

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

December 12, 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, December 12, 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 Abshire thus constituting a quorum. Also present at the meeting were Caleb and Micah Burson of Accurate Meter & Supply; 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 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 meetings held on November 14 and November 30, 2018. After discussion, upon a motion by Director Johnson and seconded by Director Van Dyck, the Board unanimously voted to approve the minutes of the meeting held on November 14 and November 30, 2018.

APPROVE AGREEMENT WITH ACCURATE METER & SUPPLY FOR SMART METERS

The Board recognized Mr. Cannon who stated that the Texas Commission on Environmental Quality (“TCEQ”) has approved the District’s application for use of surplus funds to pay for the smart meters with Accurate Meter & Supply (“Accurate Meter”). He added that the proposal was for \$844,652.20. Mrs. Perry stated that the surplus funds amount would be approximately \$8,000 less than the proposal amount and the difference could be paid out of the District’s operating account.

The Board recognized Mr. C. Burson who stated that the meters would be delivered to the District’s water plant and the District would be billed on a monthly basis for installation and could take up to approximately six (6) months for the installation to be completed.

Director Van Dyck inquired about an insurance policies for the smart meters. Mr. C. Burson offered to purchase builder’s risk insurance during the installation phase of the contract and requested the Board reimburse Accurate Meter for the builder’s risk insurance.

After consideration, upon a motion brought by Director Van Dyck, seconded by Director Johnson, the Board unanimously voted to (i) approve the agreement with Accurate Meter in the amount of \$844,652.20 and to reimburse Accurate Meter for a builder’s risk insurance policy, and (ii) authorize the Bookkeeper to pay the contract amount out of the District’s surplus funds approved by the TCEQ and to pay the remainder of the contract amount out of the District’s operating account.

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”.

It was noted that several service issues have occurred with WCA and requested Mrs. Ehmke contact WCA to attend the Board’s next meeting. 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 November 31, 2018. She reported that 99.5378% of the 2017 taxes have been collected. Upon motion by Director Flores, 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 which is attached hereto as Exhibit “C”.

OPERATOR'S REPORT

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

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 on the results from the additional chromium 6 testing in the District's water and that the results were well below state limits. The Board requested the results be posted to the District's website. A copy of the chromium 6 results is attached hereto as Exhibit "E".

After consideration, upon a motion brought by Director Flores, seconded by Director Johnson, 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) write-off of the uncollectable accounts.

HEAR REPORT FROM DOUBLE OAK EROSION

The Board recognized Mrs. Ehmke 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.

Mrs. Ehmke updated the Board regarding the un-mowed area along the east side of Westpark Tollway and F.M. 10933 and the wall. She presented a quote for Double Oak Erosion to maintain the area annually, a copy of which is attached hereto as Exhibit "F". Ms. Howes confirmed that TxDOT is responsible for maintaining the area. Director Stephens recommended Ms. Howes contact TxDOT on what the planned schedule to maintain the area is and to report back to the Board.

No action was taken.

ENGINEER'S REPORT

Ms. Howes 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. 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") numerous times via email and voicemail on their drainage study which is necessary to proceed with an analysis. IDS will contact another engineer in the interim.

3. Water Meters

- The TCEQ approval of the \$836,502 surplus funds application was received on November 28, 2018.

4. Fort Bend County

- IDS contacted Fort Bend County (the “County”) and TxDOT about the lack of mowing along the feeder road. This is a TxDOT maintained road way and the request was sent to the County Maintenance Supervisor.

5. Temporary Construction Easement for Bellaire and Westmoor

- Mr. Cannon reported that he made the changes the County requested and has not heard anything back from the County regarding any additional comments. Mr. Cannon requested the Board approve the Temporary Construction Easement for Bellaire and Westmoor, subject to any additional changes.

After review, upon a motion brought by Director Flores, seconded by Director Stephens, the Board unanimously voted to approve the Engineer’s Report and the Temporary Construction easement for Bellaire and Westmoor, subject to any additional changes.


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

No report was given.

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PASSED, APPROVED AND ADOPTED this day of 9th of January, 2019.

(DISTRICT SEAL)


Secretary, Board of Directors

