

**MINUTES OF MEETING OF THE BOARD OF DIRECTORS
NORTHGATE CROSSING MUNICIPAL UTILITY DISTRICT NO. 1**

June 11, 2020

THE STATE OF TEXAS §
COUNTY OF HARRIS §
NORTHGATE CROSSING MUNICIPAL UTILITY DISTRICT NO. 1 §

The Board of Directors (the “Board”) of Northgate Crossing Municipal Utility District No. 1 (the “District”) met in regular session, open to the public, on June 11, 2020. **Due to the concerns regarding the Coronavirus (COVID-19), the Board met via video conference. The video conference meeting is authorized by the suspension of certain provisions of Chapter 551, Texas Government Code as described below.** The roll was called of the members of the Board, to-wit:

Jason Williams	President
Shane Holman	Vice President
Jim Helfrich	Secretary
Michael Lopez	Assistant Secretary/Assistant Vice President
Kenny Boeckelman	Assistant Secretary

All members of the Board were present except Director Holman, thus constituting a quorum.

Also attending the meeting were Officer Brent Ballard with Harris County Precinct 4 Constable Office; Jeremy Roach with Apollo IT Consulting, LLC (“Apollo”); Bill Blich with Blich Associates, Inc. (“BAI”) and Bob Leared Interests (“BLI”), Financial Advisor and Tax Assessor/Collector, respectively to the District; Michael Murr with Murr Incorporated, landscape architect for the District; Chris Linn with Myrtle Cruz, Inc. (“MCI”), Bookkeeper for the District; Juan Montano with Inframark, Operator for the District, Robert Atkinson with Edminster Henshaw Russ & Associates (“EH”), Engineer for the District; and Maria Salinas Parker and Michael R. Willis of Sanford Kuhl Hagan Kugle Parker Kahn LLP (“SK Law”), Attorneys for the District.

CALL MEETING TO ORDER

The meeting was called to order and the following business was transacted.

HEAR FROM THE PUBLIC

The Board noted that there were no members of the public present at the meeting wished to address the Board.

PEACE OFFICER’S REPORT

The Board recognized Officer Ballard, who presented the Peace Officer’s Report.

Upon motion duly made and seconded, the Board voted unanimously to approve the Peace Officer's Report.

TAX ASSESSOR/COLLECTOR'S REPORT

The Board next reviewed the Tax Assessor/Collector's Report, a copy of which is attached hereto. The Board noted that the District has collected 99.272% of its 2019 taxes.

Upon motion duly made and seconded, the Board voted unanimously to (i) approve the Tax Assessor/Collector's Report, and (ii) authorize payment of the invoices presented for payment from the District's Tax Account.

BOOKKEEPER'S REPORT

The Board then reviewed the Bookkeeper's Report and Investment Report. Copies of such reports are attached hereto.

The Board reviewed the balances in each of the District's accounts and noted investments in each account. The Board also reviewed the activity in each account. The Board reviewed the invoices and the checks prepared in payment thereof.

The Board also reviewed a five-year budget for financial planning with regard to projected park projects and capital improvements.

Upon motion duly made and seconded, the Board voted unanimously to approve (i) the Bookkeeper's Report, (ii) the bills submitted for payment, and (iii) the Investment Report.

ATTORNEY'S REPORT

The Board recognized Mr. Willis, who presented the Attorney's Report.

Approval of Minutes

Proposed minutes of the meeting of the Board held May 14, 2020, previously distributed to the Board, were presented for consideration and approval.

Upon motion duly made and seconded, the Board voted unanimously to approve the minutes of May 14, 2020, as submitted.

Amend Rate Order

No action was taken on amending the Rate Order.

Surplus Funds Application

No action was taken on the Surplus Funds Application.

Cyber Security Training

Ms. Parker reminded the Board that the 2020 deadline to obtain cyber security training is June 14, 2020.

Actions Related to COVID-19

The Board took no action related to COVID-19.

Unclaimed Property Report

Consideration was next given to a proposed Resolution Regarding Unclaimed Property.

Ms. Parker noted that as of March 1 of each year property that is presumed to be abandoned, must be reported and released to the Comptroller on or before July 1.

Upon motion duly made and seconded, the Board voted unanimously to approve the Resolution Regarding Unclaimed Property, a copy of which is on file in the official records of the District.

ENGINEER'S REPORT

The Board recognized Mr. Atkinson, who presented the Engineer's Report, a copy of which is on file in the official records of the District.

Levee Inspection

EHRA performed the monthly maintenance inspection of the levee on May 26, 2020. There are no areas in need of critical repair. Spring Creek was inspected and there is no impact from the recent rains on the levee.

Storm Station Inspection

The annual storm station inspection occurred on May 28, 2020.

Bike Path Access

Access from the District to the Harris County Bike Trail is under investigation.

Upon motion duly made and seconded, the Board voted unanimously to approve the Engineer's Report.

OPERATIONS REPORT/TERMINATION OF SERVICE

The Board next recognized Mr. Montano, who submitted to and reviewed with the Board the Operations Report, a copy of which is attached hereto.

Mr. Montano also presented a report on the Storm Station, which report is attached to the Operations Report.

Mr. Montano reported as noted below.

- i. The billed to pumped ratio was 102.65%.
- ii. There are 408 active connections in the District.
- iii. There were no accounts finalized with a balance under \$25, and one account finalized with a balance greater than \$25.
- iv. There were no excursions at the wastewater treatment plant.
- v. There are 25 accounts on the water termination list.
- vi. Inframark has ordered the heat jackets for the engines at the Storm Station. The heat jackets will require a new electrical panel.
- vii. Spare parts and inventory for the Storm Station have been delivered.

Upon motion duly made and seconded, the Board voted unanimously to (1) turn over the accounts finalized with a balance in excess of twenty-five dollars, if any, for collection, if any; and (2) write off of the District's books the accounts finalized with a balance under twenty-five dollars, as presented.

Termination of Water Service

Consideration was then given to the termination of water service to the accounts listed on the Termination List. The Board noted that there were no customers present at the meeting who wished to address the Board regarding their water bills or to protest termination of water service.

Upon motion duly made and seconded, the Board voted unanimously to defer termination of water service during the pending COVID-19 emergency. The Board asked Inframark to contact the customers with accounts in excess of sixty (60) days to establish a payment plan if necessary.

WEBSITE/OFFICE 365

Mr. Roach then presented the Website/Office 365 report.

LANDSCAPE ARCHITECT REPORT/ PARK RANGERS LEVEE MAINTENANCE REPORT

The Board recognized Mr. Murr, who presented the Landscape Architect's report, a copy of which is on file in the official records of the District. Mr. Murr reported that:

1. Tress will be trimmed before installation of the lights for the trail. All materials have been ordered.
2. Second clean-up of the fence line at the Storm Station is complete.
3. Fall landscaping should be considered.

No action was taken entering into an interlocal agreement with NG2 to share park facilities.

Upon motion duly made and seconded, the Board voted unanimously to approve the Landscape Architect's Report.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, the meeting was adjourned.

PASSED, APPROVED and ADOPTED this July 9, 2020.


Secretary, Board of Directors