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NOTICE OF MEETING

WINDFERN FOREST UTILITY DISTRICT

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

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, August 21, 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. Engagement letter with Mark Roth, CPA, for additional audit procedures related to billing records of South West Water Company.
5. Bookkeeper's report:
 - a. fund balances and disbursements;
 - b. payment of bills;
 - c. investments; and
 - d. budget amendments.
6. Tax Assessor/Collector's Report:
 - a. collections;
 - b. account balances;
 - c. disbursements; and
 - d. tax transfers.
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.
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;

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Stephanie Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

- 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 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.
- 11. Attorney's report:
 - a. adopt Resolution Authorizing Application for the Release of Escrowed Funds.
- 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.



Clark Heckton Lord

Attorney for the District