

MINUTES OF REGULAR MEETING  
OF  
WINDFERN FOREST UTILITY DISTRICT

July 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 Rolling Fork Recreation Facility, 9110 Rodney Ray Blvd., Houston, Texas 77040, on July 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, thus constituting a quorum.

Also present were Jason Van Loo of Harris County MUD No. 261; Andrew Dunn and Alfred Segundo of On-Site Protection, LLC; Carol Lueb, Manager of District Building; 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 were given by the public.

**SECURITY REPORT**

The Board previously received a report on security matters within the District for the month of June 2025, a copy of which is attached hereto as Exhibit "B". No action was taken.

**APPROVE MINUTES**

The Board reviewed the minutes of June 17, 2025 meeting. After review, upon a motion made by Director Schoelman and seconded by Director Murphree, the Board voted unanimously to approve the minutes of June 17, 2025 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 30, 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 June 30, 2025.

Following discussion on the Bookkeeper's report, upon a motion made by Director North and seconded by Director Lehew, 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 92.12% and the current connection count is 1,324.

After consideration, upon a motion made by Director Schoelman and seconded by Director Murphree, the Board voted unanimously approved 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 Schoelman, seconded by Director North, 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. He then reviewed the District's water product costs located in the Engineer's Report.

#### District Administration Building

Mr. Hardin reported that the District may need to engage an Architect for next steps.

#### Water Rate for Harris Co. MUD 261("HCMUD261")

Mr. Hardin presented the Water Production Costs calculations for the Board's review as it related to the proposed rate for HCMUD261, a copy of which is attached hereto as Exhibit "G".

After consideration, upon a motion brought by Director North, seconded by Director Murphree, the Board unanimously approved (i) the submission of the proposal rate for HCMUD261 to HCMUD261; and (ii) the Engineer's Report.

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

Director Hlavenka reviewed the White Oak Bayou Joint Powers Board.

#### **ATTORNEY'S REPORT**

##### Auditor Engagement

The Board recognized Mrs. Ehmke who presented the Auditor Engagement letter for fiscal years ending 2025 and 2026, a copy of which is attached hereto as Exhibit "H".

After consideration, upon a motion brought by Director Schoelman, seconded by Director Hlavenka, the Board unanimously approved the Auditor Engagement.

##### Insurance Renewal

The Board reviewed an insurance proposal from Gallagher and McDonald Wessendorff, copies of which are attached hereto as Exhibits "I" and "J".

After review, upon a motion brought by Director Hlavenka, seconded by Director North, the Board unanimously approved to renew insurance with McDonald Wessendorff.

##### Security Contract

The Board recognized Mr. Dunn who reported he had conducted a three (3) month criminal activity assessment on the District. He then noted a map of crime hotspots and his proposed adjustments. Mr. Dunn answered the Board's questions. No action was taken on the matter.

##### Bond Application

Mr. Hardin requested the Board authorize him and the consultants to prepare the bond application and related Resolution Authorizing Application to the Texas Commission on Environment Quality for Expedited Approval of Project and Bonds ("Resolution").

Upon a motion brought by Director Schoelman, seconded by Director Murphree, the Board unanimously (i) authorized the consultants to prepare the bond application; and (ii) approved the Resolution.

**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.

Agnes B. Murphree  
Secretary, Board of Directors

