

## **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

### **Minutes of Directors Meeting**

**May 17, 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 May 17, 2017 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, 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), R.D. Silvio, Dr. Saville, René Bradford, Doug Thomas, Quinten Young (Harris County Dept.), Tamika Harris (Blue Creek Ranch HOA), Stu Moffitt, Than-Nhi Thi Nguyen (Residents)

### **MINUTES**

Minutes for the April 19, 2017 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. R.D. Silvio informed the Board that crime is lower this year compared to last year. A motion to accept the security report was made by Director McCharen and seconded by Director Broussard. 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 Lee and seconded by Director McCharen. The motion carried.

### **BOOKKEEPER REPORT**

The Bookkeeper's report was distributed and read. Director Lee made a motion to accept the Bookkeeper's Report and Director Sutton seconded it. The motion carried.

### **ENGINEER REPORT**

The Engineer's report was distributed and read. The Engineer submitted pay request number four in the amount of \$5,115.60 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 Lee. The motion carried.

The Engineer asked for the Board's authorization to advertise utility construction for the project in Northwest Park Colony, Section Three. Director McCharen made the motion and Director Broussard 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: 430 delinquent letters (+96) mailed out on 5/5/17, 250 door tags on 5/26/17 and then set for disconnection on 6/1/17. Director Broussard made the motion for the delinquency items and Director McCharen seconded it. The motion carried.

The Board authorized the Operator to look at the sanitary line on Redding Springs and report back to the Board. Director Lee made the motion and Director Broussard 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 McCharen and seconded by Director Lee. The motion carried.

### **WEBSITE**

The Board gave Director McCharen approval to update the website with replacing the April 2017 agenda with the May 2017 agenda, and posting the minutes for April 2017. Director Sutton made the motion to accept the changes and Director Lee seconded it. The motion carried.

### **OTHER**

The Board agreed and signed the Adopt Order Authorizing Application for Use of Surplus Funds and Change in Project Scope. The motion was made by Director McCharen and seconded by Director Sutton. 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