

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

January 15, 2019

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 15, 2019, and the roll was called of the duly constituted officers and members of the Board, to wit:

Eddie Mendel	President
Pat Going	Vice President
Shari North	Secretary
Karen Hlavenka	Assistant Vice President
Ann Murphree	Assistant Secretary

and all of said persons were present, thus constituting a quorum.

Also present were Dimitra Berry of McLennan & Associates, LP; Rebecca Olvera of B & A Municipal Tax Service, LLC; Nathan White and Deano Wright of TOPS; Sergeant Curry and Constable Martinez of the Harris County Constable's Office, Precinct 4; Shawn Sharkey of Jacobs Engineering Group, Inc.; Mark Eyring of Roth & Eyring, PLLC; and Clark Lord and Debbie Russell of Bracewell.

**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 2018.

**Interlocal Agreement for Law Enforcement Services with Harris County**

Mr. Lord presented the renewal Interlocal Agreement for Law Enforcement Services with Harris County for the Board's consideration and stated that there is no increase in the rates for 2019. After discussion, Director Going moved that the Board approve the Agreement as presented. Director Murphree seconded the motion and it carried by unanimous vote.

**APPROVE MINUTES**

The Board reviewed the minutes of December 18, 2018. Following discussion, upon a motion made by Director Hlavenka and seconded by Director North, the Board voted unanimously to approve the minutes of December 18, 2018, as submitted.

### **APPROVE AUDIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2018**

Mr. Eyring presented the District's draft annual audit for the fiscal year ending September 30, 2018, to the Board for review and approval. A copy of the District's audit is attached to these minutes.

Following discussion on the audit, upon a motion made by Director North and seconded by Director Going, the Board voted unanimously to approve the audit for fiscal year ending September 30, 2018.

### **AUTHORIZE CONSULTANTS TO PREPARE ANNUAL REPORT IN ACCORDANCE WITH DISTRICT'S CONTINUING DISCLOSURE OF INFORMATION AGREEMENT AND AS REQUIRED BY SEC RULE 15(C)2-12 FOR THE DISTRICT'S OUTSTANDING BONDS**

Mr. Lord stated that the District is required to file an annual report in accordance with the District's Continuing Disclosure of Information Agreement and as required by SEC Rule 15c2-12 for the District's outstanding bonds. Following discussion, a motion was made by Director North and seconded by Director Going authorizing the consultants to prepare an annual report in accordance with the District's Continuing Disclosure of Information Agreement and as required by SEC Rule 15c2-12 for the District's outstanding bonds. The motion passed unanimously.

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

Ms. Berry presented the bookkeeper's report, a copy of which is attached to these minutes, for the period December 18, 2018 to January 15, 2019. 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 December 31, 2018. Ms. Berry then presented the monthly investment report for the period ending December 31, 2018.

Following discussion on the bookkeeper's report, upon a motion made by Director Going and seconded by Director Murphree, 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 2018, a copy of which is attached. She reviewed the report, stating that as of December 31, 2018, the District's 2018 taxes are 47.49% collected and the 2017 taxes are 99.32% collected. Ms. Olvera also presented the checks for payment.

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

There was no delinquent tax attorney report for the month.

## **OPERATOR'S REPORT**

Mr. White presented the operator's report for December 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 92.2%.

Mr. White reported on maintenance and repairs conducted during the month. He stated that work will commence on the recirculation pump next month.

Upon a motion made by Director Going and seconded by Director Murphree, 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 Murphree 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 then reported that AAA Flexible Pipe Cleaning agreed to remove the cleaning and televising of the existing sanitary sewer infrastructure in Mauna Loa Gardens, Sections 1 and 2 by a deductive change order removing 1,036 linear feet of cleaning and televising and a total of \$1,761.20. Mr. Sharkey reported that when he last reviewed tapes of sewer line, the cost was approximately \$1.38 a linear foot which in this case will cost approximately \$36,000 for the tape review.

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

## **BUILDING OFFICE MANAGER'S REPORT**

There was report on the DAB for the month.

## **ATTORNEY'S REPORT**

### **Resolution Designating an Agent of the Board for the 2019 Directors Election**

Mr. Lord presented the Resolution Designating an Agent of the Board for the 2019 Directors Election which designates Bracewell LLP as the District's agent. Upon a motion made by Director North and seconded by Director Murphree, the Board voted unanimously to adopt the Resolution as presented.

### **Adopt Order Calling Directors' Election**

Mr. Lord presented an Order Calling Directors' Election for the Board's review and approval. He stated that the election is scheduled for May 4, 2019, and that two positions are up for reelection. Following discussion, a motion was made by Director North and seconded by Director Murphree to adopt an Order Calling Directors' Election. The motion passed unanimously. A copy of the Order, thus adopted, is attached to and considered a part of these minutes.

### **Set Pay Rate for Election Officials**

The Board next considered setting a pay rate for the election officials. Following discussion, the Board agreed to set a pay rate for election officials at the pay scale adopted by Harris County.

### **Association of Water Board Directors Conference**

After discussion, Director Going moved that the Board authorize all interested Board members to attend the 2019 summer AWBD conference. Director North seconded the motion and it carried unanimously.

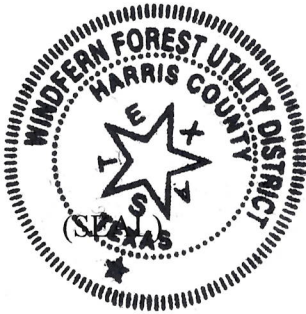
## **REPORT ON MATTERS DISCUSSED AT THE MEETING OF THE WHITE OAK BAYOU JOINT POWERS BOARD**

Director Mendel reported on matters discussed at the December meeting of the White Oak Bayou Joint Powers Board.

## **CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.074, CHAPTER 551, TEXAS GOVERNMENT CODE**

The Board did not meet in executive session.

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



Shari B. Nout  
Secretary, Board of Directors

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