

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

December 13, 2023

THE STATE OF TEXAS           §  
                                          §  
COUNTY OF WILLIAMSON       §

A meeting of the Board of Directors of Block House Municipal Utility District was held on December 13, 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, except Director Johnson, who arrived later, 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"); Ashlee Martin of McCall Gibson Swedlund Barfoot PLLC; Tripp Hamby of Priority Landscapes, LLC ("Priority"); Chris Stanfield, District IT Consultant; Steve Overcashier, resident of the District; Marc Marroquin from Premier Recreation Management Services, LLC ("Premier"); 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. Mr. Overcashier addressed the Board and stated that he had noticed that the District had begun to repair portions of the fence along Block House Drive. He then noted that he had reviewed the District's budget and that he had concerns over when the project would be completed. He noted that the fence repairs were a very visible project for residents and non-residents and expressed a desire for the Board to complete the project as soon as possible.

Director Logan stated that the Board would next discuss consultants arrival time/remote participation and recognized Director Young. Director Young suggested it may be beneficial for certain consultants to arrive at regular meetings after the planned start time. Director Roberts stated that she thought it was important for consultants to arrive at the stated start time for regular meetings. She also expressed a preference for "in person" participation as opposed to

“remote” participation. Director Shoemaker suggested that certain consultants could be scheduled at the beginning of each meeting agenda. Director Logan stated a preference for allowing “remote” participation for consultants. **The Board then directed Mr. Abbott to reorganize agendas for regular meetings so that consultants were recognized earlier in the agenda.**

Director Logan stated that the Board would next consider the audit of the District’s financial statements for the fiscal year ended September 30, 2023, including the report from McCall Gibson Swedlund Barfoot PLLC, approval of the audit report, and authorizing filing of the audit report. Ms. Martin addressed the Board and reviewed the audit report attached as **Exhibit “B”** with the Board, including a summary of (i) the Independent Auditor’s Report, which she explained contained an unqualified, “clean” opinion; (ii) the Management’s Discussion and Analysis, which she explained was a summary of District operations prepared by the District’s bookkeeper on behalf of District management; (iii) the basic financial statements and the notes thereto; (iv) the required Supplementary Information; and (v) the Texas Supplementary Information. She confirmed that no significant difficulties were encountered in connection with the audit, that no misstatements were detected, and that there had been no disagreements with management. She also noted that her firm was still awaiting certain data from the Williamson Central Appraisal District (“WCAD”) to be included in the audit. Ms. Martin then reviewed the client representation letter attached as **Exhibit “C”**. She concluded by requesting that the Board approve the audit report and the client representation letter, and authorize filing of the District’s audit with the Texas Commission on Environmental Quality (the “TCEQ”) and the City of Cedar Park (the “City”), subject to receipt of all necessary data from WCAD. Upon motion by Director Roberts and second by Director Shoemaker, the Board voted 4-0 to do so.

Director Logan then stated that the Board would consider approving the minutes of the November 15, 2023 regular meeting. After discussion, upon motion by Director Shoemaker and second by Director Young, the Board voted 4-0 to approve the minutes, as presented.

Director Logan stated that the Board would next receive a report from the OA and recognized Ms. Martin, who stated that the OA had one more event prior to the end of the year and that was the annual light decorating contest. She noted that the annual holiday food drive was going very well.

Director Logan then stated that the Board would discuss security. As Deputy Lovato was unable to attend the meeting, Director Young noted that, depending on staffing, the Williamson County Sheriff’s Office (“WCSSO”) was not able to prioritize the locking of gates at District parks. Director Young expressed a preference for finding a solution to ensure that the gates were always locked at the proper time. He also expressed a preference for ensuring that WCSSO was undertaking patrols around the clock and not necessarily focused around dusk.

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 “D”**. She then reviewed Estimate 293SH from DigDug Construction, attached as **Exhibit “E”**, relating to the demolition of the Tumlinson Park playscape. She noted that the proposals were based on time and material. After discussion, upon motion by Director Young and second by Director Logan, the Board voted 4-0 to approve Estimate 293SH. Ms. Torres then reviewed Estimate 294SH from DigDug Construction, attached as **Exhibit “F”**, for the demolition and removal of the Tumlinson Park playscape. After discussion, upon motion by Director Shoemaker and second by Director Roberts, the Board approved Estimate 294SH in an amount not to exceed \$14,500. Ms. Torres then reviewed Estimate 283SH from DigDug Construction, attached as **Exhibit “G”**, for removal and replacement of river rock soil for the Walker House parking lot drainage issue. After

discussion, upon motion by Director Roberts and second by Director Shoemaker, the Board voted 4-0 to approve Estimate 283SH.

