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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: 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, September 18, 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;
 - d. budget amendments; and
 - e. operating budget for fiscal year ending September 30, 2013.
6. Tax Assessor/Collector's Report:
 - a. collections;
 - b. account balances;
 - c. disbursements;
 - d. tax transfers; and
 - e. proposed tax rate for 2012 and authorize publication of Notice of Hearing.
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. hearing on termination of service to delinquent tax accounts and authorize appropriate action
8. Operator's report:
 - a. connection activity;
 - b. regulatory matters (permitting, subsidence);

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 STEVE STEWART
 COUNTY CLERK
 HARRIS COUNTY TEXAS

- 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 and execute contract documents;
 - b. response from TCEQ for exception to well capacity requirement and elevated storage tank waiver application;
 - c. design and construction of Water Well No. 3 at Water Plant No. 1; and
 - d. aerial photo of the District.
11. Attorney's report:
- a. Resolution Regarding Annual Review of Investment Policy and List of Qualified Broker/Dealers.
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 Heston Lord

Attorney for the District