

# **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

## **Minutes of Directors Meeting**

**December 18, 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 December 18, 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: Trisha Hillman (Operator - Water District Services), Darrell Hawthorne (Bookkeeper - Municipal Accts & Consulting), Jared Bowlin (Engineers - Edminster, Hinshaw, Russ & Assoc.), Mark Brooks (Attorney - Young & Brooks, Attorneys at Law), Julia Durham (Recording Secretary - NW Park), Dennis Tiff (Champions Hydro-Lawn)

### **MINUTES**

Minutes for November 20, 2013 meeting were distributed and read. A motion to accept the minutes was made by Director Duckett and seconded by Director Sutton. 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 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 Duckett and seconded by Director McCharen. The motion carried.

### **ENGINEER REPORT**

The Engineer's report was distributed and read. The Engineer informed the Board that bids are expected soon for the Deer Ridge Parking Improvement project. After a brief discussion, the Board approved awarding the contract for the project to the lowest qualified bidder, subject to verification of the bidder's qualifications by the Engineer and verification of the bidder's bonds (if required) and insurance by the Attorney. Director Broussard made the motion and Director Lee seconded it. The motion carried.

The Engineer informed the Board that WHCMUD 21 is moving forward with the installation of a 650kw diesel generator at the joint water plant. The Board discussed the issue and a motion was made by Director Duckett to authorize the Engineer and the Attorney to work on appropriate arrangements for escrow of the Director's share of funding for the project with WHCMUD 21. Director Broussard seconded the motion and the motion carried.

A motion to accept the Engineer's report was made by Director Duckett 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 Lee. The motion carried.

## **WEBSITE**

The Board gave Director McCharen approval to update the website with replacing the November 2013 agenda with the December 2013 agenda, and posting the minutes for November 2013. Director Duckett made the motion to accept the changes and Director Sutton 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 Lee to adjourn the meeting. The motion carried.

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Director McCharen - Secretary Northwest Park MUD