

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

August 20, 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 August 20, 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 Phyllis Schoelman, a member of the public; Mark Eyring of Mark C. Eyring, CPA, PLLC; John Elder of Acclaim Energy; Demitra Berry of McLennan & Associates, LP (the "Bookkeeper"); Drew Masterson of Masterson and Advisors; Rebecca Olvera of B & A Municipal Tax Service, LLC ("TAC"); Nathan White and Deano Wright of TOPS (the "Operator"); Sergeant Curry and Deputy Walker 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.

ENGAGE AUDITOR TO PREPARE AUDIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2019 AND SEPTEMBER 30, 2020

The Board recognized Mr. Eyring who presented and reviewed his engagement letter to prepare the District's audit for fiscal years ending 2019 and 2020, a copy of which is attached hereto as Exhibit "B". Upon a motion brought by Director North, seconded by Director Murphree, the Board unanimously voted to approve the engagement letter for the auditor to prepare the audit for fiscal year ending September 2019.

SECURITY REPORT

The Board recognized Sergeant Curry who reported on security matters within the District for the month of July 2019, a copy of which is attached hereto as Exhibit "C".

ACCLAIM ENERGY

The Board recognized Mr. Elder who presented an estimate of revenues due to the District's generator program, a copy of which is attached hereto as Exhibit "D". He also provided a check of a portion of the District's revenues for deposit due to the generator program.

APPROVE MINUTES

The Board reviewed the minutes of July 16, 2019. Following discussion, upon a motion made by Director Murphree and seconded by Director North, the Board voted unanimously to approve the minutes of July 16, 2019, as submitted.

PROPOSED TAX RATE FOR 2018 AND AUTHORIZE PUBLICATION OF NOTICE OF HEARING AND MEETING DATE FOR PUBLIC HEARING

Mr. Masterson reviewed a tax rate analysis with the Board for the year 2019. Following discussion, a motion was made by Director Murphree and seconded by Director North to adopt a proposed tax rate of \$0.48 per \$100 valuation, comprised of a \$0.23 component for debt service and a \$0.25 component for maintenance and operation, authorize publication of a Notice of Hearing regarding the proposed tax rate, and establish September 17, 2019 to conduct the hearing on the tax rate. The motion carried by unanimous vote.

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 "E", for the period of July 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 July 31, 2019. Ms. Berry then presented the monthly investment report for the period ending July 31, 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 July 2019, a copy of which is attached hereto as Exhibit "F". She reviewed the report, stating that as of July 31, 2019, the District's 2018 taxes are 98.53% 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 July 2019, a copy of which is attached hereto as Exhibit "G". He then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month was 97%. 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 "H", including the following:

Mr. Sharkey reported that he received an MSD notice and requested the Board authorize him to attend an MSD meeting related to Clay and Hempstead Road area. He added that the meeting would assist in him in acquiring additional information regarding this matter.

Upon a motion brought by Director Murphree moved that the Board accept the engineer's report and authorize Mr. Sharkey to attend said MSD meeting, Director North seconded the motion and carried by unanimous vote.

BUILDING OFFICE MANAGER'S REPORT

The Board recognized Ms. North who reported on the recreation building. Additionally, she requested on behalf of the Administrative Building Manager requesting an increase in compensation. After discussion, upon a motion brought by Director North, seconded by Director Mendel, the Board unanimously authorized a \$20 per hour compensation to the Administrative Building Manager.

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

The Board reviewed the Texas Pride Disposal letter for distribution to the community and publication on the District's website.

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. Nott
Secretary, Board of Directors