

## **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

### **Minutes of Directors Meeting**

**November 15, 2017**

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 November 15, 2017 in accordance with duly posted notice of said meeting, with a quorum of members present as follows:

Dois Sutton	President
Michael Broussard	Vice President
Robert McCharen	Secretary -Absent
Sherri Lee	Investment Officer
Tamika Harris	Asst. Secretary

Also in attendance: Juan Alexander, Carlos Smith (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), Mark Brooks (Attorney - Young & Brooks, Attorneys at Law), Julia Durham (Recording Secretary - NW Park), Rene Bradford, Doug Thomas, Quinten Young, J. Dozier, (Harris County Sheriff's Dept.)

### **CANVASS ELECTION RETURNS**

Pursuant to Texas Election Code Section 67.003, it was announced that one purpose of the meeting was to canvass the returns of the directors election held November 11, 2017. The election returns and all other election instruments were examined and canvassed by the board and found to be correct, legal and regular in all respects. Accordingly, it was duly moved, seconded and unanimously carried that Dois Sutton, Sherri Lee and Tamika Harris serve for four (4) years or until his or her successor is elected or appointed and qualified. Board president Sutton was authorized to issue Certificates of Election and execute Statements of Elected/Appointed Officer and Oaths of Office to the successful candidates.

### **MINUTES**

Minutes for the October 20, 2017 meeting were distributed and read. A motion to accept the minutes was made by Director Broussard and seconded by Director Lee. The motion carried.

### **SECURITY REPORT**

The Contract Deputy's Report was distributed and read. Doug Thomas informed the Board that criminal mischief of mailboxes has increased. 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 Sutton. The motion carried.

### **BOOKKEEPER REPORT**

The Bookkeeper's report was distributed and read. The Board requested changing the Bookkeeper's Monthly Investment Inventory report from monthly to quarterly. Director Harris made the motion and Director Sutton seconded it. The motion carried.

Director Sutton made a motion to accept the Bookkeeper's Report and Director Harris 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 Broussard and seconded by Director Harris. The motion carried.

### **ENGINEER REPORT**

The Engineer's report was distributed and read. The Engineer submitted pay request number three in the amount of \$20,162.22 from Clearwater Utilities Inc. for the Board's approval. After review, the Board agreed to pay the request with a motion from Director Sutton and a second from Director Broussard. The motion carried.

The Engineer submitted change order number one in the amount of \$11,840.00 from Clearwater Utilities Inc. for the Board's approval. After review, the Board agreed to pay the change order with a motion from Director Sutton and a second from Director Broussard. The motion carried.

A motion to accept the Engineer's report was made by Director Broussard 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: 433 delinquent letters (+27) mailed out on 11/3/17, 316 door tags on 11/30/17 and then set for disconnection on 12/5/17. Director Lee made the motion for the delinquency items and Director Harris seconded it. The motion carried.

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

### **WEBSITE**

The Board gave Director McCharen approval to update the website with replacing the September 2017 agenda with the October 2017 agenda, and posting the minutes for September 2017 and also posting the new tax rate and updating the Directors. Director Broussard made the motion to accept the changes and Director Lee seconded it. The motion carried.

**OTHER**

The Board adopted the amended and restated investment policies. Director Lee made the motion 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