

NORTHWEST PARK MUNICIPAL UTILITY DISTRICT

Minutes of Directors Meeting

August 15, 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 August 15, 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
Sherri 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.), Johnny Williams (Erosion Control Specialist – Champions Hydro-Lawn), (Mark Brooks (Attorney - Young & Brooks, Attorneys at Law), Julia Durham (Recording Secretary - NW Park), D. Thomas, R. Bradford, Q. Young, J. Dozier (Harris County Sheriff's Dept.), Josh Rambo (McCall Gibson Swedlund Barfoot PLLC), Sam Maknojia, Jack Hunt, Gloria Cruz (Northwest Park HOA)

MINUTES

Minutes for the July 18, 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

Doug Thomas reported that the increase in crime from last months has decreased because of school starting. 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 Harris 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 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 one in the amount of \$103,020.39 from the Utility Contractor on the project in Northwest Park Colony, Section Four 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 to execute 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.

The Engineer submitted a revised easement document from the Capitol One Bank for the Board's approval. After review the Board executed the document with a motion from Director Sutton and seconded by Director McCharen. The motion carried.

The Engineer submitted pay request number three and four in the amounts of \$58,172.51 and \$87,196.27 from the C.E. Baker on the project at Marketplace at SH249-Detention 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 Lee. The motion carried.

The Engineer asked for the Board's authorization to put the pond at Marketplace at SH249 in a maintenance program with Champion's Hydro-Lawn. Director McCharen made a motion to authorize the maintenance program and Director Broussard 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: 525 delinquent letters mailed out on 8/3/18, 307 door tags on 8/24/18 and then set for disconnection on 8/29/18. Director Harris made the motion for the delinquency items and Director McCharen seconded it. The motion carried.

The Operator asked for the Board's approval to turn over to collection the amount \$3528.21. Director Sutton made the motion and Director McCharen seconded it. The motion carried.

The Operator submitted a proposal for the Annual Fire Hydrant Inspection and Repair Report for the Board's approval. After review, the Board agreed to the report with a motion from Director McCharen and seconded from Director Lee. The motion carried.

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

OTHER

The Board reviewed and approved the Annual Financial Report for year ending 4/30/18 submitted by McCall Gibson Swedlund Barfoot PLLC. The motion was made by Director McCharen and seconded by Director Broussard. The motion carried.

The Board reviewed and signed the Resolution Reviewing Investment Policy and Investment Strategies. Director Lee made the motion and Director McCharen seconded it. The motion carried.

The Board reviewed a proposal from Gallagher to renew the District's Insurance Policy. After review, the Board agreed to renew the proposal with the policy terms of 8/30/18-8/30/19. Director Sutton made the motion and Director Broussard seconded it. The motion carried.

WEBSITE

The Board gave Director McCharen approval to update the website with replacing the July 2018 agenda with the August 2018 agenda, and posting the minutes for July 2018. 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 Harris to adjourn the meeting. The motion carried.

Director McCharen - Secretary Northwest Park MUD