

**MINUTES OF MEETING OF THE  
BOARD OF DIRECTORS**

**October 14, 2015**

STATE OF TEXAS §

COUNTY OF FORT BEND §

BIG OAKS MUNICIPAL UTILITY DISTRICT §

The Board of Directors (the "Board") of Big Oaks Municipal Utility District of Fort Bend County, Texas (the "District"), met in regular session, open to the public, on Wednesday, October 14, 2015, at the offices of Municipal Operations and Consulting, 1825 North Mason Road, Katy, Texas, a designated meeting place outside the boundaries of the District, whereupon, the roll was called of the members of the Board, to-wit:

Michael Abshire	-	President
Vacant	-	Vice President
Renee Gay	-	Secretary
Sonyan Stephens	-	Assistant Secretary
Mark Van Dyck	-	Assistant Secretary

All members of the Board were present, thus constituting a quorum. Also present at the meeting were: Mark Roth of Roth & Eyring, PLLC; Jennifer Flores, resident of the District; Trevor Royal and Melvin Moore of WCA Waste Corporation; Joe Mattingly and Spencer Neely of Champions Hydro-Lawn, Inc. ("Champions"); Lina Loaiza of Bob Leared Interests, the District's tax collector ("TAC"); Mike Williams, and Brian Dubiel of Municipal Operations and Consulting ("MOC") or (the "Operator"); Matt Carpenter of IDS Engineering Group ("IDS"), the District's engineer (the "Engineer"); John Cannon, Attorney, and Tiffany Marquez, Paralegal, of Coats Rose, P.C., the District's legal counsel.

WHEREUPON, the meeting was called to order and evidence was presented that public notice of the meeting had been given in compliance with the law. A copy of the posted agenda notice is attached hereto as Exhibit "A".

RECEIVE COMMENTS FROM THE PUBLIC

The Board recognized Mr. Royal who introduced Mr. Moore who will take over the District's account in a few months, in the interim Mr. Royal is available to answer any of the Board's questions or concerns. Director Stephens noted that the trash and recycle pick up is running smoothly.

CONSIDER APPOINTING NEW DIRECTOR TO BOARD OF DIRECTORS

The Board next considered appointing a director to fill the Board vacancy. The Board recognized Jennifer Flores, who introduced herself and expressed her desire to serve on the Board. After consideration, upon a motion brought by Director Abshire, seconded by Director Van Dyck, the Board unanimously voted to appoint Ms. Flores as a Director.

CONSIDER RECONSTITUTING BOARD OF DIRECTORS, INCLUDING EXECUTING OATH OF OFFICE AND STATEMENT OF OFFICE

Ms. Flores executed a Statement of Appointed Officer and Oath of Office. Mr. Cannon stated that upon any change in the make-up of the Board, the Board should consider re-constituting its officers. Whereupon, a motion was made, seconded and unanimously approved by the Board, to reconstitute the Board as follows:

- Michael Abshire - President
- Renee Gay - Vice President
- Sonyan Stephens - Secretary
- Mark Van Dyck - Assistant Secretary
- Jennifer Flores - Assistant Secretary

APPROVE AMENDED REGISTRATION FORM AND AUTHORIZE FILING OF THE SAME WITH THE TCEQ

Mr. Cannon reminded the Board that the Texas Water Code provides that the District Registration Form filed with the Texas Commission on Environmental Quality (“TCEQ”) be kept up to date with the names, offices, terms of office, addresses and telephone numbers of the Directors. Upon a motion, brought by Director Abshire, seconded by Director Van Dyck, the Board unanimously voted to authorize the Attorney to update the District Registration Form with the new information related to the appointment of Director Flores and file said form with the Texas Commission on Environmental Quality.

APPROVAL OF MINUTES

The Board considered approval of the minutes of the meeting held September 9, 2015. After discussion, upon a motion by Director Gay and seconded by Director Stephens, the Board voted unanimously to approve the minutes of the regular meeting held September 9, 2015.

