

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

May 11, 2016

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, May 11, 2016, 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
Renee Gay	-	Vice President
Sonyan Stephens	-	Secretary
Mark Van Dyck	-	Assistant Secretary
Jennifer Flores	-	Assistant Secretary

All members of the Board were present, except Directors Gay and Flores thus constituting a quorum. Also present at the meeting were: Christina Garcia of Myrtle Cruz, Inc., the District's Bookkeeper; Spencer Neely of Champions Hydro-Lawn, Inc. ("Champions"); Lina Loaiza and Odett McMullen of Bob Leared Interests, the District's tax collector ("TAC"); 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

No comments were given from the public.

APPROVAL OF MINUTES

The Board considered approval of the minutes of the meeting held April 13, 2016. After discussion, upon a motion by Director Stephens and seconded by Director Abshire, the Board unanimously voted to approve the minutes of the regular meeting held April 13, 2016 were approved.

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". She outlined a draft of the District's upcoming fiscal year end budget and stated that she is coordinating with consultants on the remaining budgeted items. After consideration, upon a motion brought by Director Stephens, seconded by Director Abshire, the Board unanimously voted to approve the bookkeeper's report as presented.

APPROVE TAX COLLECTOR'S REPORT

The Board recognized Ms. McMullen who delivered the tax collection report for the period ending April 30, 2016. She reported that 98.222% of the 2015 taxes have been collected. After discussion and upon motion by Director Abshire, seconded by Director Stephens, 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". Ms. Loaiza noted that no checks were distributed for execution at today's meeting.

OPERATOR'S REPORT

The Board recognized Mr. Dubiel who presented the operator's report for April, 2016 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 2,131. He also reported that the water accountability is at 95%. All water system samples reported negative for bacteriological contamination.

Mr. Dubiel reported that lift station no. 1 had a water leak and the carbon-filter was replaced. He stated that a hole was found near the wastewater treatment plant and was identified as an unused storm drain that will be lined and filled. The Board requested Mr. Dubiel repair the chain-link fence behind the sewer plant.

Next, Mr. Dubiel updated the Board on the status of the level 3 sidewalk repairs. He stated that some level 2 sidewalks are now escalating to level 3 and recommended repairs on said level 2 sidewalks. However, he stated that correcting said sidewalks by sections of the District, rather than varying areas of the District would be more efficient.

Consider approving Consumer Confidence Report

This matter is deferred until next month's meeting.

Consider approving Red Flags Policy

Mr. Dubiel reviewed the annual Administrator's Report on Identity Theft Prevention Protection. She noted that the District does not need to make any changes to said policy.

After consideration, upon a motion brought by Director Abshire, seconded by Director Stephens, the Board unanimously voted to approve (i) the Operator's report as presented; (ii)

termination of water for residents listed on the cut off list; (iii) approve the uncollectable account list as presented; (iv) approve the red flags policy; and (v) authorize the operator to repair level 2 sidewalks after level 3 sidewalk repairs are completed, on a section by section basis.

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 "E".

Director Van Dyck requested a picture of the pipe visible on page 3 of the report. He also stated that the grass at the retention pond near the school was not mowed. Mr. Neely stated that said retention pond is scheduled to be mowed this week, however, the rain has made it difficult to mow.

Director Stephens inquired about the installation of the no dumping signs. Mr. Neely stated that he does not believe the signs have been installed but he will follow up and provide an update at next month's meeting.

ENGINEER'S REPORT

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

1. April 18, 2016 Storm Event

- The storm event caused substantial street flooding in the District and inundated the District's storm-water detention facilities.

IDS collected rain data from the Harris County Flood Warning System, rain gauges on Brays Bayou and Belle Park Drive, which is just east of the District. From 5 p.m. April 17th to 4 p.m. April 18th, the rain gauge measured 10.28 inches. Harris County Flood Control District ("HCFCD") defines the 100 year storm event for this area as 13.2 inches in a 24 hour period. The District experienced a storm even that was greater than a 25 year event.

