

MINUTES OF REGULAR MEETING
OF
WINDFERN FOREST UTILITY DISTRICT

February 18, 2025

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 18, 2025, and the roll was called of the duly constituted officers and members of the Board, to wit:

Karen Hlavenka	President
Vacant	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 Pete Pederson, Joseph Thibodoux and Aaron Rendon, members of the public; Carol Lueb, the District’s Office Manager; Captain Curry and Deputy Jennings 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; Becky Brewer 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 from the public.

SECURITY REPORT

The Board previously received a report on security matters within the District for the month of January 2025, a copy of which is attached hereto as Exhibit “B”. No action was taken.

APPROVE MINUTES

The Board reviewed the minutes of January 22, 2025 meeting. After review, upon a motion made by Director Schoelman and seconded by Director North, the Board voted unanimously to approve the minutes of January 22, 2025 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, 2025, 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

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 "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 January 31, 2025. Ms. Berry stated that the \$300 refund has not yet been received from Johnson Landscaping.

Following discussion on the Bookkeeper's report, upon a motion made by Director Murphree and seconded by Director Schoelman, 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 91.65% and the current connection count is 1,324.

Mr. Wright reported that PowerSecure had damaged the generator to the water plant and are paying for the rental generator, as well as the ATS power switch. He added that PowerSecure is waiting for their insurance adjuster to report back before reaching out to the District.

After consideration, upon a motion made by Director Schoelman and seconded by Director North, the Board voted unanimously 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 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 reported on alternatives for the District to meet GRP and Harris Galveston Subsidence District ("HGSD") requirements in his report and recommended proceeding with Option No. 3 at an estimated cost of approximately \$312,460.

Order Adopting Drought Contingency Plan ("Order")

Mr. Hardin recommended the Drought Contingency Plan ("DCP") the City utilizes, he noted that he would correct any errors if the Board approved the DCP. A copy of the Order is attached hereto as Exhibit "G".

Request for water capacity

The Board recognized Mr. Rendon who is requesting water capacity for three (3) fire hydrants. Mr. Hardin noted that one (1) line could or could not be metered to service three (3) fire hydrants. He added that typically the owner of the property being developed would be responsible for maintenance matters.

Consider adjustments to hourly personnel billing rates

Mr. Hardin requested the Board consider hourly personnel billing rate adjustments reflected on Exhibit "H".

After consideration, upon a motion brought by Director Schoelman, seconded by Director Murphree, the Board unanimously (i) approved Option 3, in the approximate amount of \$312,460; (ii) approved the Order Adopting Drought Contingency Plan; (iii) authorized the attorney and Engineer to prepare the metered water line and Out of District Service Agreement for the requested fire hydrants; (iv) approve the hourly personnel billing rates, as submitted; and (v) approved the Engineer's Report.

BUILDING OFFICE MANAGER'S REPORT

Director Hlavenka reported that there were no updates on the replacement of the floors. She added that a structural engineer will be providing a report on the District's building.

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

There were no copy of the minutes given.

ATTORNEY'S REPORT

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.

Consider Nominating New Director

Director Hlavenka thanked the candidates who have shown interest in becoming a Board member. She then asked the Board to nominate someone to be on the Board. Director Schoelman nominated John Lehew and Director North seconded the motion to nominate John Lehew. The Board unanimously nominated John Lehew to the Board of Directors for the District.

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.

Agnes Murphy

Secretary, Board of Directors

