

# **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

## **Minutes of Directors Meeting**

**December 15, 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 December 15, 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 November 16, 2011 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 was made by Director Lee and seconded by Director Broussard. 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 McCharen. Motion carried.

### **ENGINEER REPORT**

The Engineer's report was distributed and read. The Engineer submitted pay requests number 11-11067 in the amount of \$267.00 from Tulonay Wong Engineers. 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 Lee. Motion carried.

The Engineer submitted invoice number 1038 and 1039 in the amount of \$13,996.00 and \$1,500.00 from Price Wagener Services. for their landscaping work on the drainage improvements project. The board agreed to pay the invoices with a motion from Director McCharen and a second from Director Broussard. Motion carried.

The Engineer submitted pay request five and final, in the amount of \$60,583.74 from A & A Cable Contractors, Inc. for their work on the Northwest Park, Section One Sanitary Sewer Rehabilitation. The board agreed to pay the request with a motion from Director Lee and a second from Director McCharen. Motion carried.

### **ENGINEER REPORT cont.**

The Engineer informed the board that Neil Technical Services, Inc. requested an additional thirty days on the contract for the Cloud Swept Lift Station, due to the control panel being on back order. The board agreed to extend the contract with a motion from Director Duckett and a second from Director Broussard. Motion carried.

The Engineer submitted pay request number thirteen and final in the amount of \$214,469.00 from Long & Son, Inc for their work at the Deer Ridge Water Plant. The board agreed to pay the pay request when the work is totally completed. Director Lee made the motion and Director Duckett seconded it. Motion carried.

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

### **OPERATOR REPORT**

The Operator's report was distributed and read. The board asked the Operator to send out reminders on drought contingency and keeping storm sewers clear of debris, with the next billing. A motion to accept the Operator's report was made by Director McCharen and seconded by Director Duckett. The motion carried.

### **WEBSITE**

The Board gave Director McCharen approval to update the website with replacing the November 2011 agenda with the December 2011 agenda, posting the minutes for November, 2011. The board asked Director McCharen for information how many hits the website was getting. Director McCharen will forward the information by email to all the directors. Director Broussard made the motion to submit the listed reports and Director Duckett seconded it. Motion carried.

### **OTHER**

Mark W. Brooks reported that their firm will be moving offices early in 2012. After discussion, upon motion duly made, seconded and unanimously carried, the board adopted the attached Order Establishing Office Outside the District.

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