

# NORTHWEST PARK MUNICIPAL UTILITY DISTRICT

## Minutes of Directors Meeting

**February 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 February 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: 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), Dr. Don Savell, R.D. Silvio (Harris County Sheriff's Dept.), Greg Sanford, Troy Sands (A Technical Alloy & Industrial Gas), Bruno Maciejewski, P.E. (Big M Constructors, Inc.)

### MINUTES

Minutes for January 16, 2013 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. The Tax Assessor informed the Board that the following addresses have requested installment agreements:

6630 Sandswept Ln. has petitioned the Board for an installment agreement for the 2007 thru 2012 taxes owed on the account. The resident has paid \$500.00 and will continue paying \$500.00 a month until caught up. After a brief discussion the Board agreed to grant the installment agreement. Director McCharen made the motion and Director Sutton seconded it. The motion carried.

6619 Cloudswept Ln. has petitioned the Board for an installment agreement for the 2010 and 2011 taxes owed on the account agreeing to pay \$300.00 a month until current. After a brief discussion the Board agreed to grant the installment agreement. Director McCharen made the motion and Director Broussard seconded it. The motion carried.

6539 Sutton Meadows has petitioned the Board for a three month installment agreement for the 2012 taxes owed of \$420.23 on the account. After a brief discussion the Board agreed to grant the installment agreement. Director Broussard made the motion and Director Sutton seconded it. The motion carried.

The Tax Assessor asked for the Boards approval to remove Marsha Bingle Rd. Pharmacy from the tax rolls. Director McCharen made the motion for the removal of the tax role item and Director Sutton seconded it. The motion carried.

The board signed the Resolution on Residence Homestead Exemption for Persons Disabled or Age Sixty-Five or Older and agreed to keep the amount at \$30,000 non taxable. The motion was made by Director Sutton and seconded by Director Broussard. The motion carried.

The board signed the Resolution Authorizing Additional Penalties on Delinquent Taxes to stay at the current rate of 20%. The motion was made by Director McCharen and seconded by Director Duckett. The motion carried.

A motion to accept the tax report was made by Director McCharen and seconded by Director Broussard. 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 request number five and six in the amount of \$40,275.00 and \$8,912.50 for the work being done on the Water Valve Replacement and Booster Pump Upgrades Project from TarTob. The Board agreed to the requests with a motion from Director Duckett and a second from Director McCharen. The motion carried.

The Engineer submitted pay request number three in the amount of \$4,350.00 for the work being done on the Water Valve Replacement and Booster Pump Upgrades Project from Jones & Wight Engineering, PLLC. The Board agreed to the requests with a motion from Director Duckett and a second from Director McCharen. The motion carried.

The Engineer informed the Board that Samco revised their proposal for leak detention services to \$14,375.00 for one year and \$15,000.00 for year two if extended to year two by the Board. After a brief discussion the Board agreed to the proposal. The motion was made by Director Broussard and seconded by Director Sutton. The motion carried.

The Engineer asked the Board to authorize payment to WHCMUD 21 for the Districts portion of the water plant items. The Board agreed to pay as the repairs are completed. Director Duckett made the motion and Director McCharen seconded it. The motion carried.

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

## **WEBSITE**

The Board gave Director McCharen approval to update the website with replacing the January 2013 agenda with the February 2013 agenda, and posting the minutes for January 2013. Director McCharen will also be posting the District's rate order on the site. Director Lee made the motion to accept the changes and Director Duckett seconded it. The motion carried.

## **SECURITY**

Dr. Don Savell and R.D. Silvio - with Harris County Sheriff's Department informed the Board that the Yahoo Groups and I Watch Harris County is functioning. They preceded to inform the Board of the current activity within the District.

## **OTHER**

The Board reviewed and signed the agreement for NW Park Place HOA's recreational facilities. Director Lee made the motion to sign the agreement and Director Broussard seconded it. The motion carried.

## **SERIES 2013 REFUNDING BONDS**

The board recognized Anthea Moran of First Southwest Company, who presented a report reflecting the potential savings to be achieved through the proposed 2013 refunding bond issue along with information regarding underwriters currently active in utility district financings, and a draft preliminary official statement which she reviewed with the board. After discussion, upon motion duly made, seconded and unanimously carried, the board designated SAMCO Capital Markets, Inc. as the underwriter for the bonds. After further discussion, upon motion duly made, seconded and unanimously carried, the board approved the proposed plan of financing, preliminary official statement, and sale of the Series 2013 Refunding Bonds, provided the bonds are bank qualified and the District realizes a net present value savings of at least 3.0% of the principal amount of the refunded bonds.

The board was presented with the Bond Order attached hereto for the issuance of the District's Unlimited Tax Refunding Bonds Series 2013, which Bond Order designates the District's President and Vice President for a period of six (6) months as the Authorized Officers to approve the final terms for the issuance and sale of the Series 2013 Refunding Bonds. The Bond Order, with its exhibits attached thereto, was fully considered by the board, and upon motion duly made, seconded and unanimously carried the President was authorized to execute and the Secretary to attest same on behalf of the District.

The Paying Agent/Registrar Agreement and the Escrow Agreement between the District and Wells Fargo Bank, N.A., were presented for approval and execution. Upon motion duly made, seconded and unanimously carried, these agreements were approved, and the board authorized the President and Secretary to execute same on behalf of the District and the Board of Directors.

Upon motion duly made, seconded and unanimously carried, the board further authorized its officers to execute the numerous documents and letters presented to the board in connection with the issuance of the Series 2013 Refunding Bonds and transcripts, and to execute any further documents required by the Attorney General in connection with the approval of the Series 2013 Refunding Bonds. The board unanimously approved a financial advisory fee agreement with First Southwest Company for the proposed refunding transaction. The board further authorized First Southwest Company and Young & Brooks in their respective capacities, to finalize matters concerning the issuance, delivery and funding of the bonds upon approval of the Attorney General.

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

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Director McCharen - Secretary Northwest Park MUD