

# **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

## **Minutes of Directors Meeting**

**July 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 July 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, Robert Atkinson, Jr. (Engineers – Edminster, Hinshaw, Russ & Assoc.), Mark Brooks (Attorney – Young & Brooks, Attorneys at Law), Julia Durham (Recording Secretary - NW Park), Todd Edmonds (Colliers International), Nick Ozuna, Jr. ( MHI McBuyer Homebuilders, Inc.), Jarred Coulter (Capital Commercial Investments, Inc.), Ryan M. Getz (Ward, Gets & Assoc. LLP)

### **MINUTES**

Minutes for June 15, 2011 meeting were distributed and read. A motion to accept the minutes was made by Director Lee and seconded by Director McCharen. Motion carried.

### **TAX ASSESSOR REPORT**

The Tax Assessor's report was distributed and read. The Tax Assessor informed the Board that Mr. Donald Wesley of 7010 Canyon Way Dr. asked for a payment plan for the taxes he owes from 2009 and 2010. After a brief discussion, the Board approved granting Mr. Wesley a four month payment plan. The motion to approve the payment plan was made by Director McCharen and seconded by Director Sutton Motion carried. A motion to accept the Tax Assessor's was made by Director McCharen 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 Lee and seconded by Director McCharen. Motion carried.

### **ENGINEER REPORT**

The Engineer's report was distributed and read. The Board executed a construction contract to Terbo Construction, L.P. for their bid of \$107,826.00 for drainage improvements and \$18,275.00 for landscaping at Redding Springs Lane and Port Angeles Dr. The motion was made by Director Lee and seconded by Director Broussard. Motion carried.

The Board authorized awarding a construction contract to A & A Cable Contactors, Inc. for the bid amount of \$618,533.30 for work at the Northwest Park, Section One Sanitary and Sewer Rehabilitation project. The motion was made by Director Duckett and seconded by Director Sutton. Motion carried.

The Board authorized awarding a construction contract to Neil Technical Services, Inc. for the bid amount of \$54,700.00 for work at the Cloud Swept Lift Station project. The motion was made by Director McCharen and seconded by Director Sutton. Motion carried.

## **ENGINEER REPORT con't**

The Engineer informed the Board that construction is on-going at the Wal-Mart site and is anticipated to be completed by the end of November. The board asked the Engineer to proceed with documentation for a bond issuance. The motion was made by Director McCharen and seconded by Director Broussard. Motion carried.

The Engineer informed the board that the Operator mentioned that there are several valves that need to be replaced at the Deer Ridge Water Plant Proposed Well and Emergency Generator project. The Engineer recommended replacing the two valves that are leaking now and to move forward with the other valves when the booster pumps are upgraded. The board asked the Engineer to estimate the replacement cost and get two to three bids for this project. The motion was made by Director Sutton and seconded by Director Duckett. Motion carried.

The Board authorized awarding a construction contract to Neil Technical Services, Inc. for the bid amount of \$3450.00 for the replacement of the electrical lines to the Deer Ridge facility. The motion was made by Director McCharen and seconded by Director Lee. Motion carried.

Capital Commercial Investments approached the board to get a reduction on the tap fees regarding the cost of the meter at the Northwest Park Business Park. After a brief discussion the board agreed to have the Operator supply the meter to Capital Commercial Investments at cost. The motion was made by Director Duckett and seconded by Director Broussard. The motion carried.

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

## **OPERATOR REPORT**

The Operator's report was distributed and read. The Operator asked for the board's approval to send out letters to the district on water conservation. The board discussed the issue of the drought conditions and agreed to update the drought contingency plan and agreed to sending out letters on the next billing. Director Duckett made the motion to send out the letters and Director McCharen seconded it. The Motion carried.

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

## **WEBSITE**

The Board gave Director McCharen approval to update the website with replacing the June 2011 agenda with the July 2011 agenda, and posting the minutes for June, 2011. Director Lee made the motion to submit the listed reports and Director Sutton seconded it. Motion carried.

## **OTHER**

Mr. Brooks informed the board that the district's insurance contract with Anco-Wessendorf, is up for renewal at the end of August with a new renewal rate of \$24,000, a 15% increase over last year. A motion was made to Mr. Brooks to get quotes from two other insurance companies, to compare the rates and report the findings to the board at the next meeting by Director Broussard and seconded by Director Sutton. The motion carried.

Mr. Todd Edmonds with Collier's International approached the board with a listing agreement for the sale of the surplus land the district owns. The agreement will list the land for one million three to four hundred thousand dollars, with a listing fee of 6% which will be split with the purchaser. A motion was made by Director McCharen and seconded by Director Broussard to approve the listing agreement. Director Lee abstained from the voting this motion. The Motion carried.

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