

**BLOCK HOUSE MUNICIPAL UTILITY DISTRICT
MINUTES OF BOARD OF DIRECTORS' MEETING**

November 15, 2023

THE STATE OF TEXAS §
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COUNTY OF WILLIAMSON §

A meeting of the Board of Directors of Block House Municipal Utility District was held on November 15, 2023 at 2600 Block House Drive South, Leander, Texas. The meeting was open to the public and notice was given as required by the Texas Open Meetings Act. A copy of the Certificate of Posting of the Notice is attached as **Exhibit "A"**.

The roll of the members of the Board of Directors was called, as follows:

Ursula Logan	-	President
David Shoemaker	-	Vice President
Robert Young	-	Secretary
Cecilia Roberts	-	Assistant Secretary
David Johnson	-	Treasurer

All of the Directors were present, thus constituting a quorum. Also present at the meeting were: Ben Ingallina and Lisa Torres of Crossroads Utility Services, LLC ("Crossroads"); Sandy Martin of the BHC Owners Association ("OA"); Tripp Hamby of Priority Landscapes, LLC ("Priority"); Deputy Lovato of the Williamson County Sheriff's Office ("WCISO"); Chris Stanfield, District IT Consultant; and Sean Abbott of Armbrust & Brown, PLLC ("A&B"). Taylor Kolmodin of Municipal Accounts & Consulting, L.P. ("MAC") participated in the meeting via video conference.

Director Logan called the meeting to order at 6:30 p.m. and welcomed those present. She announced that public comments were taken during designated portions of the meeting only and asked that anyone who wished to address the Board complete a Community Comment Form. Following the Pledge of Allegiance to the U.S. flag, the Board and those present at the meeting observed a moment of silence or prayer. Director Logan noted that the meeting was being videotaped and requested that Board members and consultants limit "side discussions" as they diminished the quality of the recording.

Director Logan then stated that the Board would receive citizens' communications. There being none, Director Logan stated that the Board would next consider approving the minutes of the October 25, 2023 regular meeting. After discussion, upon motion by Director Shoemaker and second by Director Johnson, the Board voted unanimously to approve the minutes, as presented.

Director Logan then stated that the Board would receive a report from the OA and recognized Ms. Martin, who stated that the OA had had a very busy month, which included a successful "Pumpkin Patch" and disc golf event. She noted that the OA intended to undertake their annual holiday food drive.

Director Logan then stated that the Board would receive a report from Deputy Lovato on behalf of the WCISO. Deputy Lovato stated that operations were running smoothly. He noted that teams utilizing Chance Field seemed to be "lingering" at dusk after baseball practice. He recommended communicating with the coaches of the teams to confirm park hours.

Director Logan stated that the Board would next receive the general manager's report and recognized Ms. Torres, who reviewed the general manager's report, attached as **Exhibit "B"**. She reviewed the request from the Title Waves Swim Team for use of Apache Pool from 10:00 a.m. to 11:00 a.m. on December 30th for the Polar Bear Swim and the request for a waiver of any fees. After discussion, upon motion by Director Shoemaker and second by Director Young, the Board voted unanimously to approve the request as well as the fee waiver.

Ms. Torres then stated that she had received a proposal from Sagamore Fence & Deck, LLC ("Sagamore") for fence removal and replacement – 500' 2nd Phase (Estimate #7114) attached as **Exhibit "C"**; a proposal from Sagamore for fence removal and replacement – 450' 3rd Phase (Estimate #7115) attached as **Exhibit "D"**; and a proposal from Sagamore for fence removal and replacement – 530' 4th Phase (Estimate #7116) attached as **Exhibit "E"**. She confirmed that the proposals represented separate and distinct projects. She also noted that she would be undertaking communication, including the use of door tags, to coordinate with affected residents. Upon question from Director Young, Ms. Torres confirmed that the new fencing would all be stained soon and that the work would likely be undertaken by a different contractor. After discussion, upon motion by Director Shoemaker and second by Director Johnson, the Board voted 4-1, with Director Roberts voting "no", to approve Estimates #7114, #7115, and #7116.

Ms. Torres then reviewed a proposal from Sagamore for fence chain-link piping replacement at the Tennis/Pickleball court (Estimate #7146) attached as **Exhibit "F"**; a proposal from Sagamore for chain-link piping replacement at the Basketball court (Estimate #7145) attached as **Exhibit "G"**; and a proposal from Sagamore for chain-link piping replacement at the Skate court (Estimate #7147) attached as **Exhibit "H"**. After discussion, upon motion by Director Roberts and second by Director Johnson, the Board voted unanimously to approve Estimates #7146, #7145, and #7147.

Ms. Torres next reviewed a proposal from Progressive Commercial Aquatics, Inc. for replacement of the Apache Pool thermal cover (Quote #QA2637-3) attached as **Exhibit "I"**. Director Johnson stated that he did not understand why the District was being charged a fee for a site visit from an existing District consultant. After discussion, upon motion by Director Roberts and second by Director Shoemaker, the Board voted unanimously to approve the proposal, subject to confirmation of the fee by Ms. Torres and final approval of the proposal by the Amenities Subcommittee.

Ms. Torres then reviewed the District's preferred vendor list, attached as **Exhibit "J"**. She confirmed that the list would continue to grow and evolve as different contractors were evaluated.

Director Logan then stated that the Board would receive a report from the PR/Communications Subcommittee. Ms. Torres then reviewed the memorandum included in the Board packet, attached as **Exhibit "K"**. Director Young confirmed that the next issue of the District newsletter was progressing nicely. Director Roberts then confirmed that progress was being made on the resident survey.

Director Logan stated that the Board would next receive a report from and directives to Community Association Management, Inc. ("CAM"). Ms. Torres reviewed the report from CAM with the Board, as well as the report from the Restrictive Covenants Subcommittee, attached as **Exhibit "L"**.

