

# **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

## **Minutes of Directors Meeting**

**April 20, 2011**

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 April 20, 2011 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
Sherri Lee	Investment Office - Liaison
Michael Broussard	Asst. Secretary

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

### **MINUTES**

Minutes for February 16, 2011 and March 20, 2011 meeting were distributed and read. A motion to accept the minutes was made by Director Broussard and seconded by Director Lee. Motion carried.

### **TAX ASSESSOR REPORT**

The Tax Assessor's report was distributed and read. The Tax Assessor informed the board that they no longer needed help from Mark Brook to get customer information from Wheeler & Assoc on customer accounts. The board agreed. The motion was made by Director Lee and seconded by Director Broussard. Motion carried.

Mr. G.C. Singh, 109 E. Wavy Oak Circle asked the Tax Assessor to waive the penalty and interest on his tax account for his taxes in 2005, 2007, and 2009. After a brief discussion the board decided not to waive the interest but gave permission for a seven month payment plan. A motion was made by Director Duckett and seconded by Director Sutton. Motion carried.

### **BOOKKEEPER REPORT**

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

### **ENGINEER REPORT**

The Engineer's report was distributed and read. The Board asked the Engineer to move forward on awarding contracts for the Northwest Park Subdivision Drainage Improvements project, pending final approval by the board. Director McCharen made the motion and Director Sutton seconded it. The motion carried.

The Engineer asked the Board's authorization to advertise the project to Coker Pipeline Rehabilitation, Inc. for Northwest Park, Section One, Sanitary Sewer Rehabilitation. Board member Director Duckett made a motion to grant the authorization and Director Sutton seconded it. The motion carried.

The Engineer submitted pay requests number three, four, final in the amounts of \$421.20 and 3641.08 for the pre-cleaning and televising in Northwest Park, Section One. The board agreed to the requests with a motion from Director Sutton and a second from Director McCharen. Motion carried.

The Engineer asked the board's authorization to advertise/solicit the project at the Cloud Swept Lift Station. The motion was made by Director Broussard and seconded by Director Duckett. Motion carried.

**ENGINEER REPORT Cont.**

The Engineer asked the board to execute contracts with E. L. Harris and for authorization to proceed on the contract at Smiling Wood Lane. Motion carried.

The board granted a capacity letter to Northwest Park Business Park for six ESFCs for building 2 and the development of the track. The motion was made by Director McCharen and seconded by Director Duckett. Motion carried.

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

**OPERATOR REPORT**

The board agreed to adopt the Operating Budget for 2011 as proposed by the Operator. The motion was made by Director Broussard and seconded by Director Sutton. Motion carried.

The Operator's report was distributed and read. The Operator asked for the boards permission to submit the Water Audit Reporting Form. A motion was made to submit the form by Director Lee and seconded by Director Sutton. Motion carried.

**WEBSITE**

The board gave Director McCharen approval to update the website with replacing the March 2011 agenda with the April 2011 agenda, and posting the minutes for March, 2011. Director Duckett made the motion to submit the listed reports and Director Lee seconded it. Motion carried.

**SECURITY**

Director Broussard informed the board that he is still in negotiations with the HOA's regarding increased security in the District.

**OTHER**

The board agreed to hire David L. Merritt P.C. as the district's auditor. The motion was made by Director Sutton and seconded by Director McCharen. Motion carried.

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

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Director McCharen - Secretary Northwest Park MUD