

# **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

## **Minutes of Directors Meeting**

**April 18, 2012**

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 18, 2012 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: Donna Tzitzis (Operator – 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), Dennis Tiff - (Champions Hydro-Lawn, Inc.)

### **MINUTES**

Minutes for March 21, 2012 meeting were distributed and read. A motion to accept the minutes was made by Director Duckett and seconded by Director Lee. The motion carried.

### **TAX ASSESSOR REPORT**

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

### **ENGINEER REPORT**

The Engineer's report was distributed and read. The Engineer submitted the contract documents for the pre-cleaning and televising in Northwest Park, Section Two, Sanitary Sewer Rehabilitation Project that was awarded to Cruz Tec, Inc. for the board to execute. Director Duckett made the motion to execute the contract and Director Lee seconded it. The motion carried.

The Board asked the Engineer to compare the Schedule of Hourly Rates and Reimbursement for Engineering Services to the 2007 rates and report the findings back to the Board. The Board agreed to the request with a motion from Director Broussard 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 Broussard. The motion carried.

## **OPERATOR REPORT**

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

The Operator informed the board that Ms. Rhelda Neal of 10903 Mackenzie asked for relief on her water bill, due to a leak. The board discussed the matter and agreed to rebate Ms. Neal's \$100.00 off her sewer charge. Director Sutton made the motion and Director McCharen seconded it. The Motion carried.

## **WEBSITE**

The Board gave Director McCharen approval to update the website with replacing the March 2012 agenda with the April 2012 agenda, and posting the minutes for March 2012. Director Duckett made the motion to accept the changes and Director McCharen seconded it. The motion carries.

## **OTHER**

The Board agreed to hire David L. Merritt P.C. as the District's Auditor FYE 2012. The motion was made by Director McCharen and seconded by Director Broussard. The motion carried.

The Board adopted the budget FYE 2013 with revisions as noted during the discussion. Director Duckett made the motion to adopt the budget and Director Sutton seconded it. The motion carried.

The Board discussed getting a new aerial photo of the District and Ms. Ramos informed the Board that the Tax Office had a recent aerial photo available. Ms. Ramos offered to send a CD of the photo to the Engineer's Office to enlarge it for the District. Director Sutton made the motion to accept the photo and Director Duckett seconded it. The motion carried.

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

---

Director McCharen - Secretary Northwest Park MUD