

# NORTHWEST PARK MUNICIPAL UTILITY DISTRICT

## Minutes of Directors Meeting

**June 16, 2009**

The board of Directors for Northwest Park Municipal Utility District met at the Northwest Park MUD Operations Building at 6819 Deer Ridge, Houston, Harris County, Texas, on June 16, 2009 in accordance with duly posted notice of said meeting, with a quorum of members present as follows:

Dennis Duckett	President
Dois Sutton	Vice President
Denton Bryant	Investment Officer
Robert McCharen	Secretary
Sherri Lee	Director

Also in attendance were: Kimberly Hempel (Operator – Water District Services), Ryan Fortner (Tax Assessor - Wheeler & Assoc.), Olivia Rocha (Bookkeeper – Municipal Accts. & Consulting, L.P.), Jim Watson (Engineer – Edminster, Hinshaw, Russ & Assoc.), Mark Brooks (Attorney – Young & Brooks), Anthea Moran (Financial Advisor - First Southwest Co.)

### **1. Minutes**

Minutes for the May 20, 2009 meeting were distributed and read. A motion to accept the minutes was made by Dennis Duckett and seconded by Dois Sutton. Motion carried.

### **2. Tax Assessor Report**

The Tax Assessor's report was distributed and read. A motion to accept the Tax Assessor's report was made by Denton Bryant and seconded by Bob McCharen. Motion carried.

### **3. Bookkeeper Report**

The Bookkeeper's report was distributed and read. A motion to accept the bookkeeper's report was made by Denton Bryant and seconded by Dennis Duckett. Motion carried.

### **4. Engineer Report**

The Engineer's report was distributed and read. A motion to accept the Engineer's report was made by Bob McCharen and seconded by Dois Sutton. Motion carried.

The board awarded a contract to Kenmore Electric for \$192,456. for the repairs and improvements to the sanitary lift station and for the emergency stand-by power. The motion was made by Dennis Duckett and seconded by Bob McCharen. Motion carried.

**5. Operators Report**

The Operator's report was distributed and read. A motion to accept the Operator's report was made by Bob McCharen and seconded by Dois Sutton. Motion carried.

The operator informed the board of a violation for not having an operating manual. The board asked Bill Hempel to complete the manual by December. The motion was made by Sherri Lee and seconded by Dois Sutton. Motion carried.

**6. Financial Advisor**

The board advised the Financial Advisor to proceed with the regular schedule for the bond approval by the State of Texas. The motion was made by Sherri Lee and seconded by Dois Sutton.

**7. Other**

The board authorized the hiring of two Constable Deputy's and a contact person. The board also discussed the job description for the Deputies and identified all the property in the district that the deputies will be patrolling. The motion was made by Dois Sutton and seconded by Denton Bryant. Motion carried.

A motion was made by Dennis Duckett and seconded by Bob McCharen to adjourn the meeting. Motion carried.

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