

# **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

## **Minutes of Directors Meeting**

**March 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 March 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), Christina Crotwell (Financial Advisor - First Southwest), Dennis Tiff (Champions Hydro-Lawn Inc.), Dr. Don Savell, (Harris County Sheriff's Dept)

### **MINUTES**

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

### **ENGINEER REPORT**

The Engineer's report was distributed and read. The Engineer submitted change order number one from TarTob for the additional VFDs for the Board's execution. The Board executed change order number one.

The Engineer informed the Board that a service application was received from Bank of America for 2efc's. After a brief discussion, Director Duckett made a motion to approve the service application and asked the Engineer to move forward with the review of the plans submitted and Director McCharen seconded it. The motion carried.

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

### **OPERATOR REPORT**

The Operator's report was distributed and read. The Operator informed the Board of the following customer appeals:

Mr. Melendres of 6618 Billikin is requesting a rate reduction on his 02/13 billing because of an outside leak in his front yard near the water meter. The Board agreed to grant a \$23.00 credit with a motion made by Director McCharen and a second by Director Duckett. The motion carried.

**OPERATOR REPORT cont.**

Mr. Garza of 6602 Redding Springs is requesting a rate reduction on his 02/13 billing because of a leak he occurred while in the hospital. The Board agreed to grant a \$7.50 credit with a motion made by Director Sutton and a second by Director Broussard. The motion carried.

The Board asked the Operator to send out a water conservation insert in the April billing. The motion was made by Director Lee and seconded by Director McCharen. The motion carried.

A motion to accept the Operator's report was made by Director Sutton and seconded by Director Broussard. The motion carried.

**FINANCIAL ADVISOR**

The Financial Advisor informed the Board that the Bonds will be closing on 04/11/2013.

**MOWING CONTRACTOR**

The Mowing Contractor informed the Board of backslope swale eroding next to a fence in Silver Oak Trails and recommended repair. After a brief discussion, Director Broussard made a motion to have the backslope swale repaired and Director Duckett seconded it. The motion carried.

**WEBSITE**

The Board gave Director McCharen approval to update the website with replacing the February 2013 agenda with the March 2013 agenda, and posting the minutes for February 2013. Director Lee made the motion to accept the changes and Director Duckett seconded it. The motion carried.

**SECURITY**

Dr. Don Savell with the Harris County Sheriff's Department informed the Board that crime statistics are down in the District, and that they have adjusted patrolling hours for spring break. He also told the Board that they are checking on 8-liner businesses.

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

---

Director McCharen - Secretary Northwest Park MUD