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NOTICE OF MEETING

OR WINDFERN FOREST UTILITY DISTRICT

TO: THE BOARD OF DIRECTORS OF WINDFERN FOREST UTILITY DISTRICT OF HARRIS COUNTY, TEXAS, AND TO ALL OTHER INTERESTED PERSONS: *EE*

Notice is hereby given that the Board of Directors of Windfern Forest Utility District will hold a regular meeting, open to the public, on **TUESDAY, JANUARY 17, 2012**, at 4:00 p.m. at the Windfern Forest Utility District Administration Building, 14410 Mauna Loa Drive, Houston, Texas, 77040, inside the boundaries of the District, to consider and take action upon the following matters:

1. Appearances before Board
15 minutes – A speaker whose subject matter relates to an identifiable item of business on this agenda will be requested by the President or other presiding Board member to stand and address the Board for no more than 3 minutes; however, no more than 15 minutes will be allowed for each subject matter.
2. Approve minutes of previous meetings.
3. Security report:
 - a. responses to calls.
4. Bookkeeper's report:
 - a. fund balances and disbursements;
 - b. payment of bills;
 - c. investments; and
 - d. budget amendments.
5. Tax Assessor/Collector's Report:
 - a. collections;
 - b. account balances;
 - c. disbursements;
 - d. tax transfers; and
 - e. review contract with Wheeler & Associates, including past and present billing procedures and practices.
6. Delinquent Tax Attorney's report:
 - a. collection activity;
 - b. filing of lawsuits;
 - c. cut-offs due to non-payment of taxes;
 - d. installment agreements;
 - e. write-offs/uncollectibles; and
 - f. demand letters.

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Steph Stewart
 COUNTY CLERK
 HARRIS COUNTY, TEXAS

7. Operator's report:
 - a. connection activity;
 - b. regulatory matters (permitting, subsidence);
 - c. water production and accountability;
 - d. billing and collections;
 - e. delinquent accounts;
 - f. operations, maintenance, and repairs of District facilities;
 - g. drought conditions; and
 - h. maintenance of detention pond.

8. Hearing on termination of service to delinquent water and sewer accounts and authorize appropriate action.

9. Engineer's report:
 - a. status of water transmission line design and project timeline;
 - b. response from TCEQ for exception to well capacity requirement and elevated storage tank waiver application; and
 - c. revised proposal for design of Water Well No. 3 at Water Plant No. 1 and approval of Order Establishing Rules and Regulations Regarding Sanitary and Pollution Control of the Areas in Proximity to the District's Public Water Supply Wells.

10. Attorney's Report:
 - a. Management Agreement with Sterling Association Services, Inc. for maintenance costs associated with Woodwind Lakes Section 4 Lake and surrounding areas;
 - b. Resolution Adopting Odd Number Year Directors Election Date; and
 - c. assignment of legal services.

11. District Administration Building Office Manager Report:
 - a. maintenance;
 - b. repairs; and
 - c. rentals.

12. Report on matters discussed at the meeting of the White Oak Bayou Joint Powers Board.





Attorney for the District