

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

May 10, 2017

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, May 10, 2017, 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 Flores, thus constituting a quorum. Also present at the meeting were Felix DeLeon WCA Waste Corporation; Sam Cocke of Texas Erosion Solutions; Christina Garcia of Myrtle Cruz, Inc., the District's Bookkeeper; Lina Loaiza of Bob Leared Interests, the District's tax collector ("TAC"); Mike Williams and Brian Dubriel 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 by the public.

HEAR REPORT FROM LAKE MANAGEMENT

The Board recognized Ms. Marquez who presented and outlined a proposal from Lake Management for a Master Series Crown & Geyser basic flow pattern fountain in the amount of \$775.00, a copy of which is attached hereto as Exhibit "B". After review, upon a motion brought by Director Van Dyck, seconded by Director Abshire, the Board unanimously voted to approve

the proposal as presented.

HEAR WCA REPORT

The Board recognized Mr. DeLeon who reported on the District's current operations, call logs and updated the Board on the cul-de-sacs curb damage. Director Van Dyck noted that some WCA trucks were still driving on said curbs. Mr. DeLeon stated that the route supervisor will be following drivers and will tag trash bins that are not serviced due to vehicles blocking the right-of-way for the cul-de-sacs.

The Board requested WCA update the flyer for waste disposal guidelines. The Board stated said flyer should include language that will notify residents why trash bins may not be serviced due to vehicles blocking the right-of-way. Mr. Williams stated that he will distribute the flyers with the next water bills.

Next, the Board expressed some concerns over trash left in the street when trash bins are not fully emptied. Mr. DeLeon stated that he will report back to the drivers to correct the matter.

APPROVAL OF MINUTES

The Board considered approval of the minutes of the meeting held April 12, 2017. After discussion, upon a motion by Director Abshire and seconded by Director Johnson, the Board unanimously voted to approve the minutes of the meeting held on April 12, 2017.

BOOKKEEPER'S REPORT

The Board next recognized Ms. Garcia, who presented for the Board's review and approve the bookkeeper's report, a copy of which is attached hereto as Exhibit "C". Ms. Garcia noted a few checks that were irregular and referenced in the report. She added that check no. 9155 was mistakenly paid out of the District's account to pay another client's invoice. Ms. Garcia will correct the discrepancy and will be reflected in her report next month.

Ms. Garcia then outlined a draft of the District's proposed 2018 fiscal year end budget and noted that she is coordinating with the District's consultants to prepare a final draft to present for approval at the Board's next meeting.

Director Van Dyck stated some District owned property maintained by Texas Erosion may be in need of additional frequency of mows. He will be coordinating with Texas Erosion regarding this matter. He noted the additional frequency of mows will require an additional quote for the Board's consideration to be reflected in the budget.

After consideration, upon a motion brought by Director Van Dyck, seconded by Director Johnson, the Board unanimously voted to approve the bookkeeper's report.

APPROVE TAX COLLECTOR'S REPORT

The Board recognized Ms. Loaiza who delivered the tax collection report for the period ending April 30, 2017. She reported that 98.384% of the 2016 taxes have been collected. Upon

motion by Director Van Dyck, seconded by Director Abshire, 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".

OPERATOR'S REPORT

The Board recognized Mr. Williams who presented the operator's report for April, 2017 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 93%. All water system samples reported negative for bacteriological contamination.

Consider approving Consumer Confidence Report ("CCR")

Mr. Williams presented and outlined a draft of the CCR, a copy of which is attached hereto as Exhibit "F". Upon approval he will submit the CCR to the Texas Commission on Environmental Quality.

After consideration, upon a motion brought by Director Van Dyck, seconded by Director Stephens, 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; (iii) approve the uncollectable account list as presented; and (iv) approve the CCR.

HEAR REPORT FROM TEXAS EROSION

The Board recognized Mr. Cocke 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 Mr. Cocke's report is attached hereto as Exhibit "G". No action was taken.

ENGINEER'S REPORT

Mr. Carpenter presented the engineer's report, a copy of which is attached hereto as Exhibit "H". A summary of the status of various projects in the District is as follows:

1. MS4 Storm Water Quality Management Plan
 - IDS has prepared the annual report for the MS4.
2. Asset Management Plan
 - No updates this month.
3. Water Plant Tank Inspections
 - This project is on hold until Fall 2017.
4. Fort Bend Co. Municipal Utility District No. 190 ("FBCMUD 190") – Central Facilities
 - D.R. Horton is evaluating the potential for regional water and wastewater facilities with Big Oaks MUD. D.R. Horton's engineer is preparing construction

plans for the sanitary sewer force main and waterline connections between the District and FBCMUD 190. IDS has reviewed a preliminary set of construction plans, but not the final set of construction plans

5. Wastewater Discharge Permit Renewal

- IDS and the Operator have reviewed the draft permit and did not have any comments. The permit has been published in the newspaper and the application is under the public comment period. IDS has not received any public comments or questions.

6. Fort Bend County ("County")

- IDS has not been provided with any updates with the County and have requested a meeting to discuss the progress and street lighting.

The Board discussed Westmoor Drive and lack of lighting in some street areas. Mr. Cannon stated that he will investigate if the County had an agreement with the District regarding street lighting from previous years.

No action was taken.

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

Ratify approval of Annual Administrator's Report on Identity Theft Prevention Protection

Mr. Cannon reminded the Board that at last month's meeting the Board approved the Annual Administrator's Report on Identity Theft Prevention Protection. He requested the Board ratify said approval. Upon a motion brought by Director Abshire, seconded by Director Van Dyck.

Mr. Cannon drew the Board's attention to the District's constable report and the WCA call log attached hereto as Exhibit "I" and Exhibit "J". No action was taken.

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PASSED, APPROVED AND ADOPTED this 14th day of June, 2017.

(DISTRICT SEAL)


Secretary, Board of Directors

