

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

July 17, 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 July 17, 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
Vacant	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 Jorge Diaz of McLennan & Associates, LP; Becky Brewer of B & A Municipal Tax Service, LLC; Nathan White and Deano Wright of TOPS; Sergeant Curry and Constable Alvarez of the Harris County Constable’s Office, Precinct 4; Shawn Sharkey of Jacobs Engineering Group, Inc.; Carol Lueb of the DAB; Mona Cannon and Debbie Russell of Bracewell LLP; and Ann Murphree, Jerry Casner, Ally Casner, Christa Casner, Rubi Tiller, Sandra Guzman, Margaret Taylor, Joseph Garcia, Laura Gomez, Mary Ruth Keel, Anne Rondow, Tim Rondow, David Howell, Fahad Mayahi, Charleen Baugh, and Tammy McLain, residents of the District.

APPEARANCES BEFORE THE BOARD

A member of the public questioned the status of the agreement between the District and the Woodwind Lakes HOA. Director Hlavenka reported that the HOA had refused to have a meeting to try and work out the terms of the agreement.

SECURITY REPORT

Sergeant Curry reported on security matters within the District for the month of June 2018.

APPROVE MINUTES

The Board reviewed the minutes of June 19, 2018. Following discussion, upon a motion made by Director Going and seconded by Director Hlavenka, the Board voted unanimously to approve the minutes of June 19, 2018, as submitted.

APPOINT NEW DIRECTOR

Ms. Murphree introduced herself to the Board and reviewed her background.

Ms. Tiller introduced herself to the Board and discussed her background.

The Board discussed the two candidates for director. Director Mendel expressed his interest in appointing a director from the Laurel Creek Subdivision and made a motion to appoint Ms. Murphree as director to fill the unexpired term of the late Director Schoelman. Director North seconded the motion and it carried by unanimous vote.

BOND, OATH AND SWORN STATEMENT OF DIRECTOR MURPHREE

Director Murphree took her oath of office and executed the bond and sworn statement. Upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the bond, oath and sworn statement of Director Murphree.

AUTHORIZE PREPARATION AND FILING OF AN UPDATED DISTRICT REGISTRATION FORM

Director Going made a motion to authorize the preparation and filing of an updated District Registration Form to reflect the appointment of Director Murphree to the Board. Director North seconded the motion and it carried unanimously.

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

Mr. Diaz presented the bookkeeper's report, a copy of which is attached to these minutes, for the period June 19, 2018 to July 17, 2018. 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 June 30, 2018. Mr. Diaz then presented the monthly investment report for the period ending June 30, 2018.

Following discussion on the bookkeeper's report, upon a motion made by Director Hlavenka 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

Ms. Brewer presented the tax assessor/collector's report for the month of June 2018, a copy of which is attached. She reviewed the report, stating that as of June 30, 2018, the District's 2017 taxes are 98.35% collected and the 2016 taxes are 99.61% collected. Ms. Brewer 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 Hlavenka, the Board voted unanimously to approve the tax assessor/collector's report and payment of the tax bills.

DELINQUENT TAX ATTORNEY'S REPORT

There was no delinquent tax attorney report for the month.

OPERATOR'S REPORT

Mr. White presented the operator's report for June 2018, 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%.

Mr. White reported on maintenance and repairs conducted during the month. He also noted that he is continuing to work with the apartment managers about flushing the lines in the complexes.

Upon a motion made by Director Going and seconded by Director Hlavenka, 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. White 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 Hlavenka 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:

Mr. Sharkey informed the Board that final approval from TCEQ for the Air Quality Permit is expected to be issued in September 2018. The Board requested that Mr. Sharkey contact John Elder at Acclaim Energy regarding payment of damages for the lost income from the generator.

Mr. Sharkey then reported Harris County Engineering Department is expected to provide the final design plans relating to the utility conflicts on Gessner Road by October 2018.

Mr. Sharkey next reported that the closing of two valves to divide the District's water distribution system in to two zones seems to be working. He stated that the northern zone would remain on its current chloramine disinfection protocol while the southern zone would convert to a free chlorine disinfection protocol.

After discussion, Director North moved that the Board accept the engineer's report. Director Going seconded the motion and it carried by unanimous vote.

BUILDING OFFICE MANAGER'S REPORT

Ms. Lueb informed the Board that the insurance adjuster had to redo the estimate for the roof. She stated that the deductible for the roof is \$10,000. Ms. Lueb stated that when she receives information from the insurer about the amount to be covered under the District's policy, she will forward a copy to the Board for review.

Ms. Lueb then reported that the photo sensors on the lights around the building are defective.

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 of the White Oak Bayou Joint Powers Board.

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

Shari B. North

Secretary, Board of Directors

(SEAL)

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