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NOTICE OF MEETING

WINDFERN FOREST UTILITY DISTRICT *or*

(2) 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, JUNE 19, 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. amendment to contract with Wheeler & Associates, including review of 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.
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;

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- g. drought conditions;
 - h. maintenance of detention pond; and
 - i. contract for operating services for the District.
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 project and project timeline and execute contract documents;
 - b. response from TCEQ for exception to well capacity requirement and elevated storage tank waiver application;
 - c. design of Water Well No. 3 at Water Plant No. 1; and
 - d. aerial photo of the District.
10. Attorney's report:
- a. review and approve insurance proposals from The Highpoint Group; and
 - b. adopt Resolution Authorizing Application for the Release of Escrowed Funds.
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.



(SEAL)

Clark Steubton Ford

Attorney for the District