

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

April 22, 2020

THE STATE OF TEXAS           §  
  §  
COUNTY OF WILLIAMSON       §

A regular meeting of the Board of Directors of Block House Municipal Utility District was held via telephone conference on April 22, 2020, at 1-888-510-5505; participant code: 199914. The meeting was open to the public and notice was given pursuant to the Texas Open Meetings Act, as modified by Governor Greg Abbott, and the related guidance from the Office of the Attorney General of the State of Texas. A copy of the Certificate of Posting of the Notice is attached as **Exhibit "A"**. An electronic agenda packet for the meeting was provided on-line via the link included in the meeting notice and the meeting was recorded and made available at the same link after the meeting.

All of the Directors were present, as follows:

Cecilia A. Roberts	-	President
Steve Bennett	-	Vice President
Rayan Horak	-	Secretary
Ursula Logan	-	Assistant Secretary
Byron Koenig	-	Treasurer

Also present at the meeting were Taylor Kolmodin of Municipal Accounts & Consulting, L.P. ("MAC"); Jacquelyn Smith and Lisa Torres of Crossroads Utility Services, LLC ("Crossroads"); Sergeant Chuck Kelley of the Williamson County Sheriff's Office ("WCSO"); Whitney Killian of Pinnacle Texas Management, LLC ("Pinnacle"); Tripp Hamby of Priority Landscapes ("Priority"); Haike Santiago, of the Block House Home Owners Association (the "OA"); Ja-Mar Prince of Texas Disposal Systems ("TDS"); Amy Richey, a resident of the District; and Sean Abbott of Armbrust & Brown, PLLC ("A&B").

Director Roberts called the meeting to order at 6:30 p.m. and welcomed those present. She confirmed that the meeting was being conducted via telephone and was being recorded. She requested that each speaker identify themselves when speaking and requested that anyone participating in the call mute their phone when they were not speaking. Director Roberts then stated that the Board would receive citizens' communications. There being no comments from citizens, Director Roberts then stated that the Board would next receive the OA report. Ms. Santiago stated that the OA would be holding a home decoration contest in the "spirit of Block House Creek". She indicated that additional information could be found on the OA's website relating to the contest. She also mentioned that the OA has loosened the enforcement of deed restrictions during the Coronavirus epidemic. She specifically noted that the OA had allowed for a camping trailer to be parked in the front yard of a home to accommodate Coronavirus considerations.

Director Roberts stated that the Board would next consider approving the consent items: (i) minutes of the March 25, 2020 regular Board meeting; (ii) District Registration Form; and (iii) Amendment No. 1 to Amended and Restated Solid Waste Collection and Disposal Services Agreement. Director Logan requested that the minutes of the March 25, 2020 meeting be

amended to reflect that she had asked Sgt. Kelley if off-duty patrols would be “decreased” as opposed to “increased” during the Coronavirus epidemic. Director Roberts then requested that the minutes of the March 25, 2020 meeting be updated to confirm that “a District a resident had informed her” that there were individuals still playing disc golf in Tumlinson Park. The Board then discussed the TDS contract and Director Bennett suggested revising the Amendment No. 1 to Amended and Restated Solid Waste Collection and Disposal Services Agreement to remove the requirement that the District engage a deputy from the Williamson County Sheriff’s Office to provide security for Clean-Up Days. After discussion, upon motion by Director Bennett and second by Director Horak, the Board voted unanimously to approve the minutes with the amendments offered by Director Logan and Director Roberts, the District Registration Form as presented, attached as **Exhibit “B”**, and the Amendment No. 1 to Amended and Restated Solid Waste Collection and Disposal Services Agreement with the amendment offered by Director Bennett, attached as **Exhibit “C”**.

