

# **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

## **Minutes of Directors Meeting**

**August 15, 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 August 15, 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: Kimberly Hempel (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), David L. Merritt P.C. (Certified Public Accountant), R.D. Silvio and R.D. Reyes (Harris County Sheriff's Office)

### **MINUTES**

Minutes for July 10, 2012 meeting were distributed and read. A motion to accept the minutes was made by Director Broussard and seconded by Director McCharen. 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 McCharen and seconded by Director Duckett. The motion carried.

The Tax Assessor informed the Board that Mr. Gary Irby at 10702 Heather Hill has petitioned the Board for a three month installment agreement for the 2011 taxes owed of \$408.71 on the account. After a brief discussion the Board agreed to grant the installment agreement. Director Duckett made the motion and Director Sutton seconded it. 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 informed the Board that bids were received and reviewed for the Water Valve Replacement and Booster Pump Upgrades project. The Engineer has recommended that the contract be awarded to TarTob Commercial Services, LLC. After a brief discussion the Board agreed to the recommendation and awarded the contract to TarTob Commercial Services, LLC. Director Broussard made the motion and Director Duckett seconded it. Motion carried.

The Engineer informed the Board that the total cost to the District for the maintenance for WHCMUD 21 Water Plant Repairs is 157,150,59 with Northwest Park being responsible for \$62,860.24 (40%).

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 Lee and seconded by Director McCharen. The motion carried.

## **WEBSITE**

The Board gave Director McCharen approval to update the website with replacing the July 2012 agenda with the August 2012 agenda, and posting the minutes for July 2012. The Board also agreed to post information on water conservation. Director Sutton made the motion to accept the changes and Director Lee seconded it. The motion carried.

## **OTHER**

David L. Merritt P. C., Certified Public Accountant submitted a draft of the Independent Auditor's Report for the Board to review. The Board reviewed the draft and a motion was made by Director Sutton to approve the audit as presented and Director McCharen seconded it. Motion carried.

The Board reviewed the Resolution Reviewing Investment Policy and Investment Strategies and decided no changes were needed. The resolution was signed and the motion was made by Director Duckett and seconded by Director Lee. The motion carried.

The Board approved and signed the Notice of Application for Certificate of Convenience and Necessity (CCW) to provide water and sewer utility service in Harris County, Texas. Director Duckett made the motion and Director Sutton seconded it. Motion carried.

The Board listened to a presentation made by the Harris County Sheriff's Department regarding increasing security in the district. The Board asked Director Broussard to be the liaison.

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

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Director McCharen - Secretary Northwest Park MUD