

## **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

### **Minutes of Directors Meeting**

**April, 18 2018**

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 April 18, 2018 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
Sherr 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 (Engineer - Edminster, Hinshaw, Russ & Assoc.), Johnny Williams (Erosion Specialist –Champions Hydrolawn), Anthea Moran, Christina Crotwell (Masterson Advisors, LLC), (Mark Brooks (Attorney - Young & Brooks, Attorneys at Law), Julia Durham (Recording Secretary - NW Park) RD Silvio, D. Thomas, J. Dozier (Harris County Sheriff's Dept.), John Martinez (Northwest Park Colony HOA)

### **MINUTES**

Minutes for the March 22, 2018 meeting were distributed and read. A motion to accept the minutes was made by Director Lee and seconded by Director Broussard. The motion carried.

### **CONTRACT DEPUTY REPORT**

R.D. Silvio reported that the contract deputies will be scheduling more shift changes to cover the upcoming summer holidays. Director Broussard made a motion to accept the Security Report and Director Lee seconded it. 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. The Board agreed to increase line item 1620S to \$25,000.0 and to add a line in for \$665.00 for the STP mercury testing in the proposed budget for the fiscal year 5/1/2019. Director Lee made the motion to accept the changes and to adopt the budget and Director Harris seconded it. The motion carried.

The Board asked the Bookkeeper to supply an estimated cost of the repairs at STP. Director Sutton made the motion and Director Harris seconded it. The motion carried.

A motion to accept the Bookkeeper's Report was made by Director Harris and Director Lee seconded it. The motion carried.

## **EROSION SPECIALIST**

The Erosion Specialist's report was distributed and read. Director Broussard made a motion to accept the report and Director Sutton seconded it. The motion carried.

## **ENGINEER REPORT**

The Engineer's report was distributed and read. The Engineer asked for the Board's authorization to solicit bids and advertise the project for the Sanitary Sewer Cleansing and Television in Northwest Park Section Four. Director Lee made a motion for the authorization and Director Sutton seconded it. The motion carried.

The Board agreed to accept an easement document from Capital One Bank to the District. Director Broussard made the motion to accept the document and Director Lee seconded it. The motion carried.

The Engineer submitted pay request number one in the amount of \$110,971.66 for the Board's concurrence from C.E. Baker, Ltd. Director Broussard made a motion and Director Lee seconded it. The motion carried.

The Board asked the Engineer to do a feasibility study regarding selling capacity back to MUD 21. Director Broussard made the motion and Director Sutton seconded it. The motion carried.

A motion to accept the Engineer's report was made by Director Broussard and seconded by Director Harris. 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: 380(+26) delinquent letters mailed out on 4/6/18, 226 door tags on 4/26/18 and then set for disconnection on 5/1/18. Director Lee made the motion for the delinquency items and Director Broussard seconded it. The motion carried.

The Operator asked for the Board's approval to send 28 accounts totaling \$4,424.95 to collections. Director Harris made the motion for the approval 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 Harris. The motion carried.

## **WEBSITE**

The Board gave Director McCharen approval to update the website with replacing the March 2018 agenda with the April 2018 agenda, and posting the minutes for March 2018, Director Harris made the motion and Director Broussard seconded it.

## **OTHER**

The Board accepted a proposal and hired McCall Gibson Swedlund Barfoot PLLC. as the District's Auditor for the year 2019. Starting April 18, 2018. The motion was made by Director Lee and seconded by Director Broussard. The motion carried.

The Board agreed to Amend the Water and Sewer Rate Order with a 15% increase to all residential and multi-family residents and a 20% increase to all commercial residents in the District. Director Harris made the motion for the increase and Director Sutton seconded it. The motion carried.

The Board agreed to and signed an Engagement Letter between NW Park Mud and Municipal Financial Services EVO metrics. Director Harris 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