

NORTHWEST PARK MUNICIPAL UTILITY DISTRICT

Minutes of Directors Meeting

December 19, 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 December 19, 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: 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), Anthea Moran (Financial Advisor - First Southwest)

MINUTES

Minutes for November 13, 2012 meeting were distributed and read. A motion to accept the minutes was made by Director Duckett 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 Duckett and seconded by Director Sutton. 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 McCharen. The motion carried.

ENGINEER REPORT

The Engineer's report was distributed and read. The Engineer submitted pay requests number three for \$89,100.00 for the work being done on the Water Valve Replacement and Booster Pump Upgrades Project from TarTob. The Board agreed to the request with a motion from Director Sutton and a second from Director McCharen. The Motion carried.

The Engineer submitted pay requests number one for \$6,000.00 for the work being done on the Water Valve Replacement and Booster Pump Upgrades Project from Jones & Wright Engineering, PLLC. The Board agreed to the request with a motion from Director Broussard and a second from Director McCharen. The Motion carried.

The Engineer asked for the Board's authorization to prepare capacity allocation letters for ALDI, Inc. and for Panda Express. Director Lee made the motion for the authorization and Director Duckett seconded it. The motion carried.

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

WEBSITE

The Board gave Director McCharen approval to update the website with replacing the November 2012 agenda with the December 2012 agenda, and posting the minutes for November 2012. The Board also requested updating the calculation form for the tax rate. Director Duckett made the motion to accept the changes and Director Lee seconded it. The motion carried.

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

Director McCharen - Secretary Northwest Park MUD