

**NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

**Minutes of Directors Meeting**  
**March 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 March 15, 2017 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, Carlos Smith (Operators - Si Environmental LLC), Darrell Hawthorne (Bookkeeper - Municipal Accts & Consulting), JoAnn Ramos (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, (Harris County Sherriff’s Dept.), Rose Rodriquez, Sharon Anderson (Residents)

**MINUTES**

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

**SECURITY REPORT**

The Contract Deputy’s Report was distributed and read. Dr. Saville informed the Board that crime is staying down and that they are still working on nuisance abatement and the homeless situation. 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 Duckett and seconded by Director Lee. The motion carried.

The board signed the Resolution on Residence Homestead Exemption for Persons Disabled or Age Sixty-Five or Older and agreed to increase the amount to \$50,000 non-taxable. The motion was made by Director McCharen and seconded by Director Sutton. The motion carried.

**BOOKKEEPER REPORT**

The Bookkeeper’s report was distributed and read. Director Lee made the motion and Director Sutton seconded it. The motion carried.

### **ENGINEER REPORT**

The Engineer's report was distributed and read. The Engineer submitted pay request number five in the amount of \$85,774.67 and change order number one in the amount of \$17,050.00 from Cruz Tec, Inc. for the Board's approval. After review, the Board agreed to pay the requests with a motion from Director McCharen and a second from Director Broussard. 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: 466 delinquent letters (+46) mailed out on 3/3/17, 274 door tags on 3/24/17 and then set for disconnection on 3/29/17. Director Duckett made the motion for the delinquency items and Director McCharen seconded it. The motion carried.

The Operator informed the Board of the results of their Commercial Meter Audit to identify stuck or inaccurately registering commercial meters and submitted a proposal for Commercial Meter Replacements for \$33,780.00. After discussions, the Board agreed to the proposal and asked the Operator to proceed. Director Duckett made the motion and Director Sutton seconded it. The motion carried.

The Board authorized the Operator to make repairs to the manhole covers in Blue Creek Ranch and asked that the job not to exceed \$67,000.00. Director Broussard made the motion and Director Sutton 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 SPECIALIST**

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

### **WEBSITE**

The Board gave Director McCharen approval to update the website with replacing the February 2017 agenda with the March 2017 agenda, and posting the minutes for February 2017. Director Lee made the motion to accept the changes 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