

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

October 11, 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, October 11, 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, thus constituting a quorum. Also present at the meeting were Mark Eyring of Roth & Eyring, PLLC; Shannon Waugh of Off Cinco; Joe Mattingly of Texas Erosion Solutions; Amy Symmank of Myrtle Cruz, Inc., the District's Bookkeeper; Lina Loaiza of Bob Leared Interests, the District's tax collector ("TAC"); Mike Williams of Municipal Operations and Consulting ("MOC") or (the "Operator"); Angela Howes and Matthew 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.

In addition, the following residents of the District were in attendance: Jennifer Flores; Inez, Guy and Maria Falen.

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 and consultants introduced themselves to the public and opened the floor for public comments.

- Jennifer Flores inquired as to why the District flooded during Hurricane Harvey. Mr. Carpenter stated that the District's facilities performed as they were designed to perform,

however the Hurricane released an unprecedented amount of rain. He also stated that he will be receiving an analysis from the neighboring district, Fort Bend County Municipal Utility District No. 190 (“FBCMUD190”) and has requested a drainage study from Fort Bend County, but has not yet received information.

- Guy Falen stated that Fort Bend County has not yet completed a full first run of picking up flood debris. He noted some neighbors’ flood debris has not been picked up due to placement of trash.

Mr. Falen inquired on how the Board could be an influential voice on a regional level. Director Van Dyck stated that the District is a member of the Association of Water Board Directors (“AWBD”) that includes other municipal utility districts all over the state and that AWBD is very involved in legislative matters with respect to MUDs and regional issues as well.

- Inez Falen stated that she has contacted the Fort Bend Emergency Management District regarding trash issues for flood debris. She requested the Board have a clear communication with Fort Bend County Emergency Management District for future emergency situations.

APPROVAL OF MINUTES

The Board considered approval of the minutes of meetings held on September 13 and September 26, 2017. After discussion, upon a motion by Director Flores and seconded by Director Van Dyck, the Board unanimously voted to approve the minutes of the meeting held on September 13 and September 26, 2017.

CONSIDER APPROVING DISTRICT AUDIT

The Board recognized Mr. Eyring, who reviewed with the Board a draft of the audit for fiscal year ended June 30, 2017. He answered the Board’s questions and requested the Board’s approval. After review, upon a motion made by Director Johnson, seconded by Director Flores, the Board voted unanimously to approve Mr. Eyring’s audit report.

DISCUSS OFFCINCO PROPOSAL FOR TEXT AND EMAIL NOTIFICATIONS

The Board recognized Ms. Waugh who presented and outlined her proposal for the District’s upcoming year for website services. She included the requested email and text message notifications proposal, a copy of which is attached hereto as Exhibit “B”.

The Board discussed the benefits of email and text message notifications. Upon a motion brought by Director Van Dyck, seconded by Director Flores, the Board unanimously approved OffCinco’s proposal for (i) the recommended hosting fee of \$250 per month; and (ii) email and text alerts, as presented.

CONSIDER APPROVING CONSTABLE CONTRACT PROPOSAL FOR 2017-2018 AND CONTRACTS WITH HOMEOWNER'S ASSOCIATION TO SHARE COSTS

Mr. Cannon presented the constable report, a copy of which is attached hereto as Exhibit "C". The Board instructed Mr. Cannon to send Twin Oaks Village HOA and West Oaks Village HOA the information to move forward with the contract. Upon a motion brought by Director Van Dyck, seconded by Director Johnson, the Board unanimously approved the Fort Bend County Constable proposal and an agreement with the HOAs to share the contract costs.

DISCUSS 2018 LAKE MANAGEMENT CONTRACT AND CONSIDER ACTING THEREON

Mr. Cannon presented the 2018 Lake Management contract and noted the contract had a minor increase from the District's last contract with Lake Management, a copy of which is attached hereto as Exhibit "D". Upon a motion brought by Director Van Dyck, seconded by Director Johnson the Board unanimously approved the 2018 Lake Management contract as presented.

BOOKKEEPER'S REPORT

The Board next recognized Ms. Symmank, who presented for the Board's review and approve the bookkeeper's report, a copy of which is attached hereto as Exhibit "E". Director Stephens stated that the bookkeeper's report noted a reimbursement for the parks meeting. She found out the meeting was cancelled upon arrival and requested the bookkeeper correct the check and report to reflect that she is being reimbursed for mileage only.

Director Flores requested the bookkeepers report include a line item to track the website expenses. After consideration, upon a motion brought by Director Flores, 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 September 30, 2017. She reported that 99.513% of the 2016 taxes have been collected.