Director Logan then stated that the Board would discuss resident concerns with safety in the District, including solicitors in the neighborhood, and recognized Director Johnson, who

stated that residents had expressed safety concerns about solicitors in the neighborhood. Mr. Abbott confirmed that the District did not have the ability to adopt rules to address solicitors. He noted that such rules were typically adopted by a homeowners association.

Director Logan then stated that the Board would receive a report from and directives to Municipal Accounts & Consulting, L.P. and recognized Ms. Kolmodin. Ms. Kolmodin presented the check register, attached as **Exhibit “M”**, and the supplemental check register, attached as **Exhibit “N”**. She then reviewed payments made since the last Board meeting as well as the two proposed fund transfers and recommended approval. She noted that in 2017 the Board had set up a special projects fund for certain surplus funds. Mr. Abbott agreed to research meeting minutes to confirm whether the funds had been dedicated for a particular purpose. After discussion, upon motion by Director Johnson and second by Director Shoemaker, the Board voted unanimously to approve the fund transfers and payment of the bills and invoices.

Director Logan then stated that the Board would conduct a review of Priority Landscapes, LLC. Director Roberts stated that she thought Priority had been doing a great job and that Mr. Hamby was very responsive to the needs of the District. Director Johnson agreed and noted that 2023 had been a challenging year for landscaping considerations. Director Young stated that Mr. Hamby was both responsive and accountable. Director Logan stated that Priority did “amazing” work and that the entire crew performed well. Director Shoemaker complemented how Priority had handled the winter storm and stated that, generally speaking, Priority had done a good job through the term of their contract. Mr. Hamby then stated that the District was great to work with and that he had no complaints.

Director Logan then stated that the Board would next discuss landscaping issues and recognized Mr. Hamby, who reviewed the report from Priority, attached as **Exhibit “O”**, and confirmed that Priority Landscapes continued to undertake its typical maintenance around the District.

Mr. Hamby then reviewed Proposal #3124 for tree installations attached as **Exhibit “P”**, noting that he would work with Ms. Torres to finalize the specific locations of the trees. After discussion, upon motion by Director Johnson and second by Director Shoemaker, the Board voted unanimously to approve Proposal #3124.

Mr. Hamby then reviewed Proposal #3136 for installation of boulders for the Disc Golf Course (labor only) attached as **Exhibit “Q”**. After discussion, upon motion by Director Johnson and second by Director Young, the Board voted unanimously to approve Proposal #3136.

Mr. Hamby next reviewed Proposal #3207 for landscape repairs where large trees were removed attached as **Exhibit “R”**. Discussion ensued. Upon motion by Director Shoemaker and second by Director Johnson, the Board voted unanimously to approve Proposal #3207.

Director Logan stated that the Board would next receive a report from Crossroads and recognized Mr. Ingallina. Mr. Ingallina reviewed the operations report, attached as **Exhibit “S”**. He stated that all lab results were satisfactory and that he had no write-offs to present. Mr. Ingallina stated that the District’s water loss was 9.55%, which he noted was up slightly from last month. He confirmed that Crossroads continued to undertake due diligence relating to “lead and copper rule” considerations and presented the proposal attached as **Exhibit “T”** for Lead and Copper Revised Rule (LCRR) Data Collection Services. After discussion, upon motion by Director Roberts and second by Director Johnson, the Board voted unanimously to approve the proposal.

Director Logan then stated that the Board would receive a report from the Services Subcommittee, attached as **Exhibit “U”**. Upon question from Director Logan, Directors Roberts and Shoemaker confirmed that they had been reviewing the District’s operations contract with Crossroads and that they would report back to the full Board soon with recommendations and/or insights.

Director Logan then recognized Mr. Abbott for purposes of receiving the attorney’s report. Mr. Abbott reviewed the attorney directives, noting that all directives were either complete or in process.

Director Logan then stated that the Board discuss the policy/procedures regarding interaction between Directors and District contractors and reviewed the proposed Policy Regarding Interaction Between Board Members and District Contractors. Director Shoemaker recommended that the Policy be amended to include an exception for any legal advice provided by an attorney representing the District. After discussion, the Board voted 4-1, with Director Roberts voting “no”, to approve the Policy Regarding Interaction Between Board Members and District Contractors with the requested revision by Director Shoemaker, attached as **Exhibit “V”**.

Director Logan then stated that the Board discuss the proposed Block House Municipal Utility District Subcommittee Policies, attached as **Exhibit “W”**. Discussion ensued. Director Johnson noted that he would like to see changes to how Board members were assigned to subcommittees and confirmed that he would draft language for consideration in advance of the next regular Board meeting. Director Logan then stated that the item would be tabled until the next regular Board meeting.

Director Logan then stated that the Board would discuss the Tumlinson playscape. At 7:54 p.m., Director Logan announced that the Board would convene in executive session to receive legal advice from the District’s attorney relating to the Tumlinson playscape, as authorized by Section 551.071 of the Texas Government Code.

At 8:19 p.m. the Board reconvened in open session, and Director Logan stated that no action had been taken in executive session. **The Board then directed Ms. Torres to evaluate the Tumlinson playscape and undertake any all related actions she deemed necessary.**

Director Logan stated that the Board would next discuss the Board’s future meetings/agenda items. The Board confirmed that the regular meeting of the Board was scheduled for December 13, 2023.

There being no further items to come before the Board, upon motion by Director Johnson and second by Director Shoemaker, the Board voted unanimously to adjourn the meeting.

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[SIGNATURE PAGE TO NOVEMBER 15, 2023 MINUTES]



Robert Young, Secretary
Board of Directors

Date: 12-13-23