

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

January 8, 2014

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, January 8, 2014, at Coats|Rose, 3 East Greenway Plaza, Suite 2000, Houston, 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
Rosanne Burgess	-	Vice President
Bernice Black	-	Secretary
Renee Gay	-	Assistant Secretary
Sonyan Stephens	-	Assistant Secretary

All members of the Board were present, thus constituting a quorum. Also present at the meeting were Kevin Atkinson, Owner of Texas Pride Disposal; Karrie Kay of Myrtle Cruz, Inc., the District's bookkeeper; Brenda McLaughlin of Bob Leared Interests, the District's tax collector ("TAC"); Teri Schoener and Bart Downum of Texas Operations and Professional Services ("TOPS"); Matt Carpenter of IDS Engineering Group, ("IDS") the District's engineer ("the Engineer"); Les Griffith of Champions Hydro-Lawn, Inc. ("Champions"); 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".

RECEIVE COMMENTS FROM THE PUBLIC

The Board recognized Mr. Atkinson who state that he would like to present a proposal for garbage pick-up for the Board to consider when its contract is up for renewal.

APPROVAL OF MINUTES

The Board considered approval of the minutes of the meeting held December 11, 2013, which were previously distributed to the Board. After discussion, upon a motion by Director Black and seconded by Director Abshire, the Board voted unanimously to approve the minutes of the regular meeting held December 11, 2013.

BOOKKEEPER'S REPORT

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

Mr. Carpenter recommended holding check number 7608, payments related to the final phase of the trail system. He stated that he has not yet reviewed these invoices and will discuss at next month's meeting.

After discussion, upon a motion brought by Director Black, seconded by Director Stephens, the Board unanimously voted to approve the bookkeeper's report including check number 7608, subject to the Engineer's review and approval.

APPROVE TAX COLLECTOR'S REPORT

The Board recognized Ms. McLaughlin who delivered the tax collection report for the period ending December 31, 2013. She reported that 99.632% of the 2012 taxes and 74.675% collected for 2013 taxes have been collected.

After discussion and upon motion by Director Black, seconded by Director Stephens, and the question being put to the Board, the Board voted unanimously to approve the tax collector's report and termination of water service to the delinquent accounts. A copy of the tax report is attached hereto as Exhibit "C".

OPERATOR'S REPORT

The Board recognized Ms. Schoener who presented the operator's report for December, 2013 a copy of which is attached hereto as Exhibit "D". During the month of December, the water well was inspected to ensure proper operation and monitor water usage and the total number of connections is at 2,137. She also reported that the water accountability average is at 95%. All water system samples reported negative for bacteriological contamination. Ms. Schoener then reviewed the operations charges of \$53,395.08 and the cash summary for December, 2013.

Ms. Schoener reported that Lift Station No.1 was damaged during the storm, the previous weekend and was in need of repair. Mr. Downum reported that the fiberglass grates are deemed insufficient at this time. However, the Operator is still investigating other alternatives of locked and non-locked grates. Next, Mr. Carpenter reported that Lake-Management has pulled the fish out of the pond due to the freeze, and therefore the number of vultures inside the District has decreased.

After consideration, upon a motion brought by Director Black, seconded by Director Abshire, the Board unanimously voted to approve the Operator's report as presented.

HEAR REPORT FROM CHAMPIONS HYDRO-LAWN, INC.

The Board recognized Mr. Griffith 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 which is attached hereto as Exhibit "E". He noted that all areas have been over-seeded recently and are in good shape.

No action was taken.

ENGINEER'S REPORT

Mr. Carpenter presented the engineer's report, a copy of which is attached hereto as Exhibit "F". He stated that he is working on a capital improvements plan that will outline the approximate costs of projects. A summary of the status of various projects in the District is as follows:

1. MS4 Storm Water Quality Management Plan

IDS recently received a copy of the new storm water discharge permit and is currently reviewing the permit to determine what actions the District will need to take going forward.

2. Sanitary Sewer and Storm Sewer Cleaning and Televising

The Operator is nearly complete with the repairs for Phase 1.

3. Jogging Trail System

Construction is complete. IDS recommended payment be made to the contractor for Pay Application No. 9 in the amount of \$21,105.00, which is attached to the Engineer's report.

4. Overlook at the West Oaks Pond

Construction plans are being modified to accommodate a roof. Mr. Carpenter presented two photos. The first photo is of an overlook structure that is nearly complete that will be similar to the proposed structure. The second photo is of a structure that Director Gay took showing an example of the roof. The Engineer proposed to bid the structure as a base bid, and the include the roof as an alternate bid, so that the District can determine if the roof cost will be within budget.

- o Director Gay suggested posting signs to prevent motorized vehicles from being ridden on or around the District's property. It was noted that the signs would assist the Constable to enforce the ban on motorized vehicles on District property. Mr. Carpenter and Mr. Griffith will provide bids and samples for the Board's review.

5. Water Valve Survey

IDS has prepared preliminary maps and the Operator is working to locate a few additional valves that were not collected in the initial survey.

6. Wastewater Discharge Permit

The permit application has been submitted to TCEQ.

After consideration, upon a motion brought by Director Abshire, seconded by Director Black, the Board unanimously voted to (i) authorize the engineer to move forward with the bids for the designs for overlook at West Oak's pond; (ii) Pay Request No. 9 in the amount of \$21,105.00 for the jogging trail system; and (iii) approve the Engineer's report as presented.

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

Discuss constable contract proposal for 2013-2014 and contracts with homeowners association ("HOA") to share costs

Mr. Cannon reported that Twin Oaks Village HOA currently has the amended agreement and they informed him that will be executed at their next meeting.

SUCH OTHER MATTERS AS MAY COME BEFORE THE BOARD

Director Gay recommended a meet and greet for the officers patrolling the District to introduce themselves to the residents. After consideration, Director Gay will coordinate the officers to attend the upcoming Spring Fest in March, 2014. The Operator would also like to have a water educational table at Spring Fest. Director Gay will update the Board on the matter at the next District meeting.

PASSED, APPROVED AND ADOPTED this 12th day of February, 2014.




Secretary, Board of Directors