

# **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

## **Minutes of Directors Meeting**

**December 16, 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 December 16, 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), 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),

### **MINUTES**

Minutes for the November 18, 2015 meeting were distributed and read. A motion to accept the minutes was made by Director Sutton and seconded by Director McCharen. 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 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 Lee and seconded by Director Broussard. The motion carried.

### **ENGINEER REPORT**

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

### **OPERATOR REPORT**

The Operator's report was distributed and read. The Operator asked for the Boards approval to approve delinquent activity: 417 delinquent letters mailed out on 12/4/15, 255 door tags on 1/15/16 and then set for disconnection on 1/21/16. Director Lee made the motion for the delinquency items and Director Broussard seconded it. The motion carried.

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

### **EROSION CONTROL**

The Erosion Specialist's report was distributed and read. A motion to accept the Erosion Specialist'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 November 2015 agenda with the December 2015 agenda, and posting the minutes for November 2015. Director Lee 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 Broussard to adjourn the meeting. The motion carried.

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Director McCharen - Secretary Northwest Park MUD