

MINUTES OF SPECIAL MEETING  
NORTHAMPTON MUNICIPAL UTILITY DISTRICT  
HARRIS COUNTY, TEXAS

July 1, 2019

THE STATE OF TEXAS     §  
                                   §  
COUNTY OF HARRIS     §

The Board of Directors (the "Board") of Northampton Municipal Utility District (the "District") of Harris County, Texas, met in special session, open to the public, at 7:00 p.m., on the 1st day of July 2019, at the regular meeting place thereof, the Northampton Center, 6012 Root Road, Spring, Texas, within the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

E. C. Thomas	President
W. Paul Schneider	1st Vice President
Ryan Bennett	2nd Vice President
Scott Kirkpatrick	Secretary
Roger A. Flood III	Treasurer/Investment Officer

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

Also present were Mr. Jim Sheffield, the District's General Manager; Mrs. Lisa June, an employee of the District; Ms. Shisha Van Horn, a resident of the District and President of the Board of Directors of Northampton Maintenance Fund ("NMF"); and Mr. Glen Kokel, a resident of the District.

WHEREUPON, following a notation that notices of the meeting had been duly posted in accordance with law, copies of which are attached hereto as exhibits, the meeting was called to order.

PUBLIC COMMENTS

There were no public comments.

MAINTENANCE FUND IRRIGATION METERS

Ms. Shisha Van Horn presented her findings resulting from a comprehensive meter audit she conducted of the NMF irrigation meters. These meters provide irrigation to the esplanades in the District. She stated she had consulted with Michelle Blevins and Robb Clark of Hays Utility, as well as Lisa June. She said the audit revealed overpayments by the NMF for meters that do not service NMF esplanades, as well as underpayments resulting from meters that should have been charged to the NMF but were not. She said the overpayments may more appropriately have been billed to different entities including the Inway Forest HOA, the Auburn Lakes HOA, and the Auburn Lakes Estates HOA.

Director Thomas stated that he and the other board members would meet to review her findings. He stated it was the Board's intention to resolve the matter as quickly as possible. Director Kirkpatrick suggested that, in the future, any meter installed in the District, excluding residential meters, require a signature of the entity taking responsibility for costs of the meter. He said this would include irrigation meters, meters installed by a developer, and meters installed at commercial developments.

#### APPROVE MINUTES

Minutes of the meeting of the Board of Directors held on June 17, 2019 were presented for review and approval. Upon a motion duly made and seconded, the Board voted unanimously to approve the minutes as amended.

#### WATER REUSE PROJECT FOR WILLOW CREEK GOLF CLUB

This item was tabled for future discussion.

#### GENERAL MANAGER'S REPORT

Mr. Jim Sheffield stated that he and Director Flood had discussed avenues to track unbudgeted expenditures. He explained these items would pertain to non-emergency and non-safety related expenditures. Additionally, a discussion was had concerning the tracking of expenses charged to the District by Hays Utility. Mr. Sheffield suggested charges over a predetermined dollar amount could be submitted to the office for approval.

Mr. Sheffield informed the Board that the vandals who damaged and stole equipment at the Inway Facility had been identified and the case had been referred to the Harris County District Attorney. He stated three of the cameras at the Inway facility managed by On Site Protection had not been working for several weeks. He said multiple attempts to contact On Site Protection for repairs had failed. Mr. Sheffield stated he had spoken with Wendel Case of Gordon Safe & Lock to ascertain if they could repair and maintain the system.

Mr. Sheffield stated the trenching under the boardwalk at the Northcrest pond to join the new portion of the lake with the existing lake was scheduled to begin, but the rain and muddy conditions had delayed the project. Director Thomas said that he has a catalog of benches and statuary that may be appropriate for the new pond area at Northcrest.

Director Kirkpatrick informed Mr. Sheffield that the upholstery on the arm press at the fitness center needs repair. Director Flood stated that two of the tennis courts are missing ball caddies and trash cans. Mr. Sheffield said he would see that these are ordered and installed.

A discussion was had concerning the downed fences along Root Road and at the fire station as a result of a storm the previous week. Mr. Sheffield stated his staff would be repairing the fence behind the fire station and it will be necessary to investigate responsibility for the fence along Root Road.

OTHER MATTERS

Director Thomas stated he appreciated the pictures of the new elevated storage tank that were taken by a drone. Board members discussed having additional photography taken of the District's facilities. Mrs. June stated that this is a service that the District's website site developer, OffCinco, can provide. Mrs. June said she would explore options for obtaining additional photography of the facilities.

Director Kirkpatrick stated that there were new requirements for District websites. Specifically, audio recordings of meetings setting tax rates will be required as well as requirements to provide more detailed information concerning District elections. Mrs. June said she would discuss these requirements with OffCinco.

Director Schneider discussed the need to communicate quickly with residents of the District during emergency situations. The Directors discussed the development of an app for smart phones as well as push notifications to residents' phones. Preprinted signage during emergency situations which could be quickly set up at the entrances to the District was discussed as well as utilizing Facebook and NextDoor pages.

There being no further business to come before the Board, the meeting was adjourned.



  
Secretary, Board of Directors