During the most intense 6 hours of the storm, the gauge measured 8.96 inches of rain. HCFCD define the 100 year storm event for the District's area as 8.9 inches in a 6 hour period. The data revealed that this storm event was slightly greater than a 100 year event during this 6 hour period.

The storm sewer systems in the District are designed to accommodate the 2 year storm event, which is the current design standard for the Fort Bend County and the City of Houston. Any water run off greater than the 2 year event, flows through the streets to the storm-water detention basin, then to Clodine Ditch. The detention basins are designed to detain storm-water run off associated with a 100 year event.

The storm sewers and receiving streams in Fort Bend County can handle approximately 2 inches per hour, without significant street ponding or flooding. According to the above referenced rain gauge, the most intense hour, the District received 4.04 inches of rain.

2. MS4 Storm Water Quality Management Plan

- IDS has prepared the annual report for the MS4.

3. Landscape Improvements to WWTP Site

- IDS has prepared the construction contracts and Champions is working to execute them.

4. Asset Management Plan

- IDS has updated the asset management plan based on additional research and field investigations. IDS has prepared a preliminary, basic cash flow analysis with two different considerations. In both analyses we assumed no growth in value, no growth in expenses, and no change in the maintenance tax rate. IDS made an assumption that repairs would either be spread evenly across a five year period, or expanded once every five years. IDS will provide this to the Bookkeeper and Financial Advisor as an aide for budget preparation and is attached to the Engineer's report.

5. Wastewater Treatment Plant Improvements

- T&C Construction ("T&C") plans to mobilize May 12th to complete the repair and the inspector is scheduled to be on site for the repair.

6. Water Plant Tank Inspections

- IDS experienced some weather delays on completing the inspection of the other two tanks at the water plant. IDS completed the inspection yesterday, but has not been able to complete the report. Both hydro-neumatic tanks appear to be in good condition and should not require any rehabilitation between now and the next inspection in three years. However based on preliminary inspections, both ground storage tanks appear to need rehabilitation within the next few years. Along with our inspection report, IDS will prepare a construction cost estimate for the rehabilitation work necessary for the coating systems.

7. Potential +/-400 Acre Annexation

- No new activity to report.

The Board discussed high water rising in Austin Oak Lane cul-de-sac and Mr. Carpenter explained that perhaps the high water is due to the location of the storm sewer relative to the location of said cul-de-sac. He added that the high friction of water in the pipes may cause water to back-up in the District. Mr. Carpenter stated that the storm sewer pipe may not be very deep and he will create a model and a study to see if two storm sewer lines may be connected. Mr.

Carpenter will investigate the matter and report back to the Board. Mr. Dubiel will check the storm sewer lines for any blockages and report back to the Board as well.

Next, Mr. Carpenter stated that he has the construction contract with Champions for the Trail System- Phase II for the Board's execution, subject to Coats|Rose final review. Director Stephens inquired about whether or not the sidewalk by Barbara Jordan Elementary School and West Oaks was included in said contract. Mr. Carpenter stated that he will create a change order to include the sidewalk by the school and West Oaks.

Director Van Dyck stated that at the intersection of Bellaire Boulevard and Westmoor Drive there are no street lights and it is difficult to see and drive at night. Mr. Carpenter stated that he will include this matter with his letter to the Fort Bend County Commissioner along with the other requested matters discussed by the Board last month. Mr. Carpenter noted that the District's discharge permit will expire next year and will be starting the preparations for renewal next month.

After review, upon a motion brought by Director Van Dyck, seconded by Director Stephens, the Board unanimously approved the Engineer's report as presented.

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

Mr. Cannon drew the Board's attention to the District's constable report attached hereto as Exhibit "G", and a copy of the District's WCA call log attached hereto as Exhibit "H".

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PASSED, APPROVED AND ADOPTED this 8th day of June, 2016.

(DISTRICT SEAL)



Sonyan Stephens
Secretary, Board of Directors

PASSED, APPROVED AND ADOPTED this 8th day of June, 2016.

(DISTRICT SEAL)




Secretary, Board of Directors