

## 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, AUGUST 20, 2019** 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.     Hear report from Acclaim Energy.
4.     Approve minutes of previous meetings.
5.     Engage Auditor to prepare audit for fiscal year ending September 30, 2019 and September 30, 2020.
6.     Hear Financial Advisor's Report, including:
  - a.       Discuss Tax Levy for 2019; and
  - b.       Set Public Hearing and publish notice thereof.
7.     Bookkeeper's report:
  - a.       fund balances and disbursements;
  - b.       payment of bills;
  - c.       investments; and
  - d.       review proposed budget for fiscal year ending September 30, 2020 and consider acting thereon.
8.     Tax Assessor/Collector's Report, including:
  - a.       collections;
  - b.       account balances;
  - c.       disbursements;
  - d.       tax transfers;
  - e.       consider approving Positive Pay feature.
9.     Delinquent Tax Attorney's report:
  - a.       collection activity;
  - b.       filing of lawsuits;
  - c.       cut-offs due to non-payment of taxes;
  - d.       installment agreements;
  - f.       write-offs/uncollectibles;
  - g.       demand letters; and
  - h.       conduct hearing on termination of service to delinquent taxpayers and authorize appropriate action.

10. 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.
11. Hearing on termination of service to delinquent water and sewer accounts and authorize appropriate action.
12. Engineer's report:
  - a. district items;
  - b. commercial items; and
  - c. construction projects.
13. District Administration Building Office Manager Report:
  - a. maintenance;
  - b. repairs; and
  - c. building administrator fee.
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. Attorney's Report:
  - a. Consider approving Texas Pride Disposal letter for distribution.
16. Executive Session:
  - a. confer with legal counsel, Open Meetings Act, V.T.C.A., Government Code § 551.071.

*Clark Hampton Lord*

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Attorney for the District

(SEAL)