Director Roberts then stated that the Board would discuss the emergency coronavirus preparedness and protocols (“*Coronavirus Protocols*”). Director Logan then proposed two events for Board consideration that could be conducted on District facilities, likely in the parking lots of District parks. Director Logan first described an opportunity for a donut vendor to come to the District and sell donuts in a District park. Director Roberts asked Director Logan whether the proprietors of the donut truck had procured all necessary permits from Williamson County to sell and serve food in the manner proposed. Director Logan confirmed that the donut vendor had all necessary permits. Director Horak then asked Director Logan what the impetus was for the donut truck coming to the District. Director Logan stated that the donut truck had been nominated to visit the District on Facebook and that over 200 District residents had supported the donut truck coming to the District. Director Roberts stated that it was her understanding that the donut truck was headquartered in South Austin, and expressed a preference for supporting local businesses from the Leander or Cedar Park area. Director Bennett expressed concern that allowing one food truck to operate within the District may lead to other food trucks attempting to do the same. Director Horak noted that the District had previously hosted events in District parks where food trucks had been present. Director Roberts questioned the amount of people that might participate in the event and whether or not it would break any Coronavirus Protocols on gatherings or become a traffic concern. Director Logan stated that all employees of the donut truck would follow Coronavirus Protocols and that anyone buying donuts would not need to get out of their cars. Director Logan also offered to work with the donut truck to ensure that proper protocols were in place relating to gatherings and Coronavirus concerns. Director Koenig stated that he was concerned about setting a precedent for other food trucks and did have concern about gatherings, but that he would support a single visit from the donut truck because so many District residents had supported the event.

Director Logan then discussed a proposed donation drive to be conducted in the District, where items would be collected on one day and then distributed to District residents the next day. Director Horak asked Director Logan exactly what would be collected at the donation drive. Director Logan responded that it was primarily intended to be a food drive and was intended to be an opportunity for neighbors to help other neighbors. Director Horak suggested that the residents promoting the drive could partner with Hill Country Community Ministries to distribute any items collected. Director Roberts supported the involvement of Hill Country Community Ministries and spoke favorably about the organization. Director Roberts also stated that she had concerns about possible crowds at both collecting and dispersing donations. Director Logan then stated that she would independently investigate donation drives in conjunction with an existing non-profit group, such as Hill Country Community Ministries.

Upon motion by Director Logan and second by Director Horak, the Board voted 3-2, with Director Bennett and Director Roberts voting “no”, to allow the donut truck to sell donuts in the parking lot of the Walker House on a one-time basis, subject to the coordination of the event and confirmation of all necessary permits by Ms. Smith.

Ms. Smith then reported on Coronavirus considerations relating to the closure of District facilities. She stated that District residents had generally observed all facility closures. Director Roberts noted that District residents had been very respectful of the District park closures on Easter weekend.

Director Roberts then stated that the Board would receive the monthly security report from the WCSO. Sgt. Kelley stated that District residents had generally been very good about complying with the closure of District park facilities. He added that District residents had done a wonderful job staying safe during the Coronavirus epidemic. He then described an incident that had occurred on Kathleen Cove and noted that there was still an open investigation and, thus, he was limited on the amount of information he could provide. Sgt. Kelley confirmed that there had been a call for service which led to an investigation where possible explosives had been discovered. He stated that the Austin Police Department’s bomb squad had been dispatched and that explosives had been positively identified and subsequently neutralized. He added that a suspect had been arrested.

Director Roberts then stated that the Board would receive a report from Pinnacle and discuss restrictive covenant enforcement, including pending and contemplated litigation. Ms. Killian stated that she continued to work with the District resident who had a motor home parked outside her home. She confirmed that she was actively engaged with the homeowner and that the homeowner was working to find a proper storage facility. She also confirmed that Pinnacle was still undertaking drives to enforce deed restrictions, and that such activities were compliant with all government Coronavirus orders and protocols. Ms. Killian noted that the Restrictive Covenant Subcommittee had requested the temporary suspension of sending any new enforcement issues to Andrew York at A&B. Director Bennett then advised Ms. Killian that abandoned fence pieces had been discovered behind certain resident properties in January and the situation had not been resolved. Ms. Killian stated she was aware of the property and would follow up on the matter. Ms. Killian then discussed a property on Charley Harley Drive previously discussed by the Board where restrictive covenant violations had taken place. She stated that progress had been made on certain violations, but that other violations remained unresolved and that legal action may ultimately be necessary to resolve the issues.

