

NORTHWEST PARK MUNICIPAL UTILITY DISTRICT

Minutes of Directors Meeting

June 11, 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 June 11, 2013 in accordance with duly posted notice of said meeting, with a quorum of members present as follows:

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

Also in attendance: Kimberly Hempel (Operator - Water District Services), 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), Doug Mulvaney (Office West Realty)

MINUTES

Minutes for May 14, 2013 meeting were distributed and read. A motion to accept the minutes was made by Director Lee and seconded by Director Broussard. The motion carried.

TAX ASSESSOR REPORT

The Tax Assessor's report was distributed and read. The Tax Assessor asked for the Board's approval to move the following accounts from Personal Property to Uncollectable: 249 Car Care for \$19.16, Mr. James Bush for \$16.93, Hine Learning Center for \$112.90, and Solutions Bank for \$5.64. After a brief discussion, the Board agreed to move the accounts. The motion was made by Director Lee and was seconded by Director Broussard. The motion carried.

A motion to accept the tax report was made by Director McCharen and seconded by Director Lee. 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 Broussard. The motion carried.

ENGINEER REPORT

The Engineer's report was distributed and read. The Engineer submitted a cost for replacing the valves and resizing the awning at the Deer Ridge site from Tackle Construction. The Board reviewed and approved the cost submitted. Director Broussard made the motion and Director McCharen seconded it. The motion carried.

The Engineer informed the Board that bids were opened on May 23, 2013 for the Water and Sanitary Sewer Extension project with Canyon Construction being the low bidder with a bid of \$68,507.26. The Board agreed to awarding a contract to Canyon Construction. Director McCharen made the motion and Director Sutton seconded it. The motion carried.

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

OPERATOR REPORT

The Operator's report was distributed and read. The Operator informed the Board that the Consumer Confidence Reports will be sent out in the District's June billing.

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

WEBSITE

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

OTHER

The Board approved and signed the Water Supply and Wastewater Treatment Agreement Between Northwest Park Municipal District and PMG Industries with a motion from Director McCharen and a second from Director Broussard. The motion carried.

The board recognized Doug Mulvaney of Office West Realty Company, which is under contract to purchase the 28 acre Fallbrook tract from the District. Mr. Mulvaney presented a request that the District carry \$240,000 of the \$840,000 sale price on a 5-year note secured by an assignment of their reimbursement rights from the district the property is located in, and the personal guarantees of the two individuals who own the company purchasing the property. After discussion, upon motion duly made, seconded, and unanimously carried, the board approved a letter revision to the sales contract reflecting the requested changes to the payment terms.

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

Director McCharen - Secretary Northwest Park MUD