

## **NORTHWEST PARK MUNICIPAL UTILITY DISTRICT**

### **Minutes of Directors Meeting**

**July 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 July 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
Sherry Lee	Investment Officer
Tamika Harris	Asst. Secretary

Also in attendance: Juan Alexander, Carlos Smith (Operators - Si Environmental, LLC), Darryl Hawthorne (Bookkeeper –Municipal Accounts & Consulting, LP), Monica Pena (Tax Assessor – Utility Tax Service, LLC), Jared Bowlin (Engineer - Edminster, Hinshaw, Russ & Assoc.), Darryl Hawthorne (Bookkeeper - Municipal Accounts & Consulting, L.P.), (Mark Brooks (Attorney - Young & Brooks, Attorneys at Law), Julia Durham (Recording Secretary - NW Park), RD Silvio, R. Bradford, Q. Young, J. Dozier (Harris County Sheriff's Dept.), John Montenegro, Gloria Cruz, Ron Sims (Northwest Park HOA)

### **MINUTES**

Minutes for the June 19, 2018 meeting were distributed and read. A motion to accept the minutes was made by Director Broussard and seconded by Director Harris. The motion carried.

### **CONTRACT DEPUTY REPORT**

R.D. Silvio reported that Blue Creek Ranch has had an increase in crime because of the summer holiday from school and that they have increased patrolling. 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. Director Lee 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. The Board asked the Erosion Specialist to start mowing the lot with the carwash after the Engineer and Director Broussard send notices to the owner and to nuisance abatement with Harris County for the right to mow. Director Harris made a motion for the Erosion Specialist to start the mowing when possible and Director Broussard seconded it. The motion carried.

### **ENGINEER REPORT**

The Engineer's report was distributed and read. The Engineer submitted pay request number six and final in the amount of \$48,995.73 from Cruz Tec, Inc. for the Board's approval. 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 award a contract to CSI Consolidated in the amount of \$38,077.70 for the Sanitary Sewer Cleansing & Televising in Northwest Park Section Four. Director McCharen made the motion to award the contract and Director Sutton seconded it. The motion carried.

A motion to accept the Engineer's report was made by Director Sutton and seconded by Director McCharen. 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: 671 delinquent letters mailed out on 7/6/18, 126 door tags on 7/27/18 and then set for disconnection on 8/1/18. Director Lee made the motion for the delinquency items and Director McCharen 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.

### **WEBSITE**

The Board gave Director McCharen approval to update the website with replacing the June 2018 agenda with the July 2018 agenda, and posting the minutes for June 2018, also to update the Districts current Engineering Projects and to post information regarding abatement. Director Harris made the motion and Director Broussard seconded it.

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