

# **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

## **Minutes of Directors Meeting**

**May 18, 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 May 18, 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), JoAnn Ramos, Monica Pena (Tax Assessor - Utility Tax Services, LLC), Jared Bowlin (Engineers - Edminster, Hinshaw, Russ & Assoc.), Les Griffith (Erosion Specialist –Champions Hydro-Lawn), Anthea Moran –(Financial Advisor – First Southwest), Mark Brooks (Attorney - Young & Brooks, Attorneys at Law), Julia Durham (Recording Secretary - NW Park), R.D. Silvio,, Rene Bradford, Doug Thomas, Quintin Young (Harris County Sherriff’s Dept.), Tamika Harris (Blue Creek HOA), Scott Wright – MHI McGuyer Homebuilders, Inc.

### **MINUTES**

Minutes for the April 20, 2016 meeting were distributed and read. A motion to accept the minutes was made by Director McCharen and seconded by Director Broussard. The motion carried.

### **SECURITY REPORT**

The Contract Deputy’s Report was distributed and read. R.D. Silvio informed the Board that statically crime is down in the district. 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 Lee and seconded by Director McCharen. The motion carried.

### **ENGINEER REPORT**

The Engineer’s report was distributed and read. The Engineer submitted pay request number one and final from Pinnacle Pumping Services for \$30,697.86 for the Board’s 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 asked for the Board’s authorization to advertise in the Houston Business Journal for the water, sewer and drainage improvements for Northwest Park Colony, Section Two. Director McCharen made the motion and Director Sutton seconded it. The motion carried.

### **ENGINEER REPORT (cont.)**

The Engineer asked for the Board's authorization to provide a Letter of No Objection to Bammel-North Houston Industrial Park. Director McCharen made the motion for the authorization and Director Broussard seconded it. The motion carried.

The Board authorized the Engineer to begin preparation of a bond application. Director Sutton made the motion and Director McCharen seconded it. The motion carried.

A motion to accept the Engineer's report was made by Director McCharen and seconded by Director Sutton. 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: 369 delinquent letters (+110) mailed out on 5/6/16, 158 door tags on 5/27/16 and then set for disconnection on 6/2/16. Director McCharen 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.

### **FINANCIAL ADVISOR**

The Board asked the Financial Advisor to move forward on refinancing Series 2009 Call Bonds. The Board agreed to use SAMCO Cap Mkts as the underwriter. Director Sutton made the motion and Director Broussard seconded it. The motion carried.

### **EROSION SPECIALIST**

The Erosion Specialist's report was distributed and read. 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 April 2016 agenda with the May 2016 agenda, and posting the minutes for April 2016. The Board also agreed to add a page for Conflict Disclosures, electrical consumption, audit and Landowner's Bill of Rights. Director Lee made the motion to accept the changes 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 Lee to adjourn the meeting. The motion carried.

---

Director McCharen - Secretary Northwest Park MUD