

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

**September 11, 2019**

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, September 11, 2019, 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 Stacy Slawinski County Engineer of Fort Bend County; 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"), the District's Operator; Brice Stanford of IDS Engineering Group ("IDS"), the District's Engineer (the "Engineer"); Constable Daryl Smith, Sr. and Deputy Roderick Garner of Fort Bend County Precinct 2; and John Cannon, Attorney, and Monica Roberts-Jenkins, 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. Slawinski who provided updates on the Bellaire Boulevard and Westmoor Road construction projects in the District. Mr. Slawinski noted that the construction is projected to be completed within six (6) months. Director Stephens addressed her concern about the necessity of the four (4) way stop sign due to accidents. Mr. Slawinski noted that the four (4) way stop will remain until after construction is completed.

Director Stephens inquired about whether the sidewalk would be removed during construction as it is the entryway for students to their school and asked how the school will be affected during construction. Mr. Slawinski noted the sidewalk will not be removed and roads will remain open so there should be no issues with traffic during school hours.

The Board addressed their concerns with the irrigation lines during construction. It was noted that the irrigation lines to the far south coming into Twin Oaks will be affected, however that is the responsibility of the Twin Oaks Civic Association (the "HOA"). Mr. Slawinski noted that any irrigation lines that are in path of construction will be removed. The County will ask the HOA to reinstall the lines. He also noted that the County will work with the HOA and District to place sleeves that can easily connect with irrigation lines. Mr. Stanford noted that he will coordinate with the County to get the irrigation sleeves installed and stated either the HOA or the District will reimburse the contractor for the sleeves. Mr. Stanford noted he will forward exhibits designating areas to place the irrigation sleeves to Mr. Slawinski for review. No action was taken.

CONDUCT PUBLIC HEARING ON 2019 TAX RATE

The Board opened the meeting to a public hearing on the proposed 2019 tax rate and confirmed that notice of such hearing was published in accordance with the Texas Water Code, as amended. A copy of the notice is attached hereto as Exhibit "B". It was noted that no members of the public were in attendance to address the matter of the tax rate. The public hearing was closed, and the Board meeting resumed.

ADOPT ORDER SETTING 2019 TAX RATE

Having conducted a hearing on the tax rate and following discussion, Director Flores made a motion to (i) levy a 2019 tax rate of \$0.77 per \$100 of assessed valuation comprised of \$0.32 for maintenance and operations and \$0.45 for debt service purposes, and (ii) adopt an Order Setting Tax Rate and Levying Tax for 2019 evidencing the same. The motion was seconded by Director Stephens and passed unanimously by the Board. A copy of the Order Setting Tax Rate and Levying Tax for 2019 is attached hereto as Exhibit "C".

APPROVE AMENDED NOTICE TO SELLERS AND PURCHASERS

The Board next considered filing an amended Notice to Sellers and Purchasers of Property in the District ("Notice") to reflect the 2019 tax rate of \$0.77 per \$100 of assessed valuation. A copy of the Notice is attached hereto as Exhibit "D". Following discussion regarding the Notice, and based on a motion by Director Stephens, which was seconded by Director Johnson, the Board voted unanimously to approve the Notice and authorize Coats Rose to have the Notice recorded in the Fort Bend County real property records and filed with the Texas Commission on Environmental Quality.

HEAR CONSTABLE'S REPORT

The Board recognized Constable Smith who noted the renewal proposal for law

enforcement services. He addressed his concerns and need for an additional officer. He noted that some of the services being provided have been provided as a courtesy and have been supplemented in addition to the required coverage. Deputy Garner noted that the additional officer will be able to provide coverage during call offs, vacations, swing shifts, etc.

Director Stephens addressed her concerns with coverage in the evening hours. Constable Smith noted there is no coverage during those hours. Director Stephens also inquired about paying for coverage times that include officers being delayed due to taking their police cars home during their shift. Deputy Garner noted that the officers are working fully for the District during their designated shifts. No action was taken.

#### APPROVAL OF MINUTES

The Board considered approval of the minutes of the meeting held on August 14, 2019. After discussion, upon a motion by Director Flores and seconded by Director Johnson, the Board unanimously voted to approve the minutes of the meeting held on August 14, 2019, subject to revisions suggested by Director Flores.

#### BOOKKEEPER'S REPORT

The Board next recognized Ms. Perry, who presented the Bookkeeper's report for the Board's review and approval, a copy of which is attached hereto as Exhibit "E".

After discussion and consideration, upon a motion by Director Van Dyck, seconded by Director Johnson, and the question being put to the Board, the Board voted unanimously to approve the Bookkeeper's report and payment of the District's bills.

#### APPROVE TAX COLLECTOR'S REPORT

The Board recognized Ms. Loaiza who delivered the tax collection report for the period ending August 31, 2019. She reported that 99.2% of the 2018 taxes have been collected.

Upon motion by Director Flores, seconded by Director Johnson, 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 "F".

