

NORTHWEST PARK MUNICIPAL UTILITY DISTRICT

Minutes of Directors Meeting

January 20, 2010

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 January 20, 2010 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), Olivia Rocha (Bookkeeper - Municipal Accts & Consulting), Ryan Fortner (Tax Assessor - Wheeler & Assoc.), Jared Bowlin, (Engineer – Edminster, Hinshaw, Russ & Assoc.), Mark Brooks (Attorney – Young & Brooks Attorneys at Law), Julia Durham (Recording Secretary - NW Park), Adrian Benitez, Jr., Rick Dowling (Sheriff's Dept.), Jesse Varela (NWPark HOA), Isidro Velez, Diana Velez (Silver Oak Trail HOA)

MINUTES

Minutes for the December 16, 2009, meeting were distributed and read. A motion to accept the minutes was made by Director Duckett and seconded by Director McCharen. Motion carried.

TAX ASSESSOR REPORT

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

BOOKKEEPER REPORT

The Bookkeeper's report was distributed and read. The motion to accept the bookkeeper's report was made by Director Bryant and seconded by Director Lee. Motion carried.

ENGINEER REPORT

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

The Engineer informed the board that Kenmore Electric had submitted pay request number two in the amount of \$50,623.24 and change order number one in the amount of \$727.00. The motion was made by Director McCharen to approve the payment and seconded by Director Lee. Motion carried. The engineer also brought contracts for Coker Pipeline Rehab, who is doing work at Northwest Park Section Ten Sanitary Sewer Rehabilitation and Long & Sons, Inc. who is doing work at the Deer Ridge Water Plant. The documents were signed.

The Engineer suggested and requested the board's authorization for a proposal in the amount of \$2614.00 by Tolunay-Wong Engineers, Inc. for construction material testing at the Deer Ridge Water Plant. The engineer also asked for the board's approval for change order no. 1 in the amount of \$2300.00 for construction staking and as-built drawings. Both motions were made by Director Duckett and seconded by Director Sutton. Motion carried.

ENGINEER REPORT

The board and the engineer discussed the approval of the Deer Ridge Water Plant Variance. They agreed to replace the fence exactly as it is now. The motion was made by Director McCharren and seconded by Director Sutton. Motion carried.

The engineer recommended the board's approval for a proposal in the amount of \$19,190.00 by Tolunay-Wong Engineers, Inc. for construction material testing at the Standpipe and Goldleaf Water Plant. The engineer also asked for the board's approval for change order no. 1 in the amount of \$2,700.00 for construction staking and as-built drawings. Both motions were made by Director Sutton and seconded by Director Lee. The motion carried.

A motion to accept the Engineer's report was made by Director McCharen and seconded by Director Sutton. Motion carried.

OPERATOR REPORT

The Operator's report was distributed and read. The Operator informed the board that the 3" valve on the sand separator was the only thing that broke. The Operator also informed the board of a 2 customer appeals:

1. Ms. Agnes Green of 10911 Mackenzie requested a rate rebate on the 12/09 billing, due to a leak on the homeowner's side of the meter. The letter of appeal is attached. After a brief discussion the consensus was to give Ms Green a credit back to her normal usage rate. Director Sutton made the motion and Director Lee seconded. Motion carried.

2. Ms. Cheryl Carter of 6334 Sutton Meadows request rebate on the 12/09 billing, due to a leak in the homeowners yard that was repaired on 12/11/09. The letter of appeal is attached. After a brief discussion the consensus was to credit her back 100,000 gallons. Director McCharen made the motion and Director Lee seconded. Motion carried.

A motion to accept the Operator's report was made by Director McCharen and seconded by Director Sutton. Motion carried.

OTHER BUSINESS

The board met with officer Adrian Benitez, Jr. and Rick Dowling of the Sherriff's Department regarding district security. The deputies explained their contracts are 70/30 contracts and the yearly price for a deputy would be \$61,492.00 per deputy. They discussed the need to have a board member as a coordinator. After a lengthy discussion the board asked Mark Brooks to work on the contracts for 2 deputies. The motion was made by Director Lee and seconded by Director Duckett. The motion carried.

The homeowner's association of Silver Oaks Trail petitioned the board about adding trash service to their water bills. Discussions were had, but no motions were made at this time.

A motion was made to call a Director's Election on May 8th, 2010. The motion was made by Dennis Duckett and seconded by Dois Sutton. Motion carried.

There being no further business to come before the board a motion was made by Director McCharen and seconded by Director Duckett to adjourn the meeting. Motion carried.
