

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

February 19, 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 February 19, 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 Marquez of the Harris County Constable’s Office, Precinct 4; Shawn Sharkey of Jacobs Engineering Group, Inc.; Clark Lord and Debbie Russell of Bracewell; and Allison Casner, Christa Casner and Jerry Casner, residents of the District.

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 January 2019.

APPROVE MINUTES

The Board reviewed the minutes of January 15, 2019. Following discussion, upon a motion made by Director Hlavenka and seconded by Director North, the Board voted unanimously to approve the minutes of January 15, 2019, as submitted.

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 January 15, 2019 to February 19, 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 January 31, 2019. Ms. Berry then presented the monthly investment report for the period ending January 31, 2019.

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 January 2019, a copy of which is attached. She reviewed the report, stating that as of January 31, 2019, the District's 2018 taxes are 94.93% collected and the 2017 taxes are 99.37% collected. Ms. Olvera also presented the checks for payment.

Following discussion on the tax assessor/collector's report, upon a motion made by Director North and seconded by Director Murphree, 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 the delinquent tax attorney report prepared by Perdue Brandon Fielder Collins & Mott. She stated that the delinquent tax attorney had prepared water termination letters to seven delinquent account holders and the operator will hang a red tag for these accounts to have water service terminated at the direction of the Board. After discussion, Director Going moved that the Board accept the report and authorize termination of water service to the delinquent accounts. Director North seconded the motion and it carried unanimously.

TAX RESOLUTIONS

Resolution Concerning Tax Collection Procedures

Mr. Lord presented a Resolution Concerning Tax Collection Procedures for the Board's review and approval. Following discussion, Director Hlavenka moved that the Board approve a Resolution Concerning Tax Collection Procedures, which rejects the following optional procedures: (1) refraining from sending a tax bill for less than \$15.00, (2) permitting the split payment of taxes, and (3) allowing discounts for the early payment of taxes. Director Murphree seconded the motion, which passed unanimously. The Resolution, thus adopted, is attached to and considered a part of these minutes.

Resolution Concerning Exemption Of Residence Homesteads From Taxation

Mr. Lord next presented a Resolution Concerning Exemption of Residence Homesteads from Taxation, which provides for the exemption from ad valorem taxation by the District of \$10,000 of the appraised value of residence homesteads of individuals who are disabled or are sixty-five years of age or older and which rejects a general homestead exemption and exemptions for charitable organizations. Following discussion, Director Hlavenka moved that the Board approve the Resolution Concerning Exemption of Residence Homesteads from Taxation. Director

Murphree seconded the motion, which carried unanimously. The Resolution, thus adopted, is attached to and considered a part of these minutes.

Resolution Providing For Additional Penalty For Tax Collection Costs

Mr. Lord then presented a Resolution Providing for Additional Penalty for Tax Collection Costs, which establishes a penalty of 20% on all taxes, penalty, and interest that remain unpaid as of July 1, 2019, for real property, and as of February 1, 2019, for tangible personal property, as authorized by the Texas Property Tax Code. Following discussion and upon a motion made by Director Hlavenka and seconded by Director Murphree, the Board voted unanimously to approve the Resolution Providing for Additional Penalty for Tax Collection Costs. A copy of the Resolution, thus adopted, is attached to and considered a part of these minutes.

OPERATOR'S REPORT

Mr. White presented the operator's report for January 2019, 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 99.4%.

Mr. White reported on maintenance and repairs conducted during the month. He then presented a report on fire hydrant survey and stated that the total cost of the P1 and P2 repairs and reflector replacement would be approximately \$14,000. The Board discussed doing only the P1 repairs and reflectors at this time. Mr. White stated that the cost of those repairs would be approximately \$4,400.

Mr. White then presented a list of delinquent accounts to be sent to collections.

Upon a motion made by Director Going and seconded by Director Murphree, the Board voted unanimously to approve the operator's report, approve the P1 repairs to the fire hydrants, approve the installation of reflectors and authorize the submission of the delinquent accounts to collections.

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 presented the contract with AAA Flexible Pipe Cleaning for cleaning and televising the sewer lines for the Board’s execution.

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

BUILDING OFFICE MANAGER’S REPORT

The Board considered a request for tree trimming at a cost of \$2,898 and approved same. Director Hlavenka reported on a complaint from the Next Door website regarding the failure to receive a response from the DAB manager for use of the building. The Board stated that it needs to be sure that the requests are reaching Carol Lueb.

ATTORNEY’S REPORT

Water Supply Agreement with Harris County MUD No. 261 (“HC261”)

The Board discussed the water rates charged to HC261. Mr. Lord stated that the Board is allowed to annually review the rates charged to HC261 pursuant to a calculation included in the contract. After discussion, Director Hlavenka moved that the Board authorize the operator and engineer to take action to prepare the calculation required by the contract to determine if the rates should be increased. Director Going seconded the motion and it carried by unanimous vote.

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

Director Mendel reported on matters discussed at the January 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.

Shaw B. Nowak
Secretary, Board of Directors

(SEAL)

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