

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

March 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 March 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 Jorge Diaz of McLennan & Associates, LP; Rebecca Olvera of B & A Municipal Tax Service, LLC; 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. 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 February 2019. Director Hlavenka suggested that the coverage by the constables be changed to allow for additional coverage of the District at night.

APPROVE MINUTES

The Board reviewed the minutes of February 19, 2019. Following discussion, upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the minutes of February 19, 2019, as submitted.

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 February 19, 2019 to March 19, 2019. 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 February 28, 2019. Mr. Diaz then presented the monthly investment report for the period ending February 28, 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 February 2019, a copy of which is attached. She reviewed the report, stating that as of February 28, 2019, the District's 2018 taxes are 96.52% collected and the 2017 taxes are 99.43% 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 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. Wright presented the operator's report for February 2019, a copy of which is attached to these minutes.

Mr. Wright then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month was 98%.

Director Hlavenka reported on an issue with discolored water at her neighbor's residence. Mr. Wright stated that the line should be flushed on a regular basis and that his office can make arrangements to do that on a monthly basis.

Upon a motion made by Director Hlavenka 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. Wright 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 Hlavenka 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 reported that the notice to proceed was issued in connection with the contract with AAA Flexible Pipe Cleaning for cleaning and televising the sewer lines. He then presented Change Order No. 1 deleting Mauna Loa, Sections 1 and 2 from the contract.

Mr. Sharkey reported that he has not completed the calculation for the water production costs under the contract with Harris County MUD No. 261.

After discussion, Director Hlavenka moved that the Board accept the engineer's report and approve Change Order No. 1 to the contract for cleaning and televising the sewer lines. Director North seconded the motion and it carried by unanimous vote.

BUILDING OFFICE MANAGER'S REPORT

There was no report from the DAB office manager for the month.

ATTORNEY'S REPORT

Easement Request from Harris County Flood Control District

Mr. Sharkey stated that he reviewed the request from HCFCD for an easement and he found no problems with the Board consenting to same. The Board approved the easement with HCFCD.

Accept Certificate Declaring Unopposed Status of Candidates

Mr. Lord next presented the Certificate Declaring Unopposed Status of Candidates for Election to the Board, a copy of which is attached to these minutes. He stated the certificate provides that two applications were received for the two positions that would have appeared on the ballot for the election. After discussion, Director Going moved that the Board accept the Certificate as presented. Director Murphree seconded the motion and it carried by unanimous vote.

Adopt Order Declaring Unopposed Candidates Elected to Office

Mr. Lord next presented the Order Declaring Unopposed Candidates Elected to Office, a copy of which is attached as an exhibit to these minutes. Upon a motion made by Director Going and seconded by Director Murphree, the Board voted unanimously to adopt the Order as presented.

Adopt Order Cancelling the Election

Mr. Lord then presented the Order Cancelling the Election, a copy of which is attached as an exhibit to these minutes, and stated that the District is hereby cancelling the May 4, 2019, Directors' Election. Upon a motion made by Director Going and seconded by Director Murphree, the Board voted unanimously to adopt the Order as presented.

Contract for Waste Collection Services

Ms. Russell reported that a waste collection service is interested in presenting a proposal for such services in the District. She stated that the District's current contract will renew automatically in August unless terminated 60 days prior to the renewal. The Board agreed to solicit proposals from several companies before the deadline to cancel.

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

Director Mendel reported on matters discussed at the February 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. Noack
Secretary, Board of Directors

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