

NORTHWEST PARK MUNICIPAL UTILITY DISTRICT

Minutes of Directors Meeting

November 16, 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 November 16, 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), James Vick, Fangyi Lu (SWA Group), Dena Green (Harris County Flood Control District)

MINUTES

Minutes for October 19, 2011 meeting were distributed and read. A motion to accept the minutes was made by Director Lee and seconded by Director McCharen. Motion carried.

INVESTMENT POLICIES

Mark W. Brooks of Young & Brooks, the attorneys for the District, explained that it is necessary to amend the District's written investment policies so that they are consistent with recent changes to the Public Funds Investment Act. Mr. Brooks has reviewed the proposed changes with the District's investment officer. After discussion, upon motion duly made, seconded and unanimously carried, the board passed and approved the attached Order Adopting Amended and Restated Policies Regarding Investments, Professional Services, and Management Information.

GENERAL ELECTION DATE

The board reviewed recent changes made to the Texas Election Code and correspondence from the Harris County Clerk recommending that the District consider changing its general election date as authorized by Senate Bill 100 enacted by the Texas Legislature in the 82nd Regular Session. After discussion, upon motion duly made, seconded and unanimously carried, the board adopted the attached Order Changing Date of General Election and Adjusting Terms of Office.

TAX ASSESSOR REPORT

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

ENGINEER REPORT

The Engineer's report was distributed and read. The Engineer submitted pay requests number one in the amount of \$111,459.70 from Terbo Construction. for their work on the drainage improvements project. The board agreed to the request with a motion from Director Duckett and a second from Director Sutton. Motion carried.

The Engineer submitted pay requests number three and four in the amounts of \$157,657.34 and \$133,116.99 from A & A Cable Contractors, Inc. for their work on the Northwest Park, Section One Sanitary Sewer Rehabilitation. The board agreed to the requests with a motion from Director Sutton and a second from Director Broussard. Motion carried.

The Engineer asked for the Board's authorization to prepare a capacity allocation letter for Northwest Park Business Park. Director McCharen made the motion for the authorization and Director Duckett seconded it. The motion carried.

The board asked the Engineer to add a combined cost to the drawings being submitted for agency review, for blasting, epoxy and paint; for the pumps, tank and base plate, as part of the Water Valve Replacement and Booster Pump Upgrades. Director Sutton made the motion and Director Broussard seconded it. Motion carried.

The Engineer submitted an invoice in the amount of \$2,000.00 from Tolunay-Wong for the testing of the sediment within the storm sewer pipes on Smiling Wood Lane. The Engineer also submitted contracts for cleaning the storm sewer, for the board to execute. The board agreed to pay the invoice and execute the contracts with a motion from Director Duckett and a second from Director Sutton. Motion carried.

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

OPERATOR REPORT

The Operator's report was distributed and read. The Operator informed the board of a request made by Ms. Carole Crouch of 14901 SH249 for a rate rebate, due to her back flow preventer being stolen. . The board discussed the matter and agreed to grant a \$28.75 credit to the account. Director McCharen made the motion and Director Duckett seconded it. The Motion carried.

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

WEBSITE

The Board gave Director McCharen approval to update the website with replacing the October 2011 agenda with the November 2011 agenda, posting the minutes for October, 2011, adding the change of terms for Directors, adding the Engineers report and adding the link to the Tax Assessors Office. Director Duckett made the motion to submit the listed reports and Director Broussard seconded it. Motion carried.

OTHER

The Board listened to a presentation made by the Harris County Flood Control District regarding the Halls Bayou watershed and the Halls Ahead study. The focus of the study is listen to the Halls Bayou community for input on creating a flood damage reduction plan for Halls Bayou.

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