

MINUTES OF REGULAR MEETING  
OF  
WINDFERN FOREST UTILITY DISTRICT

October 15, 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 October 15, 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, thus constituting a quorum.

Also present were Captain Curry and Deputy M. Ramirez of Harris County Constable’s Office, Precinct 4; Tim Hardin of Langford Engineering Inc.(“Langford”) the District’s Engineer (“Engineer”); Demitra Berry of McLennan & Associates, LP; 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**

The Board recognized Mr. John Lehew and Mr. Peter Pederson, who both introduced themselves to the Board and expressed interest in joining the Board.

**SECURITY REPORT**

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

**APPROVE MINUTES**

The Board reviewed the minutes of October 15, 2024 meeting. After review, upon a motion made by Director Schoelman and seconded by Director Mendel, the Board voted unanimously to approve the minutes of October 15, 2024 meeting.

## **2024 TAX RATE**

### **Conduct Hearing Regarding 2024 Tax Rate**

The Board convened in a public hearing to receive comments regarding a proposed tax rate for 2024. There were no residents that participated in the hearing.

### **Approve Order Setting Tax Rate**

The Board discussed adopting a tax rate for 2024. Following discussion, a motion was made by Director Schoelman and seconded by Director Mendel to adopt an Order Levying Taxes (“Order”) establishing a tax rate for 2024 of \$0.422 per \$100 assessed valuation, consisting of a \$0.20 component for debt service and a \$0.222 component for operation and maintenance. The motion carried by unanimous vote. A copy of the Order, thus adopted, is attached hereto as Exhibit “C”.

### **Consider Approving Amended Notice to Sellers and Purchasers**

Mr. Lord stated that it is necessary for the District to file an Amended Information Form with the Texas Commission on Environmental Quality (the “TCEQ”) and Harris County reflecting the newly adopted tax rate for 2024. Following discussion, a motion was made by Director Schoelman to approve an Amended Information Form and authorize its filing with the TCEQ and Harris County. The motion was seconded by Director Mendel and carried unanimously. A copy is attached as Exhibit “D”.

## **TAX ASSESSOR/COLLECTOR’S REPORT AND APPROVE PAYMENT OF BILLS**

Ms. Olvera presented the tax assessor/collector’s report for the month ending September 30, 2024, a copy of which is attached hereto as Exhibit “E”.

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**

There were no updates.

## **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 “F”. 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 September 30, 2024. The Board instructed Ms. Berry to transfer funds in the amount of \$5,978.08 from the Central CPF to Central General Operating Funds account. Additionally, \$174,484.16 from TexPool Investments to CPF to General Operating Funds.

Following discussion on the Bookkeeper's report, upon a motion made by Director Hlavenka 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 "G". He then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month was 91.37% and the current connection count is 1,324. Mr. Wright reported that the generator at lift station No. 1 has been completed and he will look into next steps for a generator at lift station No. 3.

The Board discussed the possibility of utilizing an auto pay option for water bills. Mr. Wright stated he would look into the matter and report back to the Board.

After consideration, 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, as required by the District's Rate Order and stated there were no appeals from residents.

Following discussion, upon a motion made by Director Hlavenka, seconded by Director Murphree, 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 "H" and previously distributed to the Board.

After consideration, upon a motion brought by Director Hlavenka, seconded by Director Schoelman, the Board unanimously approved the Engineer's Report.

### **ATTORNEY'S REPORT**

No report was given.

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

The Board recognized Ms. Lueb who reported that she will be coordinating with the roofer and adjuster regarding the building's roof repairs.

Director Hlavenka reported that she has requested three (3) quotes for the installation of exterior lighting, copies of which are attached collectively as Exhibit "I". After review, upon a motion brought by Director Schoelman, seconded by Director Mendel, the Board unanimously approved the National LED proposal, in the amount of \$31,600.

Ms. Lueb provided an update on landscaping matters and stated she is still in the process of looking for quotes.

Ms. Lueb then reported that after review of proposals, Home Security Systems ("HSS") is the security company she recommended for security services on the administration building. She noted that she has received a new work phone so she can monitor the security system. Upon a motion brought by Director North, second by Director Schoelman, the Board unanimously approved HSS as the new security company.

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

No minutes of the meeting was presented.

**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. North  
Secretary, Board of Directors

