

# **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

## **Minutes of Directors Meeting**

**April 15, 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 April 15, 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), Monica Pena (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), Johnny Williams (Erosion Specialist -Champions Hydro-Lawn), R.D. Silvio, John Thomas, Rene Benford, (Harris County Sherriff's Dept.), Tamika Harris (Blue Creek HOA), John Elder (Acclaim), Josh Rambo –(McCall, Gibson, Swedlund, Barfoot), Ernesto Sivaja (Resident), Brian Whaley (Resident)

### **MINUTES**

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

### **SECURITY**

The Contract Deputy's Report was distributed and read. R. D. Silvio informed the Board that a robbery occurred in the daytime in a Blue Creek Ranch Residential Garage, and reported gang fighting and graffiti in Northwest Park. A motion to accept the security report was made by Director Broussard and seconded by Director Duckett. 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 Sutton. 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 McCharen. The motion carried.

The Board adopted the proposed budget for the Fiscal Year 4/30/2016. Director Duckett made the motion to adopt the budget and Director Sutton seconded it. The motion carried.

### **ENGINEER REPORT**

The Engineer's report was distributed and read. The Engineer informed that the Silver Oaks detention pond fencing project is in the process of scheduling and moving forward.

## **ENGINEER REPORT cont.**

The Engineer informed the Board that the Gold Leaf Water Plant rehabilitation bids were received and the Engineer recommended using a bolted galvanized tank instead of a welded steel tank. The Board authorized the Engineer to execute contract and preconstruction agreement with Schier Construction Company. Director Duckett made the motion and Director McCharen seconded it. The motion carried.

A motion to accept the Engineer's report was made by Director Lee 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: 470 delinquent letter mailed out on 4/2/15, 290 door tags on 4/24/15 and then set for disconnection on 4/29/15. Director Duckett made the motion for the delinquency items and Director Broussard seconded it. The motion carried.

The Operator asked for the Boards approval to send 99 inactive/unpaid accounts to collection. Director Duckett made the motion for collection and Director Broussard seconded it. The motion carried.

The Operator asked for the Boards approval to apply deposits to overdue accounts before sending the accounts to collection. Director Lee made the motion and Director Sutton seconded it. The motion carried.

Mr. Brian Whaley partitioned the Board regarding a leak he incurred on his property. After discussion the Board agreed to waive the sewer penalty and apply the average rate to the outstanding balance. Director Sutton made the motion and Director Lee seconded it. The motion carried.

Mr. Sivaja partitioned the Board regarding a leak he incurred on his property. After discussion the Board agreed to a three month payment plan of \$277.00 plus the average rate and penalties and interest. Director Sutton made the motion and Director Lee 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 Erosion Control Specialist asked for the Boards approval to grub and clear the fence line in the Blue Creek Ranch subdivision detention basin. A motion to accept the Erosion Specialist's report was made by Director Broussard and seconded by Director Sutton. The motion carried.

## **WEBSITE**

The Board gave Director McCharen approval to update the website with replacing the March 2015 agenda with the April 2015 agenda, and posting the minutes for March 2015. Director Lee made the motion to accept the changes and Director Broussard seconded it. The motion carried.

## **OTHER**

Mr. Luis Salazar partitioned the Board on behalf of Verizon Wireless and submitted a bill for damage the store incurred for 254.07. After discussion, the Board agreed to credit Verizon Wireless bill for \$150.00. Director Sutton made the motion and Director McCharen seconded it. The motion carried.

The Board agreed to sign an Engagement Letter with McCall Gibson Swedlund Barfoot PLLC. as the District's Auditor for a two year engagement. The motion was made by Director Lee and seconded by Director Sutton. The motion carried.

The Board discussed and asked Acclaim Energy Advisors to represent the Board in the MAC Pool. The determined rate will be set for 36 months starting at the end of the Board's current contract; which ends in June 2017. The new contract will go into effect in 2017 thru 2020. Director McCharen made the motion for the representation and Director Duckett seconded it. The motion carried.

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

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Director McCharen - Secretary Northwest Park MUD