

# **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

## **Minutes of Directors Meeting**

**December 15, 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 December 15, 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
Robert McCharen	Secretary - Absent
Sherri Lee	Investment Office - Liaison
Michael Broussard	Asst. Secretary

Also in attendance were: Kimberly Hempel (Operator – Water District Services), Olivia Rocha (Bookkeeper - Municipal Accts & Consulting), JoAnn Ramos (Tax Assessor - Utility Tax Services, LLC) Jared Bowlin, (Engineers – Edminster, Hinshaw, Russ & Assoc.), Mark Brooks (Attorney – Young & Brooks, Attorneys at Law), Julia Durham (Recording Secretary - NW Park)

### **MINUTES**

Minutes for November 17, 2010 meeting was distributed and read. A motion to accept the minutes was made by Director Duckett and seconded by Director Broussard. Motion carried.

### **TAX ASSESSOR REPORT**

The Tax Assessor's report was distributed and read.

The Tax Assessor presented a letter from Mr. Freeman at 10550 Old Bammell N. Houston Rd. who is requesting that his taxes of \$394.36 be credited back to the June 18th 2006. The motion was made by Director Broussard and seconded by Director Duckett. Motion carried.

A motion to accept the tax report was made by Director Lee and seconded by Director Duckett. Motion carried.

### **BOOKKEEPER REPORT**

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

### **ENGINEER REPORT**

The Engineer's report was distributed and read.

The Engineer submitted pay request number 10 in the amounts of \$97,433.00 from Long and Son, Inc. for their work at the Deer Ridge Water Plant's Proposed Well and Emergency Generator Project. The engineer informed the board that the project is 95% complete. A motion was made by Director Lee and seconded by Director Duckett. Motion carried.

**ENGINEER REPORT cont.**

Cummins Southern Plains submitted two maintenance agreements for the generators at the Standpipe & Goldleaf Water Plants. The board reviewed and signed the agreements. The motion was made by Director Duckett and seconded by Director Broussard. Motion carried.

The Engineer submitted the received bids to bring Smiling Wood Lane to Harris County's acceptance. The board discussed each bid and granted a contract to Katy Construction for their bid of \$43,840.00. Director Duckett made the motion to accept the bid and the motion was seconded by Director Lee. Motion carried.

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

**OPERATOR REPORT**

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

**WEBSITE**

The board gave Director McCharen approval to update the website with replacing the November 2010 agenda with the December 2010 agenda, and posting the minutes for the November, 2010. Director Duckett made the motion to submit the listed reports and Director Broussard seconded it. Motion carried.

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

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Director McCharen - Secretary Northwest Park MUD