

NORTHWEST PARK MUNICIPAL UTILITY DISTRICT

Minutes of Directors Meeting

November 20, 2013

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 20, 2013 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: Kimberly Hempell (Operator - Water District Services), Darrell Hawthorne (Bookkeeper - Municipal Accts & Consulting), JoAnn Ramos (Tax Assessor - Utility Tax Services, LLC), Jared Bowlin (Engineers - Edminster, Hinshaw, Russ & Assoc.), Mark Brooks (Attorney - Young & Brooks, Attorneys at Law), Julia Durham (Recording Secretary - NW Park), Dr. Don Savell (Harris County Sheriff's Dept), Tamika Harris (HOA – Blue Creek Ranch)

MINUTES

Minutes for October 16, 2013 meeting were distributed and read. A motion to accept the minutes was made by Director Sutton and seconded by Director Broussard. The motion carried.

SECURITY

Dr. Don Savell informed the Board that criminal mischief increases during the holiday and an extra patrol schedule was discussed. Director Broussard made a motion to accept the Security report and Director McCharen seconded it. 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 McCharen. 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 Lee and seconded by Director Duckett. The motion carried.

ENGINEER REPORT

The Engineer's report was distributed and read. The Board discussed and approved an Encroachment Agreement with Bank of America. Director Duckett made the motion and Director Sutton seconded it. The motion carried.

The Engineer asked the Board to authorize pay request number eight and final in the amount of \$22,510.00 for TarTob for the Water Valve Replacement and Booster Pump Upgrades. Director McCharen made the motion and Director Duckett seconded it. The motion carried.

The Engineer asked the Board to authorize pay request number two and final in the amount of \$3,510.34 for Canyon Construction Company, Inc. for the ALDI Food Mart Project. Director McCharen made the motion and Director Duckett seconded it. The motion carried.

ENGINEER REPORT cont.

The Engineer informed the Board that the Deer Ridge parking improvements have been submitted to Harris County for approval and asked the Board authorization to solicit bids for the project. Director McCharen made a motion to the Engineer to solicit bids and Director Duckett seconded it. The motion carried.

The Engineer informed the Board that the Sanitary Sewer Pre-Cleansing and Television project's bid opening took place on October 24th with Cruz Tec, Inc. having the lowest bid of \$425,590.45. After a brief discussion and the Engineer's recommendation the Board awarded the project to Cruz Tec, Inc. Director McCharen made the motion and Director Duckett seconded it. The motion carried.

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

WEBSITE

The Board gave Director McCharen approval to update the website with replacing the September 2013 agenda with the October 2013 agenda, and posting the minutes for September 2013. The Board also wanted to update the Director Offices positions of the newly relected officials. Director Duckett made the motion to accept the changes and Director McCharen seconded it. The motion carried.

OTHER

The Board authorized the Certificates of Election and since there were no new directors elected, the Board decided to elect the officers as stated:

Dennis Duckett	President
Dois Sutton	Vice President
Robert McCharen	Secretary
Sherri Lee	Investment Office - Liaison
Michael Broussard	Asst. Secretary

Director Duckett made the motion to accept the officer positions and Director Sutton seconded it. The motion carried.

The Board asked Mr. Brooks to add a line item for the Colorado River Authority to the adjenda for next month. Director Duckett made the motion and it was seconded by Director McCharen. The motion carried.

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

Director McCharen - Secretary Northwest Park MUD