

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

November 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, November 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, thus constituting a quorum. Also present at the meeting were Joe Mattingly 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"); Angie Howes and Matthew Carpenter 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.

APPROVAL OF MINUTES

The Board considered approval of the minutes of the meeting held on October 10, 2018. After discussion, upon a motion by Director Flores and seconded by Director Stephens, the Board unanimously voted to approve the minutes of the meeting held on October 10, 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". She noted that the District received a FEMA check for Hurricane Harvey damage to District facilities.

After consideration, upon a motion brought by Director Flores, seconded by Director Stephens, 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 October 31, 2018. She reported that 99.539% of the 2017 taxes have been collected. Upon motion by Director Stephens, 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 which is attached hereto as Exhibit "C".

OPERATOR'S REPORT

The Board recognized Mr. Williams who presented the operator's report for October, 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.

Mr. Williams reported that there was leak detected at the wastewater treatment plant ("WWTP") that is in need of immediate repair. He added that he has contacted a contractor who will bring the pipe up and replace the area in need of attention with steel piping. Mr. Williams stated that the repair could take up to three (3) to six (6) weeks in a cost of approximately \$45,000.

Next, Mr. Williams updated the Board regarding the aeration basin crack noting the approximate cost to clean the aeration basin and complete the labor to repair the crack. He and the District's Engineer have coordinated and agree the aeration basin is structurally sound but will continue to monitor the aeration basin.

Mr. Williams then reported that the District's sludge hauler, Bono Brothers can no longer haul for the District and Mr. Williams has requested proposals for the Board to consider and discuss on a later date.

After consideration, upon a motion brought by Director Abshire, seconded by Director Van Dyck, 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) the repair of the wastewater treatment plant recommended by the Operator; and (iv) write-off of the uncollectable accounts.

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 Double Oak's report is attached hereto as Exhibit "E". Mr. Mattingly reminded the Board of the graffiti found within the District and stated that one of the homeowner's associations has removed most of the graffiti. He noted that some graffiti was new at the skate park and said the graffiti could be removed at a cost not to exceed \$600.00.

Mr. Mattingly updated the Board regarding the area by the WWTP and fence-line and stated he would maintain the area at no additional cost to the District. Upon a motion brought by Director Abshire, seconded by Director Flores, the Board unanimously voted to approve the report as presented and authorized Mr. Mattingly to remove the graffiti at the skate park at a cost not to exceed \$600.

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

- The contractor has worked with the Operator to re-mobilize with the below schedule:
 - October 1 - October 8: Drain Tank
 - October 8 – October 19: Evaluate the repairs/modifications in the tank.
 - October 22 – November 30 : Tank repairs/modifications
 - December 3 – January 21: All painting (GST, HPT, Piping), Paint Cure, Close/ Fill Tank, Water Samples.

2. Extreme Event Drainage Analysis

- The Engineer has followed up with the engineer for Fort Bend County Municipal Utility District No. 30 ("FBCMUD30") on their drainage study which is necessary to proceed with an analysis. No information has been received at this time.

3. Wastewater Treatment Plant

- The Engineer assisted the Operator in finding a contractor to install 100% solids coating 15-feet on both sides of the crack in the basin wall, from the water level to the floor of the tank.

4. Water Meters

- IDS is waiting on the Texas Commission on Environmental Quality to approve the surplus funds application (that was submitted by the attorney) prior to commencing this project.

5. Fort Bend County

- IDS contacted Fort Bend County (the “County”) about the items below, twice and has received no response.
 - The intersection of Westmoor Drive/Oakland Mills Drive at FM 1093/ Westpark Tollway frontage Road. The Engineer notified the County regarding the Board’s suggestion of additional lighting or reflective signage at the intersection.
 - County response: The County does not install roadway lighting aside from what is mounted to signal poles. What kind of signing are they looking for? On Westmoor or FM 1093? There is already a large green sign on FM 1093.

Director Van Dyck suggested reflective signage placed on the east side of the intersection, before and after the sign. Mr. Carpenter reminded the Board that the County is finalizing the design plans for that area.

- The existing sign that says “This Neighborhood patrolled by Off Duty Police” on Westmoor north of Bellaire. She noted that the District has a contract with the Constable’s office and the officers that patrol are on duty. Ms. Howes added that the Board would like to request signs that say “On Duty” as well as placement at all entrances to the District. She inquired about the installation within the county street right-of-way (“ROW”).
 - County response: The County did not post those signs, so it would have either been the District or one of the homeowner’s associations. Whoever maintains those existing signs is free to modify them.

The Board requested Mrs. Ehmke contact and coordinate the Constable regarding eight (8) locations entering the District where new constable signs should be placed.

- Ms. Howes also included the location of the leaning tree at Bellaire and West Oaks Village.
 - County response: The County does not maintain vegetation/landscaping along roadways unless it becomes a safety issue. Is the tree within the right of way, and if so, does it need to be removed or trimmed?

Ms. Howes stated that the tree has already been removed.

- The County has recently performed an all-way stop warrant study at the intersection of Bellaire and Westmoor. The intersection does not warrant the installation of an all-way stop. The County is continuing to monitor the intersection for crashes.

6. Lighting at Skate Park

- This items has been passed to the landscape architect.

7. Temporary Construction Easement for Bellaire and Westmoor

The Engineer continues to work with the County on the easement documents. The issue of the existing trees and possibly saving the trees is being investigated by the landscape architect.

Director Flores stated that the signs the District placed in the park had been bent and requested Mr. Mattingly investigate the damage of the signs and to report back to the Board. Director Stephens reported that there is an un-mowed area along the east side of Westpark Tollway and F.M. 10933 and the wall. Ms. Howes stated she would investigate who owns the property. Director Van Dyck requested Mr. Mattingly provide a quote for the area in the interim.

No action was taken on the Engineer's report.

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

Consider appointing second financial officer

The Board recognized Mr. Cannon who stated that the District currently has one financial officer on the Board, Director Abshire and requested the Board appoint another Board member to act as the second financial officer. After consideration, upon a motion brought by Director Abshire, seconded by Director Flores, the Board unanimously voted to appoint Director Flores as the second financial officer.

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PASSED, APPROVED AND ADOPTED this day of 12th of December, 2018.

(DISTRICT SEAL)


Secretary Board of Directors

