

# **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

## **Minutes of Directors Meeting**

**March 19, 2014**

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 19, 2014 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: Kimberly Hempell (Operator - Water District Services), Darrell Hawthorne (Bookkeeper - Municipal Accts & Consulting), JoAnn Ramos (Tax Assessor - Utility Tax Services, LLC), Jared Bowlin (Engineers - Edminster, Hinshaw, Russ & Assoc.), Mark Brooks (Attorney - Young & Brooks, Attorneys at Law), Julia Durham (Recording Secretary - NW Park), Quintin Young (Harris County Sheriff's Dept)

### **MINUTES**

Minutes for February 19, 2014 meeting were distributed and read. A motion to accept the minutes was made by Director Lee and seconded by Director McCharen. The motion carried.

### **SECURITY**

The Security Report was distributed and read. Deputy Young reported that robberies on Hwy 249 are down. The Board discussed setting up a meeting with the commercial business in the district. Director Broussard made a motion to accept the Security report and Director Duckett seconded it. The motion carried.

### **TAX ASSESSOR REPORT**

The Tax Assessor's report was distributed and read. The board signed the Resolution on Residence Homestead Exemption for Persons Disabled or Age 65 and Older and agreed to keep the amount at \$30,000 non taxable. The motion was made by Director Duckett and seconded by Director McCharen. The motion carried.

The board signed the Resolution Authorizing Additional Penalties on Delinquent Taxes. Director Broussard made the motion and Director Sutton seconded it. The motion carried.

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 Sutton and seconded by Director Broussard. The motion carried.

### **ENGINEER REPORT**

The Engineer's report was distributed and read. The Engineer informed the Board that the contracts for E.L. Harris the contractor for the Deer Ridge Parking Improvement Project are ready for the Board's execution. Director Duckett made a motion to execute the contracts and Director Sutton seconded it. The motion carried.

## **ENGINEER REPORTcon't**

The Engineer submitted pay requests number one and two, in the amounts of \$22,761.30 and \$130,917.84 from Cruz Tec, Inc for their work on the Sanitary Sewer Pre-Cleaning and Televising project. The board agreed to the requests with a motion from Director Sutton and a second from Director Broussard. The Motion carried.

The Engineer asked for the Board's authorization to review the construction drawings and issue a capacity letter upon receipt of payment and the completion of the service application from Brident Dental. Director Lee made the motion and Director Sutton seconded it. The motion carried.

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

## **WEBSITE**

The Board gave Director McCharen approval to update the website with replacing the February 2014 agenda with the March 2014 agenda, and posting the minutes for February 2014. Director Duckett made the motion to accept the changes and Director McCharen seconded it. The motion carried.

## **OTHER**

The Board authorized a 5<sup>th</sup> year arbitrage rebate calculations for the Series 2009 bond issue. Director Duckett made the motion and Director Sutton seconded it. The motion carried.

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