

# **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

## **Minutes of Directors Meeting**

**July 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 July 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), Monica Pena (Tax Assessor - Utility Tax Services, LLC), Jared Bowlin (Engineers - Edminster, Hinshaw, Russ & Assoc.), Johnny Williams (Erosion Specialist –Champions Hydro-Lawn), Christine Crotwell (Financial Advisor – FirstSouthwest), Mark Brooks (Attorney - Young & Brooks, Attorneys at Law), Julia Durham (Recording Secretary - NW Park), R.D. Silvio, Dr. Saville, Doug Thomas, Quintin Young, Rene Benford (Harris County Sherriff’s Dept.), Tamika Harris (Blue Creek HOA), Maria Rodriguez (NW Park) Valorie Smith, Rose Rodriguez (Meadows of NWP)

### **MINUTES**

Minutes for the June 15, 2016 meeting were distributed and read. A motion to accept the minutes was made by Director Broussard and seconded by Director McCharen. The motion carried.

### **SECURITY REPORT**

The Contract Deputy’s Report was distributed and read. R.D. Silvio informed the Board that the District’s statistics look good and communication within the District is great. A motion to accept the security report was made by Director Broussard and seconded by Director McCharen. The motion carried.

### **FINANCIAL ADVISOR**

The board recognized Christine Crotwell of FirstSouthwest, the District’s financial advisors, who reported that the District’s Series 2016 refunding bond issue priced on July 6, 2016, with the closing scheduled for August 10, 2016. The refunding will result in Gross Debt Service Savings of \$795,213.27, and Net Present Value Savings of \$676,874.88, which Net Present Value Savings is 14.190249% of the principal amount of the Refunded Bonds and exceeds the minimum savings parameter established by the District of 4.00%.

### **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 McCharen. 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 from Cruz Tec, Inc. for \$33,616.80 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 McCharen. The motion carried.

The Engineer submitted pay request number seven from Schier Construction Company for \$19,206.00 for the Board's consideration. After review, the Board agreed to pay the request with a motion from Director McCharen and a second from Director Lee. The motion carried.

The Engineer asked for the Board's authorization to review the plans submitted by Chick-Fil-A subject to the review fee being received. 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 McCharen and seconded by Director Lee. 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: 292 delinquent letters (-50) mailed out on 7/8/16, 196 door tags on 7/29/16 and then set for disconnection on 8/3/16. Director Broussard made the motion for the delinquency items and Director McCharen seconded it. The motion carried.

The Board asked the Operator to repair the wiring in the well at the Gold Leaf Water Plant. Director McCharen made the motion and Director Sutton seconded it. The motion carried.

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

## **EROSION SPECIALIST**

The Board reviewed and accepted a proposal for the installation of a nutria screen. Director Sutton made the motion and Director Lee seconded it. The motion carried.

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

## **OTHER**

The Board reviewed a proposal from Aquasurance, LLC to renew the District's Insurance Policy. After review, the Board agreed to renew the proposal with the policy terms of 8/30-16-8/30-17. Director Sutton made the motion and Director Broussard seconded it. The motion carried.

## **WEBSITE**

The Board gave Director McCharen approval to update the website with replacing the June 2016 agenda with the July 2016 agenda, and posting the minutes for June 2016. Director Sutton made the motion to accept the changes and Director Broussard 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.

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Director McCharen - Secretary Northwest Park MUD