected to be issued in late January or early February 2018.

Mr. Sharkey provided an update on purchasing a portable generator that could be used on various District facilities during emergencies. He stated that the District needs a 80-100 kW generator but this would present mounting issues. He further discussed the different options with smaller generators which would be easier to mount. After further discussion, it was decided that the cost of the new generator would be included in the new budget.

Mr. Sharkey also updated the Board on the Fairbanks Baptist Church utility request and stated that he reviewed their proposed usage and confirmed the District has capacity. He further suggested the Church's request be granted.

After discussion, Director Hlavenka moved that the Board accept the engineer's report, approve including the cost of the new generator not to exceed \$100,000 in the new budget, and to grant the utility request of Fairbanks Baptist Church, Director North seconded the motion and it carried by unanimous vote.

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



Secretary, Board of Directors

(SEAL)

ATTACHMENTS

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