

MINUTES OF REGULAR MEETING
OF
WINDFERN FOREST UTILITY DISTRICT

August 20, 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 August 20, 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 Director Hlavenka 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”); Jorge Diaz 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.

SECURITY REPORT

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

APPROVE MINUTES

The Board reviewed the minutes of July 16, 2024 meeting. After review, upon a motion made by Director North and seconded by Director Mendel, the Board voted unanimously to approve the minutes of July 16, 2024 meeting.

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

Ms. Olvera presented the tax assessor/collector’s report for the month ending July 31, 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

Mr. Diaz presented the Bookkeeper's report, a copy of which is attached hereto as Exhibit "D". He 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 July 16, 2024. Mr. Diaz presented the monthly investment report for the period ending July 31, 2024.

Following discussion on the Bookkeeper's report, upon a motion made by Director North and seconded by Director Murphree, 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 88.97% and the current connection count is 1,324. Mr. Wright stated that he would contact the Board President regarding the alert notification process, since Touchstone is now managing the District's website.

After consideration, upon a motion made by Director North and seconded by Director Murphree, the Board voted unanimously to (i) approve twenty-two (22) accounts for collections; 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. 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 North, 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 "F" and previously distributed to the Board.

Well No. 1 Pump and motor Equipment Project

Update on additional Well Cleaning

Mr. Hardin reported on the additional well cleaning and stated that it has been completed.

Rehabbing or Abandonment of Well No. 1

Mr. Hardin reported on the cost for rehabbing and abandonment of Well No. 1. He recommended the Board rehab Well No. 1.

Update on addition of Hydro Tank No. 2 at Water Plant No. 1 (“WP No. 1”)

Mr. Hardin reported that additional Hydro Tank capacity is required to comply with Texas Commission on Environmental Quality’s minimum standards at WP No. 1.

After consideration, upon a motion brought by Director North, seconded by Director Murphree, the Board unanimously (i) approved Rehabbing Well No. 1; (ii) approved Hydro Tank No. 2 at WP No. 1; and (iii) approved the Engineer’s Report.

ATTORNEY’S REPORT

No comments.

BUILDING OFFICE MANAGER’S REPORT

All action items were deferred.

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 July 23, 2024, is attached hereto as Exhibit “G”.

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

