

# **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

## **Minutes of Directors Meeting**

**February 17, 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 February 17, 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)

### **MINUTES**

Minutes for the January 20, 2010, meeting were distributed and read. A motion to accept the minutes was made by Director Duckett and seconded by Director Bryant. 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 McCharen and seconded by Director Bryant. 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 McCharen. 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 McCharen. Motion carried.

The Engineer suggested and requested the board's authorization for a proposal in the amount of \$7200.00 by Shrader Engineering for Electrical Engineering services at the Cloud Swept Lift Station. The motion was made by Director McCharen and seconded by Director Lee. Motion carried.

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 with Long & Son, Inc. for \$26,350.00. The Engineer also informed the board of a previous proposal submitted in July from Clements Fence Co. to replace the fence for \$20,175.0. The board asked the Engineer to ask Long & Sons if they could come down on their bid by \$5,000.00 prior to final approval. The motion was made by Director Duckett and seconded by Director Sutton. Motion carried.

## **ENGINEER REPORT**

The Engineer informed the board that Alsay Incorporated, a subcontractor to Long & Son, Inc. had taken Formation Water samples from the Deer Ridge Water Plant site and that the samples came in with high contamination levels. The board asked to see the result before a decision could be made regarding a temporary water well.

The board asked the Engineer to check on storage units regarding the retrofit for the new air conditioning systems needed for the security equipment.

## **OPERATOR REPORT**

The Operator's report was distributed and read. The Operator informed the board of 2 customer appeals:

1. Willowbrook Point Apartments at 14150 S. H. 249 requested that their late fees be waived. After due discussion by the board it was agreed to credit them the October late fees on both of their accounts. The letter of appeal is attached. Director Lee made the motion and Director McCharen seconded. Motion carried.

2. Meridian Apartments at 10200 Old Bammel N. Houston is appealing the amount of the customer deposit paid. They paid \$14,500.00. His argument is that the rate order calls for 2.5 the estimated monthly bill, not the average (2-month billing). Their letter of appeal is attached. After a brief discussion the consensus was to deny the appeal but to have Mark Brooks check into the wording of the change order. Director Duckett made the motion and Director Lee seconded. Motion carried.

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

## **OTHER BUSINESS**

The board signed the Resolution on Residence Homestead Exemption for Persons Disabled or Sixty-five or Older. The amount set was \$30,000.00 at 65yrs of age or disabled from all ad valorem taxes hereafter levied by the district. The Resolution passed and was adopted on 17th February, 2010.

The board signed the Resolution Authorizing Additional Penalties on Delinquent Taxes. The Resolution passed and was adopted on 17th February, 2010.

The Board approved and signed the Emergency Preparedness Plan and made Mr. Mark Brooks the media contact person to represent the District. The motion was made by Director Duckett and seconded by Director Sutton. Motion carried.

After a brief discussion the board agreed to get a contract for the Standpipe Site at 12830 Watertown from the proposal submitted by Mr. Howard Manson of GE Security. The motion was made by Director Sutton and seconded by Director McCharen. Motion carried.

A motion was made to Director McCharen to get bids from MyWaterboard.com, GoTexan.com, GulfCoastComputers.com and TexasNetwork.com for the proposed website. The motion was made by Director Duckett and seconded by Director Bryant. Motion carried.

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