

MINUTES OF REGULAR MEETING
OF
WINDFERN FOREST UTILITY DISTRICT

June 18, 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 June 18, 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 Directors Hlavenka and Mendel thus constituting a quorum.

Also present were Mohammad Mosaffa, a member of the public; John Elder, of Acclaim Energy; Officers Curry and Do 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 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. Mosaffa stated that he owns a rental home and reviewed bills during a one-month period and noted that he and the renter paid a water fee during the same month and believes it was billed twice. The Operator and the Board explained that there is a base fee for each account opened regardless if both accounts were opened in the same month. No action was taken on this matter.

SECURITY REPORT

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

APPROVE MINUTES

The Board reviewed the minutes of May 21, 2024 meeting. After review, upon a motion made by Director North and seconded by Director Schoelman, the Board voted unanimously to approve the minutes of May 21, 2024 meeting.

ACCLAIM ENERGY

The Board recognized Mr. Elder who reported he is currently in discussions with CenterPoint related to an opportunity for another source of power. Mr. Lord reminded Mr. Elder of QZE and funds the District should be receiving. Mr. Elder stated he is working on curing the deficiency and hope to have the funds in roughly forty-five (45) days.

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

Ms. Olvera presented the tax assessor/collector's report for the month ending May 21, 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 Schoelman, the Board voted unanimously to approve the tax assessor report.

DELINQUENT TAX ATTORNEY'S REPORT

Ms. Olvera noted that there is a report from the delinquent tax attorney and that they are working on the real property accounts.

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". 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 18, 2024. Ms. Berry presented the monthly investment report for the period ending May 31, 2024. Mr. Diaz was reminded that the funds for Brinshore's Senior Living Center are to be refunded.

The Board instructed Mr. Diaz to hold on sending the Gallagher insurance check until the Board votes on an insurance company. Mr. Diaz stated that he was instructed to move \$610,840 from surplus funds to the general operating funds.

Following discussion on the Bookkeeper's report, upon a motion made by Director Scholeman 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 90.57% and the current connection count is 1,324.

Mr. Wright reported that the water meters are being tested. He stated that he had contacted the adjuster regarding roof repairs for water plant No. 3. Mr. Wright then noted that he is investigating generator options for each pump station.

Revised Lead and Copper Rule

No updates were made on this matter.

After consideration, 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. 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 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 North, 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 "F" and previously distributed to the Board.

Well No. 1 Pump and motor Equipment Project

Additional Well Cleaning

Mr. Hardin reported on the cost for additional well cleaning. This matter was deferred.

Abandonment of Well No. 1

Mr. Hardin reported on the cost for abandonment of Well No. 2. This matter was deferred.

Series 2020 Bond Funds and related Application for Change in Use to TCEQ

This matter was discussed under the Bookkeeper's Report.

TCEQ Agreed Order for Enforcement

No additional information was given.

After consideration, upon a motion brought by Director North, seconded by Director Murphree, the Board unanimously approve the Engineer's Report.

ATTORNEY’S REPORT

Insurance Proposals

This matter was deferred.

BUILDING OFFICE MANAGER’S REPORT

Maintenance and repairs

Ms. Lueb updated the Board on a quote for leveling, drainage, water, electric and removal of tree debris in and around the District’s Building. No action was taken.

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

A copy of the minutes from the White Oak Bayou Joint Powers Board, dated May 28, 2024, is attached hereto as Exhibit “G”.

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

