

**NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

**Minutes of Directors Meeting**

**October 21, 2015**

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 October 21, 2015 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: Juan Alexander, (Operators - Si Environmental LLC), Darrell Hawthorne (Bookkeeper - Municipal Accts & Consulting), Monica Pena (Tax Assessor - Utility Tax Services, LLC), Jared Bowlin (Engineers - Edminster, Hinshaw, Russ & Assoc.), Johnny Williams (Erosion Specialist –Champions Hydro-Lawn), Mark Brooks (Attorney - Young & Brooks, Attorneys at Law), Julia Durham (Recording Secretary - NW Park), Dr. Saville, Rene Benford, Quintin Young (Harris County Sherriff’s Dept.), Tamika Harris (Blue Creek HOA), Rose Rodriguez, (Associa) Katie Golzarri, Jill Boullion (Greens Bayou Corridor Coalition), Steven Alvis (New Quest Properties)

**PUBLIC HEARING/ADOPT TAX RATE**

Board Vice President Sutton announced that one purpose of this board meeting is to conduct a public hearing on the District’s proposed tax rate for 2016. The board noted that the District Tax Assessor has published the required notice for the public hearing and that the public hearing is also noted on the agenda for this board meeting. The board reviewed discussions at the previous meeting leading to the proposed tax rate as reflected in the published notice. Vice President Sutton then declared the public hearing open and invited questions and comments from the public. After discussion was concluded and there being no comments from the public, the public hearing was closed.

The board then considered the attached Order Establishing Ad Valorem Tax Rate for 2016, which was reviewed by the board, passed, and adopted upon motion duly made, seconded and unanimously carried. The board was also presented with an Amendment to District Information Form reflecting the new tax rate, which was reviewed and approved upon motion duly made, seconded, and unanimously carried. The directors present were authorized to execute the Amendment to District Information Form.

**MINUTES**

Minutes for the September 16, 2015 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 Contract Deputy’s Report was distributed and read. Dr. Saville informed the Board statically that crime in the District is lower. A motion to accept the security report 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 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 McCharen and seconded by Director Broussard. The motion carried.

## **ENGINEER REPORT**

The Engineer's report was distributed and read. The Engineer submitted pay request number 1 from D.Grim for \$110,587.10 for the Boards consideration. After review, the Board agreed to pay the request with a motion from Director Sutton and a second from Director Lee. The motion carried.

The Engineer submitted change order number 1 from D.Grim for \$6,998.49 for the Boards approval. After review, the Board agreed to the change order with a motion from Director McCharen and a second from Director Sutton. The motion carried.

The Engineer submitted pay request number 3 from Schier Construction Company, Inc. for \$3,960.00 for the Boards consideration. After review, the Board agreed to pay the request with a motion from Director McCharen and a second from Director Broussard. The motion carried.

The Board asked the Engineer to do an analysis on the Kroger detention pond and report back to the Board. Director McCharen made the motion and Director Lee seconded it. The motion carried.

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

## **OPERATOR REPORT**

The Operator's report was distributed and read. The Operator asked for the Boards approval to approve delinquent activity: 398 delinquent letters mailed out on 10/8/15, 298 door tags on 10/29/15 and then set for disconnection on 11/3/15. Director Lee made the motion for the delinquency items and Director Broussard seconded it. The motion carried.

The Operator informed the Board that a transfer switch needs to be replaced at the Standpipe Water Well. The cost is estimated to be \$29,750.00. An insurance claim has been filed with a deductible of \$7,500.00. After discussion, the Board agreed to have the switch replaced. Director Lee made the motion and Director Broussard seconded it. The motion carried.

The Board signed an agreement for Residential Solid Waste Collection and Disposal Billing Services with Blue Creek Ranch HOA. \$15.00 will appear as a separate line item on the water bill. Director Sutton made the motion and Director McCharen seconded it. The motion carried.

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

## **EROSION CONTROL**

The Erosion Specialist's report was distributed and read. The Board asked the Erosion Control Specialist to evaluate the Kroger detention pond. A motion to accept the Erosion Specialist's report was made by Director Broussard and seconded by Director McCharen. The motion carried.

## **WEBSITE**

The Board gave Director McCharen approval to update the website with replacing the September 2015 agenda with the October 2015 agenda, and posting the minutes for September 2015. Director Sutton made the motion to accept the changes and Director McCharen seconded it. 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.