

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

**April 13, 2016**

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, April 13, 2016, 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: Spencer Neely of Champions Hydro-Lawn, Inc. ("Champions"); Lina Loaiza of Bob Leared Interests, the District's tax collector ("TAC"); Mike Williams and Brian Dubiel of Municipal Operations and Consulting ("MOC") or (the "Operator"); Matt Carpenter and of IDS Engineering Group ("IDS"), the District's engineer (the "Engineer"); Samuel Johnson, 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 from the public.

APPROVAL OF MINUTES

The Board considered approval of the minutes of the meeting held March 9, 2016. After discussion, upon a motion by Director Abshire and seconded by Director Stephens, the Board voted to by majority vote, with Director Van Dyck abstaining, the minutes of the regular meeting held March 9, 2016 were approved.

## 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". She noted that Compass Bank has implemented a service fee but she is not aware of the amount at this time, however, she believes the District's interest earned on the account will offset the fee. Ms. Garcia noted her tracking of the District's ongoing sidewalk repair project and stated that said project will be reimbursed to the operating account from the District's capital projects account.

Next, Ms. Garcia outlined a draft of the District's upcoming fiscal year end budget and stated that she is coordinating with consultants on the remaining budgeted items. She stated that the budget should be approved at the District's next meeting, a copy of said draft is attached hereto as Exhibit "C". Director Van Dyck stated that he would like the District in the future to consider a proposed meeting facility inside the District.

After consideration, upon a motion brought by Director Abshire, seconded by Director Stephens, 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 March 31, 2016. She reported that 97.740% of the 2015 taxes have been collected. After discussion and upon motion by Director Gay, 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 the tax report is attached hereto as Exhibit "D". Ms. Loaiza noted that no checks were distributed for execution at today's meeting.

## OPERATOR'S REPORT

The Board recognized Mr. Williams who presented the operator's report for March, 2016 a copy of which is attached hereto as Exhibit "E". The water well was inspected to ensure proper operation and monitor water usage and the total number of connections is at 2,131. He also reported that the water accountability is at 95%. All water system samples reported negative for bacteriological contamination.

Mr. Williams reported that MOC installed two (2) new commercial irrigation taps, the lift station filters have been installed for odor controls, and the District's fire hydrant testing was also completed today. He noted that he included an uncollectable account list to his report for the Board's review and approval.

After consideration, upon a motion brought by Director Abshire, seconded by Director Gay, 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) approve the uncollectable account list as presented.

## HEAR REPORT FROM CHAMPIONS HYDRO-LAWN, INC.

The Board recognized Mr. Neely 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 "F".

Director Van Dyck requested the report include with the pictures the direction each photo is being taken. Director Flores noted that the grass was high this month at the retention pond near the school. She stated that half of retention pond was mowed. Mr. Neely stated that the mowing schedule may be delayed due to all the recent rain and outlined the mowing schedule. It was noted that there are barricades at the end of Bellaire and Westmoor that should be removed and replaced. Mr. Carpenter stated that he would contact the county commissioner by letter and will include photos.

### Discuss "No Dumping" sign

Mr. Neely presented the "No Dumping" sign to the Board. No action was taken.

## ENGINEER'S REPORT

Mr. Carpenter 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. MS4 Storm Water Quality Management Plan
  - IDS is preparing the annual report for the MS4.
2. Landscape Improvements to WWTP Site
  - IDS has prepared the construction contracts and Champions is working to execute them. Mr. Carpenter plans to present the contracts to the District next month for execution.
3. Asset Management Plan
  - IDS has updated the asset management plan based on additional research and field investigations. Over the next month IDS will work with the Financial Advisor and Bookkeeper to establish a cash flow requirement to rehabilitate the facilities that are needed to be addressed over the next few years. Attached to the engineer's report is a copy of the updated document.
4. Wastewater Treatment Plant Improvements
  - IDS has authorized T&C Construction ("T&C") to proceed with the repair of the crack in the north aeration basin. T&C believes the work will take one day to complete, and plans to mobilize within the next three weeks. IDS will have an inspector onsite the day of the repair and will also let the Board know when the work is going to take place. Director Van Dyck stated that he would like to be present during the onsite inspection.

5. Water Plant Tank Inspections

- IDS has inspected one hydro-pneumatic tank and one ground storage tank and plans to inspect the other tanks within the next week and a report of the Engineer's findings will be presented at the next Board meeting. Based on the initial inspection, both tanks are serviceable, but will need to be rehabilitated in the next couple of years.

6. Potential +/-400 Acre Annexation

- IDS prepared a draft feasibility report for the above referenced tract, which is attached to the Engineer's report. Mr. Carpenter outlined the pros and cons associated with the potential annexation. He stated that he will continue to monitor the potential land sale and update the Board.

After review, upon a motion brought by Director Abshire, seconded by Director Gay, the Board has unanimously (i) approved the Engineer's report as presented.

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

Mr. Johnson updated the Board on the matter of Republic Waste's invoices. He presented a letter sent by Mr. John Cannon, a copy of which is attached hereto as Exhibit "H". He added that Mr. Cannon had spoken with the attorney for Republic Waste and offered for the District to pay the fees up until termination of service, but not beyond.

Discuss park benches and trash receptacles and consider acting thereon

Director Gay updated the Board and stated that the parts for the park benches and trash receptacles may take up to six (6) to eight (8) weeks. Ms. Marquez stated that she had received the Form 1295 from Fun Abounds.

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PASSED, APPROVED AND ADOPTED this 11<sup>th</sup> day of May, 2016.

(DISTRICT SEAL)

  
Secretary, Board of Directors

