

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

May 8, 2019

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 8, 2019, 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 Constable Daryl Smith, Sr. and Sergeant Pennie Jackson of Fort Bend County Precinct 2; Mason Jordan and Micah Burson of Accurate Meter & Supply; Joe Mattingly of Double Oak Erosion ("Double Oak"); Felix DeLeon of WCA, the District's Solid Waste Provider; Mark Erying of Mark C. Eyring, CPA, PLLC, the District's Auditor; Christina Perry of Myrtle Cruz, Inc., ("MCI"), the District's Bookkeeper; Lina Loaiza of Bob Leared Interests, the District's Tax Collector ("TAC"); Mike Williams of Municipal Operations and Consulting ("MOC"), the District's Operator; Matt Carpenter of IDS Engineering Group ("IDS"), the District's Engineer (the "Engineer"); John Cannon, Attorney, and Monica Roberts-Jenkins, 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".

HEAR FROM THE PUBLIC

The Board recognized Constable Smith who discussed the recent inclement weather and how it affected the District. He also noted that due to the inclement weather, they were unable to put up the new Constable signs approved at a previous meeting and that they will reschedule.

Director Stephens noted that the assigned Fort Bend ISD Officer has not been patrolling

in the morning. She addressed Sergeant Smith and inquired about who to contact regarding the matter. Sergeant Smith suggested she contact Officer Kelly.

The Board next recognized Mr. Jordan who informed the Board that the door tags have been hung to inform residents that the meters have been replaced with smart meters and how to set up their accounts on the Accurate Meters app. A copy of the converted meter count is attached hereto as Exhibit "B". Mr. Jordan next provided a welcome flyer, attached hereto as Exhibit "C", which also will be made available on the District's website.

No action was taken.

ENGAGE AUDITOR FOR THE YEAR ENDING JUNE 30, 2019

The Board next recognized Mr. Eyring who presented and outlined his engagement letter to conduct the District's audit for fiscal year ending June 30, 2019. He noted that the fee for auditing services has not increased. A copy of said engagement letter is attached hereto as Exhibit "D".

After consideration, upon a motion brought by Director Abshire, seconded by Director Flores, the Board unanimously approved the engagement to provide audit services for fiscal year ending June 30, 2019.

WCA REPORT

The Board next recognized Mr. DeLeon who provided a recycling presentation. Copies of the recycling guides are attached hereto as Exhibit "E". He noted that WCA no longer accepts glass for recycling and pointed out which items that are not recyclable. Mr. DeLeon also noted that he would provide an electronic copy to be provided on the District's website.

Mr. DeLeon also addressed the inquiry from the Board regarding the Consumer Price Index ("CPI") increase. He noted that WCA has no control over this index as it is published by the U.S. Department of Labor.

No action was taken.

APPROVAL OF MINUTES

The Board considered approval of the minutes of the meeting held on April 10, 2019. 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 10, 2019.

BOOKKEEPER'S REPORT

The Board next recognized Mrs. Perry, who presented the Bookkeeper's report for the Board's review and approval, a copy of which is attached hereto as Exhibit "F". She noted she will be transferring the remaining surplus funds for the installation of the smart meters back to

the operating fund. She also noted that she will amend the budget to include the increased fees for garbage collection.

Consider approving budget for fiscal year end June 30, 2020

This action as deferred.

Mrs. Perry next presented a proposed budget for the Joint Water Plant for the Board's review and consideration, a copy of which is attached hereto as Exhibit "G". She noted that the budget will change once Fort Bend County MUD No. 190 concludes its use of wastewater.

After consideration, upon a motion brought by Director Abshire, seconded by Director Flores, the Board unanimously voted to approve (i) the Bookkeeper's report and payment of the District's bills listed therein and (ii) the proposed budget for the Joint Water Plant.

APPROVE TAX COLLECTOR'S REPORT

The Board recognized Ms. Loaiza who delivered the tax collection report for the period ending April 30, 2019. She reported that 98.1% of the 2018 taxes have been collected. Ms. Loaiza noted that delinquent statements for May will be sent before the July penalty period begins. Upon motion by Director Stephens, 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 which is attached hereto as Exhibit "H".

OPERATOR'S REPORT

The Board recognized Mr. Williams who presented the Operator's report for April, 2019 a copy of which is attached hereto as Exhibit "I". The water well was inspected to ensure proper operation and monitor water usage. The total number of connections are 2,132.

Mr. Williams provided the results of the concrete survey. He noted that 120 different locations were surveyed and that the sidewalks can be categorized on a scale of 1-3 with regard to importance of being repaired. After discussion, the Board agreed that the sidewalks should not be repaired.

Next, Director Stephens brought attention to the drains near the walking trails and requested that they be cleaned. Mr. Williams informed the Board that the drains will be cleaned.

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 "J". Upon approval he will submit the CCR to the Texas Commission on Environmental Quality and provide a copy to the residents in their water bill.

Ratify approval of Red Flags Policy

Consideration was given to ratify the approval of the Red Flags Policy.

After consideration, upon a motion brought by Director Abshire, seconded by Director Stephens, the Board unanimously voted to approve (i) the Operator's report as presented; (ii) the termination of water for residents listed on the cut off list with delinquent accounts; (iii) the Consumer Confidence Report; and (iv) ratify approval of the Red Flags Policy.

HEAR REPORT FROM DOUBLE OAK 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, the District's Facilities and Walking Trails. A copy of Double Oak's report is attached hereto as Exhibit "K".

No action was taken.

ENGINEER'S REPORT

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

1. Water Plant Improvements

- The Engineer has completed both ground storage tanks. The final coat on the exterior is the final process to completing the project. The cathodic protection system was inspected and it is determined that it has reached its life expectancy. The Contractor provided a proposal in the amount of \$13,000 to replace the system.

2. Extreme Event Drainage Analysis

- The Engineer has received the drainage study from Grand Vista's Engineer and is working to determine if any additional flow can be added to the western boundary drainage channel. Have recently received the LID 12 drainage study and model is regulated by this study. Moving water from the southwest portion of the District into Grand Vista is first idea at providing extreme event storm water relief.

The second idea at providing extreme event storm water relief would be an internal solution of modifying the street pavement to remove high points to allow for more sheet flow to move north to the detention ponds. This option if flows cannot be diverted into Long Point Slough.

3. Developer request for service (north of the Westpark Tollway)

- The Engineer requested a \$5,000 deposit from the developer for an annexation study. This would determine the impact to the District and its tax rate as well as estimated construction costs to serve the tract. The Developer will follow up if they would like to move forward with the annexation study.

Director Stephens informed the Board that she contacted the county regarding the downed trees and noted that they would be collected the following week. Next, Director Van Dyck inquired about possible park improvements and park bonds. Mr. Cannon informed him that the District would need to hold an election to vote for park bonds.

Upon a motion brought by Director Van Dyck, seconded by Director Abshire, the Board unanimously voted to approve the Engineer's report, including the proposal in the amount of \$13,000 to replace the cathodic protection system.

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

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

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PASSED, APPROVED AND ADOPTED this day of 12th of June, 2019.



Secretary, Board of Directors

(DISTRICT SEAL)

