

MINUTES OF REGULAR MEETING
OF
WINDFERN FOREST UTILITY DISTRICT

July 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 July 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, except Directors Hlavenka and Mendel thus constituting a quorum.

Also present were Merrell Greene, Brian Loeb and Robert Rugur, members of the public; Officers T. Westmore and G. Do of Harris County Constable’s Office, Precinct 4; Carole Lueb, Building Manager for the District; Demitra Berry of McLennan & Associates, LP (the “Bookkeeper”); Tim Hardin of Langford Engineering Inc.(“Langford”) the District’s Engineer (“Engineer”); 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

The Board recognized Ms. Greene, Mr. Loeb and Mr. Ruger who requested assistance with storm debris from Hurricane Beryl.

SECURITY REPORT

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

APPROVE MINUTES

The Board reviewed the minutes of June 18, 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 June 18, 2024 meeting.

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

Ms. Brewer presented the tax assessor/collector's report for the month ending June 18, 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 Schoelman and seconded by Director North, 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 "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 16, 2024. Ms. Berry presented the monthly investment report for the period ending June 30, 2024.

The Board instructed the PowerSecure funds be sent to the District's Operating Account. Director Hlavenka reported that every six (6) months there will be a \$300 vendor expense from Polar Express to be added to the District's budget.

Following discussion on the Bookkeeper's report, upon a motion made by Director North 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 was 90.71% and the current connection count is 1,324.

Director Hlavenka inquired about insurance claim and roofing prices for the Water Plant No. 2's roof and associated cost. Mr. Wright reported the has coordinated with the adjuster regarding estimated cost for roof replacement and Mr. Wright is acquiring quotes for the roof.

Revised Lead and Copper Rule

Mr. Wright reported that the field investigation is completed and he will report back to the Board regarding filing updates.

Generator for lift stations

Mr. Wright reported that there are four (4) lift stations: (i) Lift Station No. 1 generator will cost approximately \$108,000; (ii) Lift Station No. 3 generator will cost approximately \$71,202; and (iii) Lift Station Nos. 2 and 4 will require small generators than the quotes provided for the other lift stations.

After consideration, upon a motion made by Director Schoelman and seconded by Director North, the Board voted unanimously to (i) approve the bid of \$108,000 for a generator with Worldwide Power Products for Lift Station No. 1; (ii) approve the bid of \$71,202.25 for a generator with Worldwide Power Products for Lift Station No. 3; (iii) solicit additional bids for generators for Lift Stations Nos. 2 and 4; 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 deferred action on water termination due to Hurricane Beryl.

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 in the amount of \$55,560 by C&C Water Services, LLC ("C&C")

Abandonment of Well No. 1

Mr. Hardin reported on the cost for abandonment of Well No. 2 in the amount off \$132,952 by C&C.

After consideration, upon a motion brought by Director Hlavenka, seconded by Director Murphree, the Board unanimously (i) the cost of additional Well Cleaning; and (ii) approve the Engineer's Report.

ATTORNEY'S REPORT

Insurance Proposals

The Board reviewed two (2) insurance proposals, copies of which are attached hereto as Exhibits "G" and "H".

After review, upon a motion brought by Director Schoelman, seconded by Director Mendel, the Board unanimously approved to renew insurance with Gallagher.

Resolution Concerning Developed District Status

Ms. Ehmke reported that the Tax Assessor/Collector requested the Resolution Concerning Developed District Status be approved by the Board, a copy of which is attached hereto as Exhibit "I".

Resolution Establishing District Office and Meeting Places

Ms. Ehmke recommended the Board consider updating there meeting places inside and outside

the District, a copy of which is attached hereto as Exhibit “J”.

Upon a motion brough by Director North, seconded by Director Schoelman, the Board unanimously voted to approve the Resolution Concerning Developed District Status and Resolution Establishing District Office and Meeting Place.

BUILDING OFFICE MANAGER’S REPORT

Maintenance and repairs

Ms. Lueb reported to the Board that the building fire alarm system should be updated with a new system. She received one (1) quote and the Board requested additional quotes.

Ms. Lueb then stated that the Administration Building thermostats also be updated with digital thermostats. Upon a motion, second and unanimous vote the Board authorized five new thermostats be purchased.

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 June 25, 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.

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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

