

## 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, JANUARY 16, 2018**, 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; and
  - b. approve Interlocal Agreement for Law Enforcement Services.
3. Approve minutes of previous meetings.
4. Approve audit for fiscal year ending September 30, 2017.
5. Authorize consultants to prepare Annual Report and File the Audit with the TCEQ, Electronic Municipal Market Access, and the State Information Depository in accordance with the District's Continuing Disclosure of Information Agreement and as required by SEC Rule 15(c)2-12.
6. Bookkeeper's report:
  - a. fund balances and disbursements;
  - b. payment of bills;
  - c. investments; and
  - d. budget amendments.
7. Tax Assessor/Collector's Report:
  - a. collections;
  - b. account balances;
  - c. disbursements; and
  - d. tax transfers.
8. 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.

9. 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.
10. Hearing on termination of service to delinquent water and sewer accounts and authorize appropriate action.
11. Attorney's report:
  - a. amenity pond maintenance request; and
  - b. attendance at the summer AWBD conference.
12. Engineer's report:
  - a. Air Quality Permit Application under review at the TCEQ; and
  - b. Portable generator for District lift stations.
  - c. Fairbanks Baptist Church Utility Commitment Request and Site Development Plans.
13. District Administration Building Office Manager Report:
  - a. maintenance;
  - b. repairs; and
  - c. rentals.
14. 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.
15. Executive Session:
  - a. confer with legal counsel, Open Meetings Act, V.T.C.A., Government Code § 551.071.

*Clark Heston Lord*

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Attorney for the District



(SEAL)