

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

April 16, 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 April 16, 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

All members of the Board of Directors were present, thus constituting a quorum.

Also present were Jorge Diaz of McLennan & Associates, LP (the “Bookkeeper”); Rebecca Olvera of B & A Municipal Tax Service, LLC (“TAC”); Nathan White and Deano Wright of TOPS (the “Operator”); Sergeant Curry and Constable Marquez of the Harris County Constable’s Office, Precinct 4; Shawn Sharkey of Jacobs Engineering Group, Inc.(“Jacobs”) the District’s Engineer (“Engineer”) and Clark Lord and Tiffany Ehmke of Bracewell LLP, the District’s legal counsel.

Whereupon, the meeting was called to order. A copy of the notice of the meeting is attached hereto as Exhibit “A”.

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 March 2019.

APPROVE MINUTES

The Board reviewed the minutes of March 19, 2019. Following discussion, upon a motion made by Director North and seconded by Director Hlavenka, the Board voted unanimously to approve the minutes of March 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 hereto as Exhibit "B", for the period 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 March 31, 2019. Mr. Diaz then presented the monthly investment report for the period ending March 31, 2019.

Following discussion on the bookkeeper's report, upon a motion made by Director Hlavenka 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 March 2019, a copy of which is attached hereto as Exhibit "C". She reviewed the report, stating that as of March 31, 2019, the District's 2018 taxes are 97.21% collected. Ms. Olvera 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 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 March 2019, a copy of which is attached hereto as Exhibit "D". He then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month was 94%. Mr. White added that manhole repairs were underway.

Upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the operator's report and manhole repairs.

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 Going to terminate utility service to customers with delinquent accounts. Director North 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 hereto as Exhibit "E", including the following:

- Cleaning and Televising Sanitary Sewer Systems: The field work associated with this project is complete and all submittals have been received by the Engineer's office.
- Water Production Cost Calculation: The Engineer is verifying that they have received the correct electricity bills for Water Plant's 1 and 2 and will then input those costs in the calculation worksheet.

Upon a motion brought by Director Hlavenka moved that the Board accept the engineer's report, Director Going seconded the motion and carried by unanimous vote.

BUILDING OFFICE MANAGER'S REPORT

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

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.

ATTORNEY'S REPORT

No report was given.

WASTE COLLECTION CONTRACT PROPOSAL

This matter was deferred.

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. North
Secretary, Board of Directors

ATTACHMENTS

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