Director Roberts stated that the Board would next receive the bookkeeper’s report and recognized Ms. Kolmodin. Ms. Kolmodin presented the check register attached as **Exhibit “D”** and the supplemental check register attached as **Exhibit “E”**. She reviewed the District’s investments and budget comparison, and requested approval of two fund transfers. Director Roberts asked Ms. Kolmodin about an invoice from Lifeguard4Hire relating to lane line installation. Ms. Kolmodin confirmed that the invoice was received in March but that the services reflected on the invoice had been completed in August of 2019. Director Logan stated that she would communicate with Lifeguard4Hire to confirm the charges on the invoice. Director Roberts also asked about Lifeguard4Hire being paid for lifeguard services pursuant to its contract with the District when no services were being provided, given that the District pool facilities had been closed due to the Coronavirus epidemic. Director Logan stated that the Pools Subcommittee had been considering the topic and would provide an update to the Board when other pool items on the agenda were discussed. After discussion, upon motion by Director Bennett and second by Director Logan, the Board voted unanimously to approve payment of the

bills and invoices, with the exception of the Lifeguard4Hire invoice relating to lane line installation, and the fund transfers, as presented.

Director Roberts stated that the Board would next discuss pool operations, maintenance, repairs, and management. Director Logan stated that the Pools Subcommittee had recently met with Lifeguard4Hire. She confirmed that the RecDesk system had been set up and was ready to be tested. She also stated that Lifeguard4Hire would staff the RecDesk system to assist District residents with pool registration. Director Logan then addressed Director Roberts' question about Lifeguard4Hire's staffing of pools, and stated that Lifeguard4Hire was proposing ideas for consideration, such as extended hours for pools once Coronavirus restrictions had been lifted. She stated that the Tidal Waves Swim Team would not be able to undertake their normal summer swim league, but that the Pools Subcommittee would work with them to accommodate a modified schedule. Director Logan also mentioned that she expected pools to eventually have a "limited" opening, meaning that crowds will likely be limited to around 50 people at once, in order to be cautious of Coronavirus considerations. Ms. Smith then confirmed that the District's applications for pool permitting had been submitted to Williamson County and had yet to be processed.

Director Roberts then stated that the Board would discuss landscaping in the District. She noted that Priority's report, attached as **Exhibit "F"**, had been included in the electronic meeting packet provided to the Board.

Director Roberts next stated that the Board would receive the operations report and recognized Ms. Torres, who presented the report attached as **Exhibit "G"**. Ms. Torres addressed directives given to Crossroads at the Board's March meeting. She stated that Crossroads had assembled a list of "Frequently Asked Questions" relating to Coronavirus and had posted the list on the Crossroads website. She also confirmed that she had assembled an electronic welcome packet and had begun to distribute electronic welcome packets to new District residents. Ms. Torres then stated that Crossroads' operational phasing remained unchanged relating to Coronavirus and that operations were normal and efficient. She noted that water loss for the District for the month of March was 7.50% and confirmed there were no write offs to consider. Ms. Torres then stated that a power surge had occurred at a District lift station and that the issue had been corrected. She then presented the proposal from Westlake Painting Services for exterior painting of the Ground Storage Tank pump house and repairs to the pump room, attached as **Exhibit "H"**, for the Board's consideration. After discussion, upon motion by Director Bennett and second by Director Koenig, the Board voted unanimously to approve the proposal from Westlake Painting Services.

Director Roberts then asked Ms. Torres about the City of Leander wastewater easements in the District, including any municipal separate storm sewer system issues that may require action. Ms. Torres confirmed she had reached out to the City of Leander regarding the issue but had yet to hear back. Director Bennett then directed Ms. Torres to provide reporting on District water consumption from the Coronavirus period compared with the same time period of the previous year. Ms. Torres confirmed she would prepare the report.

Director Roberts stated that the Board would next discuss general management items and recognized Ms. Smith. Ms. Smith reviewed her report, attached as **Exhibit "I"**, with the Board. She noted that she had worked with the Parks Subcommittee to shut down certain District facilities in compliance with relevant governmental Coronavirus orders. She also confirmed that there had been no new requests for facilities rentals. Ms. Smith then stated that she continued to work with Granicus regarding the design of the District's website, noting, however, that design had paused until the District finalized its logo and branding efforts.