CONSIDER APPROVING DISTRICT AUDIT

The Board recognized Mr. Eyring, who reviewed with the Board a draft of the audit for fiscal year ended June 30, 2015. He answered the Board’s questions and requested the Board’s approval. After review, upon a motion made by Director Van Dyck, seconded by Director Gay, the Board voted unanimously to approve Mr. Eyring’s audit report.

## BOOKKEEPER'S REPORT

The Board next recognized Ms. Garcia, who presented for the Board's review and approval of the bookkeeper's report, a copy of which is attached hereto as Exhibit "B". After consideration, upon a motion brought by Director Stephens, seconded by Director Van Dyck, the Board unanimously voted to approve the bookkeeper's report as presented.

## APPROVE TAX COLLECTOR'S REPORT

The Board recognized Ms. Loaiza who delivered the tax collection report for the period ending September 30, 2015. She reported that 99.181% of the 2014 taxes have been collected. After discussion and upon motion by Director Abshire, seconded by Director Gay, and the question being put to the Board, the Board voted unanimously to approve the tax collector's report. A copy of the tax report is attached hereto as Exhibit "C".

## OPERATOR'S REPORT

The Board recognized Mr. Williams and Mr. Dubiel who presented the operator's report for September, 2015 a copy of which is attached hereto as Exhibit "D". The water well was inspected to ensure proper operation and monitor water usage and the total number of connections is at 2,129. He also reported that the water accountability is at 95%. All water system samples reported negative for bacteriological contamination.

Next, Mr. Dubiel presented and outlined the sidewalk survey with notations of severity. The survey included pictures of sidewalks, a copy of the survey and pictures are attached hereto as Exhibit "E". Director Abshire suggested all of the most severe sidewalks be investigated for potential repairs.

After consideration, upon a motion brought by Director Van Dyck, seconded by Director Abshire, the Board unanimously voted to authorize the operator to investigate the most severe sidewalks for potential repairs and approve (i) the Operator's report as presented; and (ii) termination of water for residents listed on the cut off list.

## HEAR REPORT FROM CHAMPIONS HYDRO-LAWN, INC.

The Board recognized Mr. Neely who gave a report on maintenance of the Twin Oaks Detention Pond and Channel, the West Oaks Village Detention Pond, and the Bellaire Common Area, a copy of which is attached as Exhibit "F".

The Board inquired about the easements between homes and who is to maintain them. Mr. Mattingly reported that he is currently investigating the matter. Director Van Dyck stated that the gate behind the school is not locked properly and leads into the District's detention pond. Director Gay stated that she will contact the school to correct the faulty gate.

No action was taken.

ENGINEER'S REPORT

Mr. Carpenter presented the engineer's report, a copy of which is attached hereto as Exhibit "G". A summary of the status of various projects in the District is as follows:

1. MS4 Storm Water Quality Management Plan
  - No new activity.
2. Landscape Improvements to WWTP Site
  - The exhibits and bid documents for the field grading and sidewalks from the Cove to Bellaire. IDS will solicit bids this week and present a recommendation for the next Board meeting. A map is attached to his report that shows the preferred alignment.

3. Asset Management Plan

IDS has started to develop the asset management plan.

4. Wastewater Treatment Plant Improvements

IDS is working with the operator to determine what cost savings may be achieved with the various options generated at last month's meeting. No action was taken.

HEAR ATTORNEY'S REPORT AND CONSIDER TAKING ANY ACTION REQUESTED BY ATTORNEY

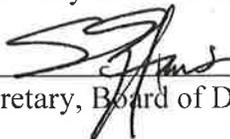
Discuss park benches and trash receptacles and consider acting thereon

Director Van Dyck reported that he has walked the trial and noted that he is not pleased with placement of some of the benches. He added that that some of the benches need to be replaced but not all of them at this time. The Board discussed the original placement of the benches and cost to relocate. Director Gay stated that she has not received additional bench and trash receptacle quotes at this time.

A copy of the District's constable report is attached hereto as Exhibit "H", and WCA's call sheet as Exhibit "I".



PASSED, APPROVED AND ADOPTED this 11<sup>th</sup> day of November, 2015.

  
Secretary, Board of Directors