

MINUTES OF REGULAR MEETING
OF
WINDFERN FOREST UTILITY DISTRICT

February 20, 2024

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 20, 2024, and the roll was called of the duly constituted officers and members of the Board, to wit:

Karen Hlavenka	President
Eddie Mendel	Vice President
Phyllis Schoelman	Assistant Vice President
Shari North	Secretary/Treasurer
Ann Murphree	Assistant Secretary

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

Also present were Corporal V. Pierson and D. Domapias of Harris County Constable’s Office, Precinct 4; Carole Lueb, Building Manager for the District; Jorge Diaz of McLennan & Associates, LP (the “Bookkeeper”); Tim Hardin of Langford Engineering Inc.(“Langford”) the District’s Engineer (“Engineer”); Rebecca Olvera of B & A Municipal Tax Service, LLC (“B&A”); Deano Wright of SiEnvironmental, LLC (the “Operator”); 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”.

PUBLIC COMMENTS

No comments were given.

SECURITY REPORT

The Board previously received a report on security matters within the District for the month of January 2024, a copy of which is attached hereto as Exhibit “B”. The Board discussed plate readers and cameras. No action was taken.

APPROVE MINUTES

The Board reviewed the minutes of January 16, 2024 meeting. After review, upon a motion made by Director Schoelman and seconded by Director Murphree, the Board voted unanimously to approve the minutes of January 16, 2024 meeting.

TAX ASSESSOR/COLLECTOR'S REPORT AND APPROVE PAYMENT OF BILLS

Ms. Olvera presented the tax assessor/collector's report for the month ending January 31, 2024, a copy of which is attached hereto as Exhibit "C".

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 report.

DELINQUENT TAX ATTORNEY'S REPORT

Ms. Olvera reported that there were twelve (12) accounts for notification of water termination.

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 "D". 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 20, 2024. Mr. Diaz presented the monthly investment report for the period ending January 31, 2024.

Following discussion on the Bookkeeper's report, upon a motion made by Director Murphree and seconded by Director North, the Board voted unanimously to approve the Bookkeeper's report.

OPERATOR'S REPORT

Mr. Wright presented the Operator's report, 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 85.49% and the current connection count is 1,324.

Mr. Wright reported that the meters that two (2) meters previously approved for repairs have been completed and the water accountability has not improved. He believes there may be underground water leaks. He added that the inspection and potential repairs would cost approximately \$12,000. Director Hlavenka requested that he review the apartment complex accountability prior to and after repair of the water meter before moving forward with the underground water leak repairs

Revised Lead and Copper Rule

Mr. Wright will contact the third-party vendor for an update.

Discuss Rate Order and Irrigation Rates

This matter was deferred.

Security Measures for District Facilities

The Board discussed potential security options at the District's facilities.

After consideration, upon a motion made by Director Schoelman and seconded by Director North, the Board voted unanimously to (i) authorize security signs at the District's facilities; (ii)

authorize the Operator to check lighting at the District's facilities; (iii) authorize underground water leaks; and (iv) 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 termination for reason of nonpayment, as required by the District's Rate Order and stated there were no appeals from residents.

Following discussion, upon a motion made by Director Schoelman, seconded by Director North, the Board voted unanimously to terminate utility service to customers with delinquent accounts, including those reported for delinquent taxes in accordance with the provisions of the District's Rate Order.

ENGINEER'S REPORT

The Board recognized Mr. Hardin who reviewed the Engineer's report, a copy of which is attached hereto as Exhibit "F" and previously distributed to the Board.

Mr. Hardin noted that the City of Houston (the "City") has contacted him regarding a water conservation plan and stated that the District's drought contingency plan and groundwater reduction plan do not address water conservation. The Board requested he coordinate with the City regarding this matter and report back to the Board with an update. No action was taken.

ATTORNEY'S REPORT

The Board recognized Mr. Lord who reported that the Settlement Agreement with PowerSecure has been updated. Director Hlavenka wanted to confirm that a weather alert to activate a test and 24 hour monitoring were included in the Settlement Agreement. Mr. Lord stated he would review and report back to her prior to delivering the Settlement Agreement.

Approve 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 Schoelman moved that the Board approve the Resolution Concerning Exemption of Residence Homesteads from Taxation. Director North seconded the motion, which carried unanimously. The Resolution, thus adopted, is attached as Exhibit "G".

BUILDING OFFICE MANAGER'S REPORT

Ms. Lueb gave a general report on the District's office building. Director Hlavenka stated that she would like OffCinco to attend the next meeting regarding the District's website.

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

Director Hlavenka reported she did not have the minutes from the January meeting.

**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.

Shari B. Nott
Secretary, Board of Directors

