

AM
\$9.00
M.G.
②

981892
03/14/2012 PERSONAL
\$9.00 NOTICE

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: *ell*

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, MARCH 20, 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;
 - d. budget amendments; and
 - e. addendum to the bookkeeping contract.
5. Tax Assessor/Collector's Report:
 - a. collections;
 - b. account balances;
 - c. disbursements;
 - d. tax transfers; and
 - e. amendment to contract with Wheeler & Associates, including review of past and present billing procedures and practices.
6. 2012 tax resolutions, including:
 - a. Resolution concerning Tax Collection Procedures;
 - b. Resolution Concerning Exemption of Residence Homesteads from Taxation; and
 - c. Resolution Providing for Additional Penalty for Tax Collection Costs.
7. 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.

FILED
2012 MAR 14 PM 1:31
Star Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

8. 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.
9. Hearing on termination of service to delinquent water and sewer accounts and authorize appropriate action.
10. Engineer's report:
 - a. status of water transmission line project and project timeline, review bids and award contract, authorize engineer to start preparation of contract manuals, review and execute geotech material testing proposal;
 - b. response from TCEQ for exception to well capacity requirement and elevated storage tank waiver application; and
 - c. design of Water Well No. 3 at Water Plant No. 1.
11. Attorney's Report:
 - a. Management Agreement with Sterling Association Services, Inc. for maintenance costs associated with Woodwind Lakes Section 4 Lake and surrounding areas.
12. District Administration Building Office Manager Report:
 - a. maintenance;
 - b. repairs; and
 - c. rentals.
13. Report on matters discussed at the meeting of the White Oak Bayou Joint Powers Board.
14. Authorize Directors to attend the AWBD Summer Conference.
15. Discuss request from Windfern Forest CIA.

Clark Stockton Ford

Attorney for the District

