

MINUTES OF REGULAR MEETING
OF
WINDFERN FOREST UTILITY DISTRICT

September 16, 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 September 16, 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 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”); Garrett Merville 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.

SECURITY REPORT

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

Review and consider approving Interlocal Agreement for Law Enforcement Services for 2023-2024 (“Interlocal Agreement”)

The Board reviewed the Interlocal Agreement, a copy of which is attached hereto as Exhibit “C”. After consideration, upon a motion brought by Director North, seconded by Director Schoelman, the Board unanimously voted to approve the Interlocal Agreement, as presented.

APPROVE MINUTES

The Board reviewed the minutes of August 20, 2024 meeting. After review, upon a motion made by Director Schoelman and seconded by Director North, the Board voted unanimously to approve the minutes of August 20, 2024 meeting.

TOUCHSTONE

The Board recognized Mr. Willett, who presented and reviewed his report, a copy of which is attached hereto as Exhibit "D". The Board discussed emergency alert process being moved from the Operator to Touchstone, as well as potentially using mail inserts for such notifications. Mr. Willett will provide cost associated with mail inserts to the Board President for review. Director Hlavenka requested new photos for the website and Mr. Willett stated the cost per hour is \$165. No action was taken.

TAX RATE

Mr. Masterson reviewed a tax rate analysis with the Board for the year 2024, a copy of the tax rate analysis is attached as Exhibit "E". Mr. Masterson answered the Board's questions.

Following discussion, a motion was made by Director North and seconded by Director Schoelman to adopt a proposed tax rate of \$0.422 per \$100 valuation, comprised of a \$0.20 component for debt service and a \$0.222 component for maintenance and operation, authorize publication of a Notice of Hearing regarding the proposed tax rate, and establish October 15, 2024 to conduct the hearing on the tax rate. The motion carried by unanimous vote.

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

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

Following discussion on the tax assessor/collector's report, upon a motion made by Director Murphree and seconded by Director Schoelman, 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 "G". 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 August 31, 2024.

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 "H". He then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month was 94.28% and the current connection count is 1,324.

After consideration, upon a motion made by Director Schoelman and seconded by Director Murphree, the Board voted unanimously to approve the Operator's report.

Director Mendel left the meeting.

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 Schoelman, 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 "I" and previously distributed to the Board.

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

ATTORNEY'S REPORT

Resolution Regarding the Annual Review of the Authority's Investment Policy and Broker/Dealer List

Mrs. Ehmke presented the Board with a Resolution Regarding the Annual Review of the Authority's Investment Policy and Broker/Dealer List, a copy of which is attached hereto as Exhibit "J". She stated that the Authority, pursuant to the Public Funds Investment Act, is required to review its investment policy and broker/dealer list at least annually. Mrs. Ehmke stated that there were no changes to the policy, but that the broker/dealer list had been updated. After discussion, Director Schoelman moved that the Board adopt the Resolution as presented. Director North seconded the motion and it carried unanimously.

Annual Disclosure Statement of the Bookkeeper and Investment Officer

Mrs. Ehmke next explained that, pursuant to the Public Funds Investment Act, the Authority's Bookkeeper and Investment Officer are required to execute and submit an annual disclosure statement to the Texas Ethics Commission disclosing any relationships that they may have with institutions that are offering, have offered, or may offer to engage in an investment transaction with the Authority. After discussion, Director Schoelman moved that the Board accept and authorize the filing of the disclosure statements of the Bookkeeper and Investment Officer. Director North seconded the motion and it carried unanimously.

BUILDING OFFICE MANAGER'S REPORT

The Board recognized Ms. Lueb who reported that she has contacted the roofer to look at the administration building roof. She stated the roofer gave an estimate for repair. The Board requested Ms. Lueb contact the insurance company and request an adjuster meet with the roofer to discuss next steps.

The Board recognized Ms. Lueb who gave an update regarding a quote for a new security system for the administration building. She noted that a new phone would be needed and found a phone plan that would bring the monthly costs down by more than half of the existing cost.

Director Hlavenka reported that she has received two quotes for exterior lighting at the administration building and will need to acquire another for the Board's consideration.

Next, Ms. Lueb stated that she received a quote from Polar Express A/C and Heating ("Polar") regarding expenses on a new thermostat, including installation. She also reviewed cost for a smart thermostat that could be bought from Amazon. Director Hlavenka requested Ms. Lueb ask Polar if they were willing to install a thermostat bought separately and the costs associated with the installation. Additionally, Ms. Lueb was instructed to request Polar's ability to install a lock on the thermostat as well. Ms. Lueb will also investigate if the smart thermostat can be locked electronically without an external lockbox.

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 August 27, 2024, is attached hereto as Exhibit "K".

IN EXECUTIVE SESSION PURSUANT TO SECTION 551.074, CHAPTER 551, TEXAS GOVERNMENT CODE

The Board did not meet in executive session.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

There being no further business to come before the Board, the meeting was adjourned.

Shari B. North
Secretary, Board of Directors