#### OPERATOR'S REPORT

The Board recognized Mr. Williams who presented the Operator's report for August, 2019 a copy of which is attached hereto as Exhibit "G". The water well was inspected to ensure proper operation and monitor water usage. The total number of connections is 2,133.

Mr. Williams noted sewage issues with neighboring MUD No. 190. Mr. Williams addressed the issue by installing a temporary pump until MUD No. 190 replaced their pump. He noted that they have replaced their pump and there are no current issues with receiving sewage. He also noted that after next month, the District will no longer pay cost-sharing expenses for the

wastewater treatment plant. Mr. Cannon noted that he would look at the agreement's pro-rata provisions due to the new expenses.

Mr. Williams also provided for the Board's review a notice regarding water leaks that will be provided in the District's water bills and he noted the new legislation requirements will also be included in the September bills. A copy of which is attached hereto as Exhibit "H".

Ms. Perry addressed the Board regarding the current billing system for concrete repairs. The Board discussed and agreed that the current billing system is satisfactory; however, Mr. Williams noted that he would provide Ms. Perry with a detailed summary of concrete expenses going forward.

After consideration, upon a motion brought by Director Flores, seconded by Director Van Dyck, the Board unanimously voted to approve (i) the Operator's report as presented and the action items listed therein; and (ii) the termination of water for residents listed on the cut off list with delinquent 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, the District's Facilities and Walking Trails, a copy of which is attached hereto as Exhibit "I".

Mr. Mattingly noted no erosion issues and some dormant grass due to heat. No action was taken.

#### ENGINEER'S REPORT

Mr. Stanford presented the Engineer's Report, a copy of which is attached hereto as Exhibit "J". Mr. Stanford also provided, for the Board's review, a map for both option 1 and option 2 for the District's drainage improvement project, a copy of which attached hereto as Exhibit "K". A summary of the status of various projects in the District is as follows:

##### 1. Extreme Event Drainage Analysis

- Based on our modeling effort, we do not recommend hydraulically connecting the District's drainage system to Grand Vista's drainage system. Their system was not designed to accommodate additional flow. We have performed preliminary calculations on the internal storm sewer system. There are two options available for improving internal drainage. Option 1 will likely be less expensive, however, Option 2 is more expensive but will be able to also improve drainage in other areas of the subdivision.

##### 2. MS4 Permit Renewal

- The District needs to update its existing MS4 Permit to meet the new requirements. We have submitted a draft of the permit to the TCEQ before the July 23, 2019 deadline and is awaiting the TCEQ's response.

3. Sanitary Sewer and Storm Sewer Inspection
  - Preparing contracts and expect to have them ready for bid prior to next month's meeting. We request authorization to solicit bids for the next scheduled meeting.
4. Chevron at Orchid Ridge Lane and FM 1464
  - Construction is almost complete. The District will inspect the facilities before authorizing taps to District facilities.
5. Fort Bend County Mobility Project
  - Bellaire Boulevard and Westmoor Drive construction is part of the Fort Bend County 2017 Mobility Program. The project scope includes a two-lane concrete boulevard with curb and gutter to complete the second half of a four-lane concrete boulevard for both roadways. The estimated construction duration is 6 months.

Mr. Stanford noted that would provide the Board with more precise estimates for the Extreme Event Drainage Analysis project.

Upon a motion brought by Director Flores, seconded by Director Van Dyck, the Board unanimously voted to approve (i) the Engineer's report and the action items listed therein and (ii) authorization to solicit bids for the sanitary sewer and storm sewer inspection.

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

The Board recognized Mr. Cannon who presented the Attorney's Report.

Consider renewing District Insurance

Mr. Cannon presented and outlined the District's insurance renewal proposal summary, attached hereto as Exhibit "L". After review, upon a motion brought by Director Flores, seconded by Director Stephens, the Board unanimously voted to approve the insurance renewal proposal with HARCO Insurance with the exception of Mobile Equipment coverage.

Consider renewing Interlocal Agreement for additional law enforcement services

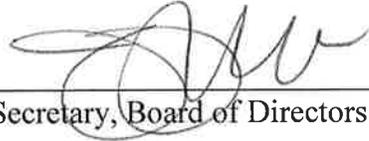
Mr. Cannon outlined the District's renewal proposal for additional law enforcement services. After discussion, upon a motion brought by Director Flores, seconded by Director Van Dyck, the Board unanimously voted to approve the Interlocal Agreement for additional law enforcement services without acquiring an additional officer for the District.

Consider approving Resolution Evidencing Review of Investment Policy

This matter was deferred.

Next, Mr. Cannon drew the Board's attention to the District's monthly analytics report, mosquito report, customer issue listing and constable report attached hereto as Exhibit "M". No action was taken.

PASSED, APPROVED AND ADOPTED this day of 9<sup>th</sup> of October, 2019.



Secretary, Board of Directors

