

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

**February 14, 2018**

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, February 14, 2018, 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
Sonyan Stephens	-	Vice President
Jennifer Flores	-	Secretary
Mark Van Dyck	-	Assistant Secretary
David Johnson	-	Assistant Secretary

All members of the Board were present, except Director Johnson thus constituting a quorum. Also present at the meeting were Paul Odiachi of NPC Analytics; Steven Atwell of Regions Bank; Kevin Townsend, Pedro Pratt and Felix DeLeon WCA Waste Corporation; Joe Mattingly of Double Oak Erosion ("Double Oak"); Christina Perry of Myrtle Cruz, Inc., the District's Bookkeeper; Lina Loaiza of Bob Leared Interests, the District's tax collector ("TAC"); Mike Williams and Chris Sanchez of Municipal Operations and Consulting ("MOC") or (the "Operator"); Angela Howes 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".

HEAR FROM THE PUBLIC

The Board recognized Mr. Odiachi who introduced himself and offered his services to the Board. He stated his company assist entities in financial analysis and cost savings.

## HEAR FROM WCA REGARDING CURB REPAIRS AND UPDATE ON TRASH SERVICE

The Board recognized Mr. DeLeon who stated he had recently discussed with the District's Bookkeeper previous invoices that included administration fees and he will continue to coordinate with the Bookkeeper regarding the District's credit for missed pick-ups. Director Stephens expressed her concerns regarding missed pick-ups for heavy trash on Saturdays and noted that trash flies out of the garbage trucks and is not picked up when discovered by the WCA drivers.

Next, Mr. DeLeon reported that the WCA has offered to pick-up storm debris at no cost to the District. The Board stated Saturday, March 3<sup>rd</sup> would be the preferred date of storm debris pick-up. The Board instructed the Operator to prepare signs to be placed in the District notifying residents of the upcoming storm debris pick-up on March 3, 2018.

## APPROVAL OF MINUTES

The Board considered approval of the minutes of meetings held on January 10, 2018. After discussion, upon a motion by Director Flores and seconded by Director Abshire, the Board unanimously voted to approve the minutes of the meeting held on January 10, 2018.

## BOOKKEEPER'S REPORT

The Board next recognized Mrs. Perry, who presented for the Board's review and approve the bookkeeper's report, a copy of which is attached hereto as Exhibit "B". After consideration, upon a motion brought by Director Flores, 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. Loaiza who delivered the tax collection report for the period ending January 31, 2018. She reported that 95.638% of the 2017 taxes have been collected. Upon motion by Director Abshire, seconded by Director Flores, 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 who presented the operator's report for January, 2018 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.

Mr. Cannon inquired about D.R. Horton's future use of water connections related to Fort Bend County MUD No. 190 agreements. Mr. Williams and Ms. Howes will review said agreements and report back to the Board at the next meeting.

Director Van Dyck inquired about the odor preventative charcoal filters at the lift station.

Mr. Williams stated he would order more for the lift station. Mr. Williams reported on frozen pipes during the winter storm and noted MOC was open for 48 consecutive hours to service residents.

Next, Mr. Williams presented the mosquito contract with Cypress Creek Mosquito Control, Inc. previously approved at the District's last meeting. Mr. Cannon recommended the Board execute said contract subject to his recommended changes to the contract.

Upon a motion brought by Director Abshire, seconded by Director Flores, the Board unanimously voted to approve (i) the Operator's report; (ii) the uncollectable account list as presented; (iii) the water termination list; and (iv) the contract with Cypress Creek Mosquito Control, Inc.

#### HEAR REPORT FROM DOUBLE OAK EROSION

The Board recognized Mr. Mattingly 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 Mr. Mattingly's report is attached hereto as Exhibit "E". Director Van Dyck requested special attention to the concrete on page 6 of Mr. Mattingly's report should be corrected.

No action was taken.

#### ENGINEER'S REPORT

Ms. Howes 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. Fort Bend County ("County") Meeting and Discussion Items
  - Remaining Debris – The District is working with FEMA and the County for final debris pick-ups.
  - Broken Sidewalks – The Operator is going to provide IDS with locations of damaged sidewalks so that IDS can prepare an exhibit for the County.
  - Broken Curb Islands – IDS estimates a grass median with no trees to cost approximately \$23,000 to remove and replace with at grade pavers. Attached to the Engineer's report are estimate details.
    - The Board requested Ms. Howes investigate other options with cost estimates and report back to the Board.
2. Water Plant Improvements
  - Contracts are ready for Board execution.
3. Fort Bend Co. Municipal Utility District No. 190 ("FBCMUD 190") – Central Facilities
  - D.R. Horton is evaluating the potential for regional water and wastewater facilities. Construction for the sanitary sewer force main and waterline connections between the District and FBCMUD 190 is in progress.

- Ms. Howes reported that D.R. Horton has requested an open water connection instead of an emergency line. The Board requested more information and details.

No action was taken.

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

Consider approving Resolution Regarding Tax Exemptions for 2018

Mr. Cannon discussed with the Board the District's authority to grant tax exemptions to eligible taxpayers in the District. Mr. Cannon answered questions and responded to comments from Board members concerning tax exemptions. He reminded the Board that in the years the District has exempted from ad valorem taxation by the District \$10,000 of the appraised value of residence homesteads of individuals who are sixty-five years of age or older or disabled.

Following discussion, upon a motion by Director Van Dyck, which was seconded by Director Stephens, the Board voted unanimously to adopt the Resolution Concerning 2018 Tax Exemptions, electing to grant an exemption of \$10,000 for residence homesteads of individuals 65 or older or disabled for tax year 2018.

Consider Imposing 20% penalty on all 2017 delinquent taxes

Mr. Cannon discussed with the Board the District's authority to grant tax exemptions and discussed the District's authority to apply a 20% penalty to delinquent tax accounts. He then advised the Board that the District is authorized as a taxing authority to engage a delinquent tax attorney to collect delinquent taxes on behalf of the District.

Mr. Cannon said that delinquent accounts become subject to collection by the delinquent tax attorney as of April 1 for personal property and July 1 for real property. Mr. Cannon further noted that the 20% penalty is applied to delinquent accounts to offset the expenses incurred by the District for delinquent tax collection.

Following discussion, upon a motion brought by Director Flores, seconded by Director Van Dyck, the Board voted unanimously to approve and adopt the Resolution Implementing a 20% Penalty for 2017 Delinquent Taxes, and to hire Coats[Rose to collect delinquent taxes for the District.

ENTER CLOSED SESSION

The Board then entered executive session at 1:02 p.m. to discuss the Constable Contract and related matters.

The Board entered into open session at 1:13 p.m.

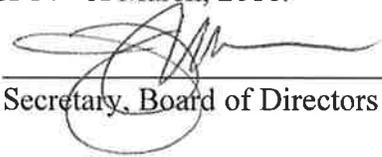
After discussion, upon a motion brought by Director Abshire, seconded by Director Stephens, the Board unanimously voted to authorize Mr. Cannon to contact the Fort Bend County Sheriff's Department for a proposal of law enforcement services.

Mr. Cannon drew the Board's attention to the District's constable report and the WCA call log attached hereto as Exhibit "G". No action was taken.

*[Remainder of page intentionally left blank]*

PASSED, APPROVED AND ADOPTED this day of 14<sup>th</sup> of March, 2018.



  
Secretary, Board of Directors