Consider approving payment agreements for delinquent tax accounts

Mr. Cannon reported that he had two (2) residents request payment accounts for delinquent taxes. He presented and outlined both accounts and requested the Board consider approving said agreements.

Upon motion by Director Abshire, seconded by Director Johnson, and the question being put to the Board, the Board voted unanimously to approve (i) two (2) payment agreements for delinquent taxes; and (ii) the tax collector's report; a copy of the tax report is attached hereto as Exhibit "F".

OPERATOR'S REPORT

The Board recognized Mr. Williams who presented the operator's report for September, 2017 a copy of which is attached hereto as Exhibit "G". 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.

Mr. Williams reported that a water line broke due to the flood and has been repaired. He noted that the water line broken impacted a resident's water bill who is requesting the District waive the water bill. Mr. Williams recommended averaging the resident's previous water bills or waiving the North Fort Bend Water Authority ("NFBWA") fee. After consideration, upon a motion brought by Director Abshire, seconded by Director Flores, the Board unanimously voted to authorize the waiver of said resident's NFBWA fee.

Director Flores stated that when Fort Bend County has picked-up flood debris they damaged the District's sidewalks. The Board instructed the operator to survey sidewalk damage after the County's last pick-up. Mr. Carpenter stated that he will investigate the process to include the sidewalk damage as a claim.

Consider approval of proposals

Mr. Williams presented a proposal for a Phase I smoke detection test, a copy of which is attached hereto as Exhibit "H". He also reported that the District will need inflow preventers installed. Mr. Williams stated that MOC can conduct that work under their contract. He noted that the inflow preventers can be installed in either plastic or metal. Mr. Williams stated that Phase I will include the manholes north of Bellaire Blvd. and will be paid out of capital projects.

Upon a motion brought by Director Flores, seconded by Director Abshire, the Board unanimously voted to approve (i) the Operator's report as presented; (ii) the uncollectable account list as presented; (iii) the water termination list; and (iv) the smoke detection test proposal; and (v) installation by MOC of plastic inflow preventers.

HEAR REPORT FROM TEXAS 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, and the Bellaire Common Area. A copy of Mr. Mattingly's report is attached hereto as Exhibit "I".

Mr. Mattingly answered the Board's questions and noted that as shown on page 3 of his report several drainage channels have a lot of vegetation and silt. He will bring a proposal to the District's next meeting for the Board's consideration.

ENGINEER'S REPORT

Ms. Howes presented the engineer's report, a copy of which is attached hereto as Exhibit "J". 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
 - The only major project currently planned for this year is the Water Plant Tank rehabilitation project, which is estimated to cost \$450,000 and will be completed by the end of the 1st quarter of 2018.
3. 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. Construction for the sanitary sewer force main and waterline connections between the District and FBCMUD 190 is in progress.
4. 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.
5. Walking Trails
 - After further inspection of the trails we believe that the sealant failed at the joints. This is a failure in either materials or workmanship and IDS has asked Champions Hydrolawn to warranty this defect and repair it. If Champions stands by the insects are at fault we want a letter from the manufacture stating as much.
6. Mowing Map
 - IDS is working with the homeowner's association ("HOA") representatives and mowing contractors to develop a complete and up to date map of the various areas mowed and by which contractor.
 - Mr. Carpenter noted that he should be receiving a report from FBCMUD190 soon. The Board requested said report be published on the District's website.
 - Mr. Mattingly stated that the area he has been instructed to stop mowing due to the County's ownership has not been mowed for some time. Director Stephens will contact the County regarding this matter.
7. Foundation Issue
 - No update.

8. Development Reviews

- A plat with no objection letter, including detention information has been requested from Twin Oaks Village Section 15 Partial Replat No. 1. This is located south of Orchid Ridge Lane on FM 1464..

No action was taken.

CONSIDER CHANGING MOSQUITO SPRAYING COMPANY AND ACT THEREON

Director Stephens stated that she would like to present proposals for a new mosquito company to take over for the District for consideration at the District's next meeting.

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

Consider approving easements

Mr. Cannon presented and outlined easements between the District and FBCMUD190 as it relates to new development and requested the Board's approval. After review, upon a motion brought by Director Abshire, seconded by Director Flores, the Board unanimously voted to approve the said easements, as presented.

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

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PASSED, APPROVED AND ADOPTED this 8th day of November, 2017.

(DISTRICT SEAL)



David C. Johnson
Assist. Secretary, Board of Directors