

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

July 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 July 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, except Directors Going and Hlavenka thus constituting a quorum.

Also present were Carole Lueb, Building Manager for the District; Demitra Berry of McLennan & Associates, LP (the "Bookkeeper"); Rebecca Olvera of B & A Municipal Tax Service, LLC ("TAC"); Nathan White of TOPS (the "Operator"); Officers R. Waller and R. Martinez 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**

Officers Waller and Martinez who reported on security matters within the District for the month of May 2019, a copy of which is attached hereto as Exhibit "B".

**APPROVE MINUTES**

The Board reviewed the minutes of June 18, 2019. Following discussion, upon a motion made by Director Murphree and seconded by Director North, the Board voted unanimously to approve the minutes of June 18, 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 hereto as Exhibit "C", for the period of June 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 June 30, 2019. Ms. Berry then presented the monthly investment report for the period ending June 30, 2019.

Following discussion on the bookkeeper's report, upon a motion made by Director North 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 June 2019, a copy of which is attached hereto as Exhibit "D". She reviewed the report, stating that as of June 30, 2019, the District's 2018 taxes are 98.26% 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 June 2019, a copy of which is attached hereto as Exhibit "E". He then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month was 91.4%. Mr. White reported on maintenance and repairs conducted during the month.

Upon a motion made by Director North 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 North 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 hereto as Exhibit "F", including the following:

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

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

The Board recognized Ms. Lueb who reported on the recreation building.

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

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

### **ATTORNEY'S REPORT**

#### **Water Supply and Construction Contract between Harris County Municipal Utility District No. 261**

Mr. Lord reminded the Board of the effective flat rate in regards to the District's Water Supply and Construction Contract with Harris County Municipal Utility District No. 261 is \$1.10 effective as of June 18, 2019.

No action was taken.

#### **Ratify termination of WCA contract for Residential Solid Waste Collection and authorize legal counsel to submit termination letter to WCA**

Mr. Lord requested the Board ratify the motion to terminate the District's contract for Residential Solid Waste Collection with WCA and authorization of the submittal of the termination letter to WCA by legal counsel. Upon a motion brought by Director North, seconded by Director Murphree, the Board unanimously motioned to ratify the termination of the contract for Residential Solid Waste Collection with WCA and authorization of the submittal of the termination letter to WCA by legal counsel.

Consider approving Residential Solid Waste Collection Contract with Texas Pride Disposal

Mr. Lord presented the Residential Solid Waste Collection Contract with Texas Pride Disposal for the Board's consideration and approval, a copy of which is attached hereto as Exhibit "G".

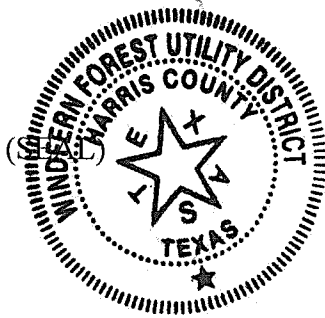
After consideration, upon a motion brought by Director Murphree, seconded by Director North, the Board unanimously vote to approve the Residential Solid Waste Collection Contract with Texas Pride Disposal.

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

The Board did not meet in executive session.

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



Shaw B. North  
Secretary, Board of Directors