

NORTHWEST PARK MUNICIPAL UTILITY DISTRICT

Minutes of Directors Meeting

April 20, 2016

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 20, 2016 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), Michael Arterburn (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 Bradford, Doug Thomas (Harris County Sherriff’s Dept.), Tamika Harris (Blue Creek HOA), Christine Crotwell –(Financial Advisor - 1st SW Financial), Scott Wright –MHI McGuyer Homebuilders, Inc.

MINUTES

Minutes for the March 16, 2016 meeting were distributed and read. A motion to accept the minutes was made by Director Sutton and seconded by Director Broussard. The motion carried.

SECURITY REPORT

The Contract Deputy’s Report was distributed and read. Dr. Saville informed the Board that there was a slight increase in crime in NW Park and NW Park Place. He also stated they are still working on the abatement issue. 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 Broussard. The motion carried.

BOOKKEEPER REPORT

The Bookkeeper’s report was distributed and read. The Board adopted the proposed budget for the Fiscal Year 5/1/2017. Director Broussard made the motion to adopt the budget and Director Lee seconded it. The motion carried.

A motion to accept the Bookkeeper’s report was made by Director Sutton and seconded by Director McCharen. The motion carried.

ENGINEER REPORT

The Engineer submitted pay request number three and final from D. Grimm, Inc. for \$12987.31 for the Boards concurrence. After review, the Board agreed to pay the request with a motion from Director Lee and a second from Director Broussard. The motion carried.

The Engineer asked for the Board's authorization to provide a Letter of No Objection to Waffle House. Director McCharen made the motion for the authorization and Director Broussard seconded it. The motion carried.

The Engineer asked for the Board's authorization to provide a Letter of No Objection to XL Auto Parts. Director McCharen made the motion for the authorization and Director Broussard seconded it. The motion carried.

The Engineer asked for the Board's authorization to provide a Letter of No Objection to First Choice Emergency Room. Director McCharen made the motion for the authorization and Director Broussard seconded it. The motion carried.

The Engineer asked for the Board's authorization to provide a Letter of No Objection to Wendy's. Director McCharen made the motion for the authorization and Director Broussard seconded it. The motion carried.

The Engineer asked for the Board's authorization to advertise the utility construction of Northwest Park Colony, Section Two. Director Sutton made the motion for the authorization and Director McCharen seconded it. The motion carried.

OPERATOR REPORT

The Operator's report was distributed and read. The Operator asked for the Board's approval to approve the delinquent activity for the district: 259 delinquent letters mailed out on 4/8/16, 158 door tags on 4/28/16 and then set for disconnection on 5/3/16. Director McCharen made the motion for the delinquency items and Director Broussard seconded it. The motion carried.

The Operator asked for the Boards approval to send 40 accounts valued at \$4053.92 to collections. Director McCharen made the motion for the delinquency items and Director Lee 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.

FINANCIAL ADVISOR

The Board signed the Resolution Requesting Estimate of Assessed Value as of April 15, 2016. Director McCharen made the motion and Director Sutton seconded it. The motion carried.

The Board asked the Financial Advisor to move forward on a more detailed summary of cost for the pending bond issue. Director Sutton made the motion and Director Broussard seconded it. The motion carried.

EROSION CONTROL

The Board asked the Erosion Control Specialist and the Engineer to move forward on the Engineering for the Northwest Park Place detention basin outfall but not to exceed \$20,000.00. Director Broussard made the motion and Director McCharen seconded it. The motion carried.

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

WEBSITE

The Board gave Director McCharen approval to update the website with replacing the March 2016 agenda with the April 2016 agenda, and posting the minutes for March 2016 and adding the Electricity Report. Director Lee made the motion to accept the changes and Director Sutton seconded it. The motion carried.

OTHER

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

The Board signed the Resolution to Participate With Texas Cooperative Liquid Assets Security Systems. Director Sutton made the motion and Director Lee 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.

Director McCharen - Secretary Northwest Park MUD