

MINUTES OF REGULAR MEETING
OF
WINDFERN FOREST UTILITY DISTRICT

April 15, 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 outside the boundaries of the District, at Langford Engineering, Inc., 1080 W. Sam Houston Parkway North, Suite 200, Houston, Texas 77043, on April 15, 2025, and the roll was called of the duly constituted officers and members of the Board, to wit:

Karen Hlavenka	President
Shari North	Vice President
Phyllis Schoelman	Assistant Vice President
Ann Murphree	Secretary/Treasurer
John Lehew	Assistant Secretary

All members of the Board of Directors were present, except Director Murphree thus constituting a quorum.

Also present were Drew Masterson of Masterson and Associates, ("Financial Advisor"); 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 March 2025, a copy of which is attached hereto as Exhibit "B". No action was taken.

APPROVE MINUTES

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

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

Ms. Olvera presented the tax assessor/collector's report for the month ending March 31, 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 Schoelman, 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 March 31, 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 93.51% and the current connection count is 1,324.

Mr. Wright updated the Board on Stoney Way and The Reserve Apartments, each apartment had one (1) water meter that was not functioning and have since been replaced.

Mr. Wright noted that the backflow preventer has been replaced and the cost will be split between the District and Harris Co. MUD No. 261.

Mr. Wright then reported that a customer had stated that their water bill was higher than normal and believes his water meter is not accurate. The customer also had a plumber go out to the residence and found no repairs were needed. Therefore, the customer has requested the Board discount the high usage water bill and reimburse for plumber fees. Subsequently the Operator has gone to the customers home to test the water meter, which revealed that the water meter is 100% accurate. Mr. Wright noted that while on the property the customer has a pool with no backflow preventer, which is against the Districts Rate Order and State plumbing code. The Board did not approve a water bill discount or refund for plumbing services. Director Hlavenka will notify the customer regarding the Board's decision and backflow preventer.

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

Amended Rate Order

Director Hlavenka reported that she has reviewed the District's Rate Order and district rates in the area and recommended a six (6) percent increase. After the Board's consideration, upon a motion brought by Director North, seconded by Director Schoelman, the Board unanimously approved the Rate Order be amended with a six (6) percent increase.

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 Lehew, 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 on the roof of the District's Administration Building and he added that he has coordinated with the structural engineer who had previously provided a report on the roof. The Board requested he continue investigating the matter so that the Board can review costs/benefits for next steps.

The Board then recognized Mr. Masterson who provided a cash flow analysis related to a potential 2025 bond application, a copy of which is attached hereto as Exhibit "G".

After consideration, upon a motion brought by Director North, seconded by Director Schoelman, the Board unanimously (i) authorize the Engineer to commence preparing the Bond Application; and (ii) approve the Engineer's Report.

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 Director Hlavenka.

ATTORNEY'S REPORT

Resolution Expressing Intent to Reimburse Certain Expenditures

Mr. Lord presented the Resolution Expressing Intent to Reimburse Certain Expenditures, a copy of which is attached hereto as Exhibit "H". He requested the Board consider approving the Resolution Expressing Intent to Reimburse Certain Expenditures.

Resolution Establishing Additional Meeting Places

Mr. Lord presented the Resolution Establishing Additional Meeting Places, a copy of which is attached hereto as Exhibit "I". He requested the Board consider approving the Resolution Establishing Additional Meeting Places.

Upon a motion made by Director North and seconded by Director Schoelman, the Board voted unanimously to approving (i) Resolution Expressing Intent to Reimburse Certain Expenditures and (ii) Resolution Establishing Additional Meeting Places.

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.


Secretary, Board of Directors

