

## 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:

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, SEPTEMBER 19, 2017**, at 4:00 p.m. at the Windfern Forest Utility District Administration Building, 14410 Mauna Loa Lane, 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. Security report:
  - a. responses to calls.
3. Approve minutes of previous meetings.
4. Tax Rate:
  - a. proposed tax rate for 2017 and publication of Notice of Hearing; and
  - b. meeting date for the public hearing and the adoption of the 2017 tax rate.
5. Bookkeeper's report:
  - a. fund balances and disbursements;
  - b. payment of bills;
  - c. investments;
  - e. budget amendments; and
  - d. operating budget for the fiscal year ending September 30, 2018.
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;
  - f. demand letters; and
  - g. conduct hearing on termination of service to delinquent taxpayers and authorize appropriate action.
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. addendum to Agreement for ACH Services with Central Bank.
9. Hearing on termination of service to delinquent water and sewer accounts and authorize appropriate action.
  10. Attorney's report:
    - a. Resolution Regarding Annual Review of Investment Policy and List of Broker/Dealers;
    - b. Disclosure Statement of Bookkeeper/Investment Officer; and
    - c. Attendance at the Winter Association of Water Board Directors Conference;
  11. Engineer's report:
    - a. Air Quality Permit Application under review at the TCEQ;
    - b. Water Plant #1 Generator and Acclaim Energy GenMax Program;
    - c. Fairbanks Baptist Church site development; and
    - d. Windfern Forest damage assessment.
  12. District Administration Building Office Manager Report:
    - a. maintenance;
    - b. repairs; and
    - c. rentals.
  13. White Oak Bayou Wastewater Treatment Plant:
    - a. Report on matters discussed at the meeting of the White Oak Bayou Joint Powers Board; and
    - b. Phase I improvements at the White Oak Bayou Joint Wastewater Treatment Plant.
  14. Executive Session:
    - a. confer with legal counsel, Open Meetings Act, V.T.C.A., Government Code § 551.071.

*Clark Houston Lord*

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Attorney for the District



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