

# **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

## **Minutes of Directors Meeting**

**November 18, 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 November 18, 2015 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: Juan Alexander, (Operators - Si Environmental LLC), Darrell Hawthorne (Bookkeeper - Municipal Accts & Consulting), JoAnn Ramos (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, R.D. Silvio, Rene Benford, Doug Thomas, Quintin Young (Harris County Sherriff's Dept.), Tamika Harris (Blue Creek HOA),Jesse Varilla, Gloria Cruz, Darius Miller, Estabella Wilson,(NW Park HOA),Shyam Sharma () Manuel Cantu, Rose Rodriguez (Residents),

### **MINUTES**

Minutes for the October 21, 2015 meeting were distributed and read. A motion to accept the minutes was made by Director McCharen and seconded by Director Sutton. The motion carried.

### **SECURITY**

The Contract Deputy's Report was distributed and read. Dr. Saville informed the Board statically that car burglaries are up and other crimes in the District are 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 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 Lee and seconded by Director Broussard. The motion carried.

### **ENGINEER REPORT**

The Engineer submitted pay request number 4 from Schier Construction Company, Inc. for \$20,664.00 for the Boards consideration. After review, the Board agreed to pay the request with a motion from Director Lee and a second from Director McCharen. The motion carried

The Engineer submitted pay request number 1 from JW Construction Services for \$1200.00 for the Boards consideration. After review, the Board agreed to pay the request with a motion from Director Broussard and a second from Director McCharen. The motion carried

The Board asked the Engineer to do a capacity report for the undeveloped land in the District. 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 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: 431 delinquent letters mailed out on 11/6/15, 255 door tags on 12/10 and then set for disconnection on 12/15/15. Director Duckett made a motion to send out the delinquent letters and for the door tags to be placed but asked the Board to delay the December disconnections until January. After discussion, Director Lee seconded the motion. The motion carried.

The Operator submitted two proposals to install a 4'x7' walk-through gate at the Deer Ridge Plant. The board reviewed the proposals and decided to award the work to Foster. Director Sutton made the motion and Director McCharen seconded it. The motion carried.

The Operator submitted a proposal to the Board for a new board room table and chairs. After discussion, the Board agreed to the proposal from Cubiture Furniture Systems & Cubicles, Inc. Director McCharen made the motion and Director Sutton seconded it. The motion carried.

The Operator on behalf of Mr. Cantu, 10318 Coralstone. asked for the Board's authorization to repair a 10" sewer line at the point of connection. Director Sutton made the motion and Director McCharen seconded it. The motion carried.

After discussion, upon a motion by Director Sutton seconded by Director Broussard and unanimously carried, the Board passed and approved the attached Resolution for Adoption of Rate Order, to reflect a flat rate for HOA irrigation connections of \$0.75 per 1000 gallons, which provides an approximate 40% reduction from the current tiered rate scale.

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

## **EROSION CONTROL**

The Erosion Specialist's report was distributed and read. The Erosion Control Specialist reported to the Board that there are three sink holes that need to be repaired in the Blue Creek Ranch detention basin. Director Duckett made the motion to have the sink holes repaired and Director Lee seconded the motion. The motion carried.

The Erosion Control Specialist informed the Board that Nutria were observed along with major tunneling into the slopes and bottom of the detention basin in Northwest Park. A motion was made to have the Nutria captured and rereleased and to repair the slopes by Director Duckett and seconded by Director Broussard. The motion carried.

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 October 2015 agenda with the November 2015 agenda, and posting the minutes for October 2015. Director Sutton made the motion to accept the changes and Director McCharen seconded it. The motion carried.

## **OTHER**

The Board authorized the Certificates of Election and since there were no new directors elected, the Board decided to elect the officers as stated:

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

Director Duckett made the motion to accept the officer positions and Director Sutton 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 Duckett to adjourn the meeting. The motion carried.

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Director McCharen - Secretary Northwest Park MUD