

MINUTES OF REGULAR MEETING  
OF  
WINDFERN FOREST UTILITY DISTRICT

March 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 Langford Engineering, Inc., 1080 W. Sam Houston Parkway North, Suite 200, Houston, Texas 77043, on March 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 John Lehew, nominated Board Director; 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”); 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 February 2025, a copy of which is attached hereto as Exhibit “B”. No action was taken.

**APPROVE MINUTES**

The Board reviewed the minutes of February 18, 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 February 18, 2025 meeting.

**CONSIDER APPOINTING A NEW DIRECTOR TO THE BOARD OF DIRECTORS**

The Board discussed appointing Mr. Lehew to the Board. Upon a motion made by Director Murphree and seconded by Director North, the Board voted unanimously to appoint Mr. Lehew to the Board.

## **APPROVE BOND, OATH AND SWORN STATEMENT**

Director Lehew took his oath of office and executed his bond and sworn statement as required by law. Director North made a motion to accept and approve the oath, bond and sworn statement of Director Lehew. Director Murphree seconded the motion and it carried by unanimous vote.

## **RECONSTITUTE BOARD OF DIRECTORS**

After consideration, upon a motion brought by Director Murphree, seconded by Director North, the Board approved and reconstituted the Board of Directors: Director Hlavenka as President, Director North as Vice-President, Director Schoelman as Assistant Vice-Chair, Director Murphree as Secretary and Director Lehew as Assistant Secretary.

## **AUTHORIZE PREPARATION OF AN UPDATED DISTRICT REGISTRATION FORM AND FILING WITH TEXAS COMMISSION ON ENVIRONMENTAL QUALITY**

Mr. Lord explained that the District Registration Form will need to be updated to reflect the appointment of Director Lehew to the Board. Upon a motion made by Director Murphree and seconded by Director North, the Board voted unanimously to authorize the District's attorney to prepare an updated District Registration Form.

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

Ms. Olvera presented the tax assessor/collector's report for the month ending February 28, 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 February 28, 2025.

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

Mr. Wright reported that he looked at the water meter at Stoney Way Apartments and state one (1)of the meters may need to be serviced or replaced. He added that he would investigate the matter and report back to the Board. Mr. Wright then recommended that the backflow preventer and two (2) valves be replaced in the approximate amount of \$12,000.

Mr. Wright noted that he reached out to World-Wide Power regarding generator options along with the maintenance agreement.

After consideration, upon a motion made by Director North and seconded by Director Schoelman, the Board voted unanimously approve (i) the replacement of the backflow preventer and two (2) valves, in the approximate amount of \$12,000; and (ii) 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 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. 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 that the capital recovery fee had been calculated for the proposed out of District tract requesting water service.

After consideration, upon a motion brought by Director Hlavenka, seconded by Director Schoelman, the Board unanimously the Engineer's Report.

### **BUILDING OFFICE MANAGER'S REPORT**

Director Hlavenka reported that since the District's normal meeting place is closed and cannot allow any visitors. The District has currently lost \$16,000 in revenue. The Board requested the Engineer investigate how much it would cost for the building to be

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

There were no copy of the minutes given, but a general update was given by the Engineer.

**ATTORNEY’S REPORT**

Adopt Order Cancelling the Election and Declaring Unopposed Candidates to Office

Mr. Lord presented the Order Cancelling the Election (“Order”), a copy of which is attached as Exhibit “G”, and stated that the District is hereby cancelling the May 3, 2025, Directors’ Election.

Accept Certificate Declaring Unopposed Status of Candidates

Mr. Lord next presented the Certificate Declaring Unopposed Status of Candidates for Election (“Certificate”) to the Board. He stated the certificate provides that three (3) applications were received for the three (3) positions that would have appeared on the ballot for the election.

Upon a motion made by Director Hlavenka and seconded by Director Murphree, the Board voted unanimously to adopt the Order and the Certificate.

**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.

*John L. Carr*  
ASSIST Secretary, Board of Directors

