

MINUTES  
BRAZORIA-FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 1

July 8, 2016

The Board of Directors (the "Board") of Brazoria-Fort Bend County Municipal Utility District No. 1 (the "District") met in regular session, open to the public, on the 8th day of July, 2016, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Michael D. Rozell	President
Geoffrey Pope	Vice President
Heather Zayas	Secretary
Karri Axtell	Assistant Vice President
Terry Ruiz	Assistant Secretary

and all of the above were present, thus constituting a quorum.

Also present at the meeting were Kathy Drew of Assessments of the Southwest, Inc.; Christina Garcia of Myrtle Cruz, Inc. ("MCI"); James Ross of LJA Engineering, Inc. ("LJA"); and Lynne Humphries, Hannah Brook, and Tracie Brownlee of Allen Boone Humphries Robinson LLP ("ABHR").

MINUTES

The Board considered approving the minutes of the June 3, 2016, regular meeting, which were provided in advance of the meeting. After review and discussion, Director Ruiz moved to approve the minutes of the June 3, 2016, regular meeting as revised. Director Axtell seconded the motion, which passed unanimously.

COMMENTS FROM THE PUBLIC

No members of the public came forth to comment.

SECURITY SERVICES REPORT

The Board reviewed the written security report for Shadow Creek Ranch ("SCR") provided in advance of the meeting. A copy of the security report is attached.

REPORT ON DEVELOPMENT

There was no discussion on this matter.

## TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Drew distributed and reviewed the tax assessor/collector's report, including the unpaid accounts tax roll, a copy of which is attached. She stated 99.72% of the District's 2015 taxes were collected as of June 30, 2016. Following review and discussion, Director Pope moved to approve the tax assessor/collector's report and payment of the bills. Director Zayas seconded the motion, which carried by unanimous vote.

## ENGINEERING MATTERS

Mr. Ross distributed and reviewed the engineer's report, a copy of which is attached.

Mr. Ross provided an update on the construction of Phase 2 of the City's expansion of the package plant and construction of the permanent sewage treatment plant.

Mr. Ross provided an update on construction of the Shadow Creek Ranch Regional Sports Park.

Mr. Ross reviewed a preliminary summary of costs for bond application no. 8, a copy of which is attached to the engineer's report. Discussion ensued regarding impact fees and use of surplus funds. Mr. Ross said he would bring proposals to the next meeting from LJA and Jones-Heroy & Associates, Inc. ("Jones-Heroy") for preparation of bond application no. 8 and requested the Board authorize LJA and Jones-Heroy to prepare bond application no. 8. The Board discussed using surplus construction funds to reduce the size of the bond issue.

Mr. Ross reviewed a map of the proposed widening of FM 521 located within the District by the Texas Department of Transportation and answered questions from the Board.

Following review and discussion, Director Rozell moved to approve the engineer's report and authorize LJA and Jones-Heroy to prepare bond application no. 8. The motion was seconded by Director Axtell and passed unanimously.

## RECREATIONAL FACILITIES IN AND NEAR THE DISTRICT

The Board reviewed a report from Earthcare Management for the mowing and maintenance of the temporary ball fields, a copy of which is attached.

DISCUSS ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE, APPROVE REIMBURSEMENT OF ELIGIBLE EXPENSES, AND AUTHORIZE ATTENDANCE AT WINTER CONFERENCE

The Board discussed the AWBD summer conference. Director Zayas said she will attend the new director training provided by AWBD next week. Ms. Garcia noted the Directors' expenses submitted were in accordance with the District's travel reimbursement guidelines. Director Zayas noted she has not submitted her expenses. After review and discussion, Director Rozell moved to: (1) approve reimbursement of eligible expenses for the summer conference, which were submitted in accordance with the District's travel reimbursement guidelines; and (2) authorize all interested directors to attend the AWBD winter conference. Director Ruiz seconded the motion, which carried by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Garcia distributed and reviewed the bookkeeper's report, including the investment report, budget comparison, and list of checks presented for approval, a copy of which is attached. The Board discussed the balance of the debt service account, and it was noted that the District's financial advisor indicated the debt service payments will increase this fall. Following review and discussion, Director Axtell moved to approve the bookkeeper's report and payment of the bills. Director Ruiz seconded the motion, which passed unanimously.

ARTICLES FOR NEWSLETTERS AND WEBSITE

The Board reviewed a draft of the notice for submission to the Shadow Creek Community Newsletter and The Connection and considered updates for the District's website. The Board reviewed an analytics report on activity on the website for the prior month, a copy of which is attached. Following review and discussion, the Board directed ABHR to submit the newsletter notice as presented for the upcoming edition.

The Board reviewed comments provided by Director Pope regarding a proposed summer photo submission for the website of the District and Brazoria County Municipal Utility District No. 26 ("BC 26"). Ms. Brook reported on the board of BC 26's review of Director Pope's comments and approval of a summer photo submission feature at its meeting yesterday. Discussion ensued, after which the Board concurred to include a photo submission feature on its website for the display of a photo taken within the District and submitted by a consenting District resident at the discretion of the Board. The Board concurred to review submissions at the August Board meeting.

REPORTS FROM DIRECTORS, DISTRICT CONSULTANTS, AND SHADOW CREEK RANCH MAINTENANCE ASSOCIATION ("SCRMA")

Ms. Brownlee reported that a representative of Shadow Creek Ranch Maintenance Association was contacted and asked to attend today's meeting, to which the representative replied that she would attend today's meeting, but no one attended.

ATTORNEY'S REPORT

There was no additional discussion on this matter.

ANNEXATION MATTERS

There was no discussion on this matter.

DATE, TIME, AND LOCATION FOR NEXT DISTRICT MEETING

The Board concurred the next regular Board meeting is August 5, 2016, at 12:00 p.m. The Board asked to review the 2016 AWBD Parks Committee subjects to determine if any Board meetings need to be moved to allow Directors to attend the AWBD Parks Committee meetings.

There being no further business to come before the Board, the meeting was adjourned.

(SEAL)



  
Secretary, Board of Directors

ACTION LIST

1. ABHR will submit the monthly newsletter notice to the community newsletters.
2. ABHR will submit updates to the District's website as needed.
3. Ms. Brownlee will direct the District's webmaster to include a photo submission feature on the District's website as discussed.
4. Ms. Brownlee will request a representative of SCRMA attend next month's meeting.

LIST OF ATTACHMENTS TO MINUTES

	<u>Minutes</u> <u>Page</u>
Security report.....	1
Tax assessor/collector's report .....	2
Engineer's report.....	2
Report from Earthcare Management.....	2
Bookkeeper's report.....	3
Website Analytics Report .....	3