

MINUTES OF REGULAR MEETING
OF
WINDFERN FOREST UTILITY DISTRICT

January 22, 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 January 22, 2025, 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 Sam Yacoub, Pete Pederson and John Lehew, members of the public; Carol Lueb, the District’s Office Manager; Corporal Barcenas and Deputy J. Arguello of Harris County Constable’s Office, Precinct 4; Craig Hajovsky 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

No comments from the public.

SECURITY REPORT

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

APPROVE MINUTES

The Board reviewed the minutes of December 17, 2024 meeting. It was noted that the last page of the minutes needed a correction removing “Landscaper” and replacing with “Security Company”. After review, upon a motion made by Director Schoelman and seconded by Director Murphree, the Board voted unanimously to approve the minutes of December 17, 2024 meeting, as amended.

APPROVE AUDIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2024

Mr. Eyring called into the meeting and reviewed the District’s draft annual audit for the fiscal year ending September 30, 2024, to the Board for review and approval, a copy is attached as Exhibit “C”. He answered the Board’s questions. After review of the audit, upon a motion made by Director North and seconded by Director Schoelman, the Board voted unanimously to approve the audit for fiscal year ending September 30, 2024.

AUTHORIZE CONSULTANTS TO PREPARE ANNUAL REPORT IN ACCORDANCE WITH DISTRICT’ S CONTINUING DISCLOSURE OF INFORMATION AGREEMENT AND AS REQUIRED BY SEC RULE 15(C)2-12 FOR THE DISTRICT’S OUTSTANDING BONDS

Mr. Lord stated that the District is required to file an annual report in accordance with the District’ s Continuing Disclosure of Information Agreement and as required by SEC Rule 15c2-12 for the District’s outstanding bonds. After consideration, upon a motion was made by Director Mendel and seconded by Director Schoelman authorizing the consultants to prepare an annual report in accordance with the District’ s Continuing Disclosure of Information Agreement and as required by SEC Rule 15c2-12 for the District’s outstanding bonds. The motion passed unanimously.

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

Ms. Olvera presented the tax assessor/collector’s report for the month ending December 31, 2024, a copy of which is attached hereto as Exhibit “D”.

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

Ms. Olvera reported that there were nine (9) accounts who received termination letters and those accounts have been entered into installment agreements.

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 “E”. 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 December 31, 2024.

Director Hlavenka reported that she investigated telephones lines connected to Granite and stated that all lines should be cancelled since no later than January 7, 2025. She added that the current Verizon wireless lines will be kept for the District’s facilities. The Board requested holding TouchStone’s check.

The Board then discussed the invoices related to PowerSecure and Mr. Wright confirmed that all the invoices in the Bookkeeper’s report were legitimate and align with the current agreements in place. The Board instructed Ms. Berry to prepare and release a check to Jacobs Engineering, in the amount of \$7,787.96.

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, including the release of Jacob Engineering's check.

OPERATOR'S REPORT

Mr. Wright presented the Operator's report, a copy of which is attached hereto as Exhibit "F". He then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month 125.49% and the current connection count is 1,324. Director Hlavenka requested a breakout of the highest delinquent account and will contact the entities homeowner's association regarding payment. She then requested Mr. Wright prepare the total cost that the District has paid for the rental generator and ATS switch.

Mr. Wright reported there were two (2) requests by the management company for refunds for accounts located in Laurel Creek, the amount of \$2,616.42 and \$762.91. He stated there is a resident located in the Reserve at Woodwind Lakes who overpaid in the amount of \$3,183.35. Mr. Wright reported that a resident had a sewer backup and had a plumber investigate the matter, he added that the backup was on the District's side and the resident is requesting a reimbursement of \$995 for the plumber services rendered. He added that all refund requests have been investigated and he recommended approval of all four (4) refunds.

After consideration, upon a motion made by Director North and seconded by Director Schoelman, the Board voted unanimously to (i) authorize four (4) accounts for the requested refunds; and (ii) 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. White 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 Schoelman, 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. Hajovsky who reviewed the Engineer's report, a copy of which is attached hereto as Exhibit "G" and previously distributed to the Board.

Authorize Review of Drought Contingency Plan ("DCP")

Mr. Hajovsky reported that he can review the City's DCP to see if it better aligns with the District's needs.

After consideration, upon a motion brought by Director Schoelman, seconded by Director Murphree, the Board unanimously (i) authorized review of the DCP; and (ii) approved the Engineer's Report.

BUILDING OFFICE MANAGER'S REPORT

The Board recognized Ms. Lueb who gave a general update on the District's building. Director Hlavenka reported that the District will need to engage its own structural engineer. She presented the attached proposal from Stanley Spurling & Hamilton, Inc., a copy of which is attached hereto as Exhibit "H".

Ms. Lueb reported that she contacted the company who installed the floors regarding floor replacement and was told the floors would be replaced at no charge, but labor would be charged. She will follow up on the matter and report back to the Board.

Director Hlavenka requested Ms. Lueb coordinate with her and the Operator and Bookkeeper regarding the phone lines at the District's facilities and administration building with Granite and Verizon. She then updated the Board that a forensic engineer provided by the insurance company will be investigating the roof at the administration building on December 26, 2024.

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

Director Hlavenka gave a general report of the White Oak Bayou Meeting, a copy of the minutes are attached hereto as Exhibit "I".

ATTORNEY'S REPORT

Resolution Designating an Agent of the Secretary of the Board of Directors for 2025 Directors Election; Adopt Order Calling Directors Election

Mr. Lord presented the Resolution Designating an Agent of the Board for the May 3, 2025 Directors' Election (the "Resolution") which designates Bracewell LLP as the District's agent. He then presented and Order Calling Directors' Election ("Order Calling") for the Board's review and approval. Upon motion by Director Hlavenka, seconded by Murphree, the Board voted unanimously to approve the Resolution for the 2025 Directors Election, and approve the Order Calling.

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

