

# **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

## **Minutes of Directors Meeting**

**July 16, 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 July 16, 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: Trisha Hillman, Kimberly Hempel (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), R.D. Silvio (Harris County Sheriff's Dept.), Dennis Tiff (Champions Hydro-Lawn) Tamika Harris (Blue Creek Ranch HOA)

### **MINUTES**

Minutes for May 21, 2014 meeting were distributed and read. A motion to accept the minutes was made by Director Broussard and seconded by Director McCharen. The motion carried.

### **SECURITY**

The Security Report was distributed and read. SSGT Doug Thomas reported that the Crime Control (Zero Tolerance Division) with the Safe Home Task Force are seeing results. Director Broussard made a motion to accept the Security report and Director Sutton seconded it. 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 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 pay requests number two and final, in the amount of \$ 14,276.16 from E. L. Harris Construction, Inc. for their work on the Deer Ridge Parking Improvements Project. The board agreed to the request with a motion from Director Sutton and a second from Director McCharen. The motion carried.

The Board discussed the timing of pre-cleaning and televising Northwest Park, Section Three and asked the Engineer to move forward with the project. The motion was made by Director McCharen and Director Broussard seconded it. The motion carried.

## **ENGINEER REPORT con't**

The Engineer asked for the Boards authorization to solicit bids to inspect the facilities at the Gold Leaf Water Plant. After a brief discussion the Board asked the Engineer to move forward with the project after an initial inspection. Director McCharen made the motion and Director Lee seconded it. The motion carried.

The Engineer asked for the Boards authorization to solicit bids for the rehabilitation of the Meadows of Northwest Park Lift Station. After a brief discussion the Board asked the Engineer to move forward with the project. Director Broussard made the motion and Director Sutton seconded it. The motion carried.

The Board asked the Engineer to solicit bids to service and repaint all of the fire hydrants in the District. Director Lee made the motion and Director McCharen 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 Sutton and seconded by Director McCharen. The motion carried.

Mr. Garcia and Ms. Guevara of 6823 Feather Creek asked for the Boards help regarding leaks they have incurred in December, March and May. After a brief discussion, the Board authorized the Operator to set up a payment plan. Director Sutton made the motion and Director Broussard seconded it. The motion carried.

## **WEBSITE**

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

## **OTHER**

The Board reviewed the Insurance Proposal from AquaSurance for the District's Insurance policy for 8/30/14-8/30/15. After a brief discussion, the Board agreed to authorize the renewal of the insurance proposal from AquaSurance. The motion was made by Director Lee and seconded by Director Sutton. The motion carried.

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

---

Director McCharen - Secretary Northwest Park MUD