

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

December 8, 2015

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 8, 2015, 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
Renee Gay	-	Vice President
Sonyan Stephens	-	Secretary
Mark Van Dyck	-	Assistant Secretary
Jennifer Flores	-	Assistant Secretary

All members of the Board were present, thus constituting a quorum. Also present at the meeting were: Christina Garcia of Myrtle Cruz, Inc., the District's bookkeeper; Joe Mattingly of Champions Hydro-Lawn, Inc. ("Champions"); Lina Loaiza of Bob Leared Interests, the District's tax collector ("TAC"); Brian Dubiel of Municipal Operations and Consulting ("MOC") or (the "Operator"); Matt Carpenter of IDS Engineering Group ("IDS"), the District's engineer (the "Engineer"); 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

No comments were given.

APPROVAL OF MINUTES

The Board considered approval of the minutes of the meeting held November 11, 2015. Director Stephens noted a correction to add the Bookkeeper to the list of who attended the last meeting. After discussion, upon a motion by Director Gay and seconded by Director Van Dyck, the Board voted unanimously to approve the minutes of the regular meeting held November 11, 2015.

BOOKKEEPER'S REPORT

The Board next recognized Ms. Garcia, who presented for the Board's review and approval of the bookkeeper's report, a copy of which is attached hereto as Exhibit "B". After consideration, upon a motion brought by Director Gay, seconded by Director Van Dyck, the Board unanimously voted to approve the bookkeeper's report as presented.

APPROVE TAX COLLECTOR'S REPORT

The Board recognized Ms. Loaiza who delivered the tax collection report for the period ending November 30, 2015. She reported that 99.213% of the 2014 taxes have been collected. She asked the Board if they would like to purchase an aerial photo of the District. However, the Engineer reminded the Board that he will be acquiring a new aerial photo and the District could use. The Board did not choose to purchase an aerial photo with the Tax Collector's Report.

Director Flores inquired about the stale-dated check referenced in the report. Ms. Loaiza stated that typically the check will be cancelled after sixty to ninety days and in most cases the check will be claimed and re-issued at a later date. Director Gay volunteered to contact the title company related to said check to find out more information and she will report back to the Board at the next meeting.

After discussion and upon motion by Director Gay, seconded by Director Van Dyck, and the question being put to the Board, the Board voted unanimously to approve the tax collector's report. A copy of the tax report is attached hereto as Exhibit "C".

OPERATOR'S REPORT

The Board recognized Mr. Dubiel who presented the operator's report for November, 2015 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 2,129. He also reported that the water accountability is at 96%. All water system samples reported negative for bacteriological contamination.

Mr. Dubiel outlined the Operator's efforts on repairing sidewalks in the District. He stated that six (6) of the ten (10) most severe sidewalk repairs have been completed and the remaining four (4) are still being investigated due to sewer lines. Mr. Dubiel stated that he will move forward with the next ten (10) sidewalks in need of repair.

After consideration, upon a motion brought by Director Flores, seconded by Director Abshire, the Board unanimously voted to authorize the operator to investigate the most severe sidewalks for potential repairs and approve (i) the Operator's report as presented; and (ii) termination of water for residents listed on the cut off list.

HEAR REPORT FROM CHAMPIONS HYDRO-LAWN, INC.

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 which is attached as Exhibit "E".

No action was taken.

ENGINEER'S REPORT

Mr. Carpenter 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. MS4 Storm Water Quality Management Plan

- No new activity.

2. Landscape Improvements to WWTP Site

- IDS has solicited bids for the project, and the lowest price for the project came in over \$75,000. Because the District is required to publically advertise for bids for projects over \$75,000. IDS will advertise the project for bids, and will have bids returned prior to next month's meeting.

3. Asset Management Plan

IDS has started to develop the asset management plan and is nearly complete.

4. Wastewater Treatment Plant Improvements

IDS is working with the operator to determine what cost savings may be achieved with the various operational changes and or improvements. No action was taken.

After review, upon a motion brought by Director Van Dyck, seconded by Director Abshire, the Board has unanimously approved the Engineer's report as presented.

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

Discuss park benches and trash receptacles and consider acting thereon

Director Gay stated that she has not received additional bench and trash receptacle quotes at this time. However, she has contacted one other vendor who will prepare a quote soon and the Board can prepare all quotes at that time. No action was taken.

Consider approving Letter of Credit Agreement

Ms. Garcia outlined the Letter of Credit Agreement (“LOC”) with Compass Bank (“Compass”) and noted that the District currently has an LOC where Compass has a limit on their access to the District’s collateral. However, this LOC Compass is requesting unlimited access. Ms. Garcia noted that the District can still choose to place a limit to the collateral Compass can access. The Board instructed Ms. Garcia to investigate the matter further and report back at the next meeting. No action was taken.

A copy of the District’s constable report is attached hereto as Exhibit “G”, a copy of the District’s constable timesheet is attached hereto as Exhibit “H”; and WCA’s call sheet as Exhibit “I”.

PASSED, APPROVED AND ADOPTED this 13th day of January, 2016.

(DISTRICT SEAL)





Secretary, Board of Directors