

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

**July 11, 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, July 11 13, 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, thus constituting a quorum. Also present at the meeting were Deputy Vince Villaloboz of the Fort Bend County Constable, Precinct 2; Micah Burson with Accurate Meter & Supply; Bryan Disdier of Double Oak Erosion ("Double Oak"); Christina Perry of Myrtle Cruz, Inc., ("MCI") the District's Bookkeeper; Lina Loaiza of Bob Leared Interests, the District's tax collector ("TAC"); Mike Williams 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 Ehmke, 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

No comments were given.

HEAR CONSTABLE REPORT

The Board recognized Deputy Villaloboz who provided an update of activity in the District to the Board. Director Van Dyck inquired about Deputy Gragg's repair of air

conditioning in the patrol vehicle or replacement of patrol vehicle. Mrs. Ehmke stated she would contact Captain Lee regarding the matter and report back to the Board.

#### APPROVAL OF MINUTES

The Board considered approval of the minutes of the meeting held on June 13, 2018. After discussion, upon a motion by Director Abshire and seconded by Director Johnson, the Board unanimously voted to approve the minutes of the meeting held on June 13, 2018.

#### BOOKKEEPER'S REPORT

The Board next recognized Mrs. Perry, who presented for the Board's review and approval of the bookkeeper's report, a copy of which is attached hereto as Exhibit "B". The Board discussed the District's agreement with Fort Bend County Municipal Utility District No. 190 ("FBCMUD190") and the Board requested Mr. Cannon to contact FBCMUD190's attorney regarding the sewer portion of charges per the agreement.

After consideration, upon a motion brought by Director Stephens, seconded by Director Flores, the Board unanimously voted to approve (i) the bookkeeper's report; and (ii) payment of the bills.

#### APPROVE TAX COLLECTOR'S REPORT

The Board recognized Ms. Loaiza who delivered the tax collection report for the period ending June 30, 2018. She reported that 99.025% of the 2017 taxes have been collected. Upon motion by Director Flores, seconded by Director Abshire, and the question being put to the Board, the Board voted unanimously to approve the tax collector's report, a copy of which is attached hereto as Exhibit "C".

#### OPERATOR'S REPORT

The Board recognized Mr. Williams who presented the operator's report for June, 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 2,132.

After consideration, upon a motion brought by Director Flores, 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; and (iii) approve write-off of the uncollectable accounts.

#### HEAR REPORT FROM DOUBLE OAK EROSION

The Board recognized Mr. Disdier 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 Double Oak's report is attached hereto as Exhibit "E". Director Stephens requested that all the trash cans located at the trails be emptied and that the correct size trash

bags are being used.

The Board requested Tara Klein attend the District's next meeting to discuss a landscape plan for future amenities.

### 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. Water Plant Improvements

- Ms. Howes requested approval of Pay Application No. 1 in the amount of \$94,837.50. The project is approximately 35% complete and she noted the project is suspended until the Fall.

2. Extreme Event Drainage Analysis

- IDS is preparing the drainage analysis and plans to prepare a report for next month.

3. Lift Station Generators

- The District has three lift stations as noted below:
  - Lift Station No. 1 (17808 West Oaks Village – West Oaks Village Section 1)
  - Lift Station No. 2 (7002 Westmoor – Wastewater Treatment Plant, Twin Oaks Village)
  - Lift Station No. 3 (7400 Westmoor – Twin Oaks Village Section 4)

Ms. Howes reported that Lift Station No. 2 is operated with the on-site generator for the wastewater treatment plant. Neither of the two remote lift station has on-site generators; however the District owns a portable generator that is sized to operate each lift station. On-site generators can be either diesel or natural gas and due to proximity to residences it would be housed in sound attenuating enclosures. Typically, on smaller generators IDS would recommend natural gas because of ease of operations in not having to handle diesel fuel.

IDS estimated that the cost of installing a natural gas generator would be approximately \$105,000 for each site, which includes engineering. No action was taken on this matter.

Upon a motion brought by Director Flores, seconded by Director Johnson, the Board unanimously voted to approve the Engineer's report, including Pay Application No. 1 in the amount of \$94,837.50 for the water plant improvements.

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

Ratify approval of Resolution Requesting Texas Commission on Environmental Quality ("TCEQ") Approval to use of Surplus Funds and authorization of submission to the TCEQ

The Board recognized Mr. Cannon who requested the Board ratify the approval of the Resolution Requesting TCEQ Approval to Use Surplus Funds for the costs associated for the smart meters with Accurate Meter & Supply that was approved at the District's previous meeting. Upon a motion brought by Director Van Dyck, seconded by Director Flores, the Board unanimously voted to ratify the approval and submission of the Resolution Requesting TCEQ Approval to Use Surplus Funds for the costs associated for the smart meters with Accurate Meter & Supply.

Mr. Cannon requested the Board approve the Resolution Declaring Intent to Reimburse Expenses by the District (the "Resolution"). He added the Board authorized the District's Bookkeeper to reimburse the District's Operating Fund for the water meter replacement in the amount of \$7,797.00 and the sidewalk repairs in the amount of \$127,507.34, for a total reimbursement amount of \$135,304.34. However, Mr. Cannon stated that the Bookkeeper has received additional invoices for both the water meter replacement and the sidewalk repairs in an increased amount of \$21,383.13. A copy of said Resolution is attached hereto as Exhibit "G".

Mrs. Ehmke presented a proposal for renewal of the constable contract and provided a comparison of rates to the District's current constable contract, a copy of which is attached hereto as Exhibit "H". Mr. Cannon drew the Board's attention to the District's constable report and the WCA call log attached hereto as Exhibit "I". No action was taken.

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PASSED, APPROVED AND ADOPTED this day of 8<sup>th</sup> of August, 2018.

(DISTRICT SEAL)

*David Johnson*  
Assistant Secretary, Board of Directors

