

## 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, DECEMBER 18, 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.
3. Approve minutes of previous meetings.
4. Bookkeeper's report:
  - a. fund balances and disbursements;
  - b. payment of bills;
  - c. investments; and
  - e. budget amendments.
5. Tax Assessor/Collector's Report:
  - a. collections;
  - b. account balances;
  - c. disbursements; and
  - d. tax transfers.
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;
  - f. demand letters; and
  - g. conduct hearing on termination of service to delinquent taxpayers and authorize appropriate action.
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;
  - g. drought conditions.

8. Hearing on termination of service to delinquent water and sewer accounts and authorize appropriate action.
9. Attorney's report:
  - a. Water Supply and Construction Contract between Harris County MUD No. 261 and the District.
10. Discuss water rate analysis and Amend Rate Order.
11. Engineer's report:
  - a. Gessner Road utility conflicts;
  - b. Emergency sanitary sewer manhole replacement;
  - e. Cleaning and televising sanitary sewer systems.
12. District Administration Building Office Manager Report:
  - a. maintenance; and
  - b. repairs.
13. Website maintenance.
14. Proposal for audit of District accounting procedures.
15. 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.
16. Executive Session:
  - a. confer with legal counsel, Open Meetings Act, V.T.C.A., Government Code § 551.071.

*Clark Houston Lord*

---

Attorney for the District



(SEAL)