Ms. Torres then addressed the staining of the fence along Block House Drive. She stated that the work had been undertaken by Sagamore Fence & Deck in the District and thus far had been well done and suggested that the proposals in the packet be tabled for further consideration. Upon question from Director Young, Ms. Torres stated that it was likely that the staining of the fences would occur in January or February of 2024. **Director Roberts then directed Mr. Abbott to include an agenda item for the District’s asset management system on the next regular agenda.**

Ms. Torres then discussed the Walker House. She stated that she intended to present a proposal for an alarm system for consideration at the next regular meeting of the Board. She also noted that she would work with the PR/Communications Subcommittee on issues relating to the Walker House and video storage.

Director Johnson arrived at the meeting at 7:15 p.m.

Director Logan then stated that the Board would receive a report from the PR/Communications Subcommittee. Director Logan stated that work was ongoing relating to the next issue of the newsletter. Director Young 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.

Director Logan stated that the Board would next receive a report from and directives to MAC and recognized Ms. Kolmodin. Ms. Kolmodin presented the check register, attached as **Exhibit “H”**, and the supplemental check register, attached as **Exhibit “I”**. She then reviewed payments made since the last Board meeting as well as the proposed fund transfer, and recommended approval. She reminded the Board that certain District funds had been set aside in a 2017 special projects fund. The Board agreed to consider the use of such funds at a future meeting. After discussion, upon motion by Director Shoemaker and second by Director Johnson, the Board voted unanimously to approve the fund transfer and payment of the bills and invoices.

Director Logan stated that the Board would next receive a report from Premier and recognized Mr. Marroquin, who referenced his report, attached as **Exhibit “J”**, and stated that pool operations were generally running smoothly. He reiterated concerns about the tarp being utilized at Apache Pool, noting that the tarp likely needed to be replaced.

Director Logan then stated that the Board would receive a report from Priority and recognized Mr. Hamby who reviewed the report from Priority, attached as **Exhibit “K”**, and confirmed that Priority continued to undertake its typical maintenance around the District.

Director Logan then recognized Mr. Gray in order to receive the engineer’s report. Mr. Gray reviewed his report attached as **Exhibit “L”** with the Board, including issues regarding the development of the Nebraska Furniture Mart tract.

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 “M”**. He stated that all lab results were satisfactory. He then reviewed the list of write-offs included in

the report and requested approval. Mr. Ingallina stated that the District's water loss was 10.98%, which he noted was up slightly from last month. After discussion, upon motion by Director Roberts and second by Director Johnson, the Board voted unanimously to approve the write-offs as presented. Mr. Ingallina then confirmed that Crossroads had a couple of erroneous meter reads and that they had communicated with all affected residents.

Director Logan then stated that the Board would discuss the Storm Water Management Program (SWMP) under TPDES General Permit TXRo40000. Mr. Abbott reviewed the proposal from Quiddity for the MS4 Phase II Storm Water Management Program and Permit Year 1 Administration, attached as **Exhibit "N"**, and recommended approval. After discussion, upon motion by Director Roberts and second by Director Shoemaker, the Board voted unanimously to approve the proposal.

Director Logan stated that the Board would next discuss mailbox damage and repair. She noted that the mailboxes were not a District issue, but that she had been advocating on behalf of affected residents with the United States Postal Service.

Director Logan then stated that the Board would discuss the annual review of the Water Conservation and Drought Contingency Plan. After discussion, upon motion by Director Roberts and second by Director Logan, the Board voted unanimously to approve the Resolution Confirming Annual Review of Water Conservation and Drought Contingency Plan and Updating Water and Wastewater Utility System Profile attached as **Exhibit "O"**.

Director Logan stated that the Board would next discuss the Block House Municipal Utility District Subcommittee Policies attached as **Exhibit "P"**. After discussion, the Board agreed to table action on the Policies until the regular January Board meeting.

Director Logan then stated that the Board would discuss the Board's future meetings/agenda items. The Board confirmed that the regular meeting of the Board was scheduled for January 24, 2024 and that the Board would likely hold a special meeting on January 17, 2024.

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

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[SIGNATURE PAGE TO DECEMBER 13, 2023 MINUTES]

Robert Young, Secretary  
Board of Directors

Date: 1-24-24