Ms. Smith then discussed the email addresses she had utilized in her role as General Manager for the District. Director Logan then discussed the official General Manager email account for the District: [gm@blockhousemud.com](mailto:gm@blockhousemud.com). Director Logan advised that she had worked with Ms. Smith to use the official District GM email address and had confirmed the same with Andrew Hunt from Crossroads. She expressed concern that Ms. Smith was not utilizing the official District GM email address, specifically stating that District residents, vendors, and Board Members needed a single, reliable email address to use for the General Manager. She noted that public information act issues were implicated relating to any emails pertaining to District business and, as such, it was best to use the official GM email address for the District. Director Logan also recognized that Ms. Smith had been working from home during the Coronavirus epidemic but noted that she did not understand why working from home was an impediment to using the official GM email address. She reiterated her concerns relating to the topic and requested the Board confirm that Ms. Smith should use the official GM email account when communicating with District vendors, residents, or Board Members.

Director Roberts expressed that she **did not have an issue** with Ms. Smith utilizing her Crossroads email address and also expressed concern relating to security issues with various email accounts. Ms. Smith suggested that a Microsoft 365 email account could be created to address security concerns, but stated that the official GM email could not be coordinated with Crossroads' Microsoft 365 account. Ms. Smith also noted that the District would be receiving new ".gov" emails soon and that she did not find it prudent to switch email addresses multiple times over the course of several months.

Addressing comments relating to security issues with email, Director Horak asked if there were concerns with the current email administrator. Director Roberts stated that full access to emails had not been provided to Ms. Smith and confirmed that Pinnacle still functioned as the email administrator. Ms. Killian stated that, while Pinnacle did function as administrator for the official District email accounts, Pinnacle did not have access to read the emails in those accounts. Director Horak then stated that allowing Crossroads to obtain the administrative rights to the District's email accounts would be more productive than creating workarounds. Ms. Smith then confirmed that the Board had not formally requested that the administrative rights relating to the District's email be switched from Pinnacle to Crossroads. Director Horak then stated that the administrator of the District's email needed to be changed. The Board then directed Pinnacle to turn over the administration of District email accounts to Crossroads. Director Logan then stated that once the administrative rights had been turned over, Ms. Smith should begin to use the official GM email address. Director Horak agreed that was the best case scenario.

Upon motion by Director Logan and second by Director Horak, the Board voted 2-3, with Directors Koenig, Roberts, and Bennett voting "no", against requiring Ms. Smith to use the official GM email address when communicating with District vendors, residents, and Board Members.

Director Roberts then stated that the Board would discuss homelessness in the District. She stated that District residents had informed her that a homeless man had been living in Jumano Park, close to the park's boundary with Highway 183A. She stated that the District should diligently monitor the greenbelt areas in the District to address any issues that arise in the future. Director Roberts also stated that additional fencing may be necessary near the floodgates in proximity to 183A, and requested that an item be added to the May agenda for further discussion.

Director Roberts stated that the District's Service Agreement with Jan-Pro Cleaning Systems was set to auto-renew pursuant to the terms of the Agreement. Mr. Abbott confirmed that Jan-Pro was in favor of renewal of the Agreement with the current terms and conditions. Upon motion by Director Horak and second by Director Bennett, the Board voted unanimously to confirm the renewal of the Service Agreement with Jan-Pro.

Director Roberts then stated that the Board would discuss property maintenance, repairs, and replacements. Ms. Smith discussed the proposals for replacement and installation of three water fountains with dog bowls at Tumlinson Pavilion, Tumlinson Tennis Court and Apache Pool. She stated that quote QTE52005, attached as **Exhibit "J"**, had been received from Most Dependable Fountains, Inc. for three water fountains in the amount of \$18,033.50. She also stated that a bid had been received from Mike Krischke Plumbing to install the water fountains, attached as **Exhibit "K"**, at a cost of \$1,795 per fountain, for a total of \$5,385. Director Bennett confirmed that the equipment being considered was constructed of stainless steel and was frost proof, which would result in less maintenance of the fountains. Upon motion by Director Koenig and second by Director Horak, the Board voted unanimously to approve quote QTE52005 for the purchase of the water fountains and to accept the bid from Mike Krischke Plumbing to install the water fountains.

Director Roberts then stated that the Board would discuss District parks and facilities, including disc golf. Mr. Abbott stated that, as a result of Coronavirus concerns, HouckDesign was unable to travel to the District to undertake an evaluation of the District's disc golf course. Mr. Abbott offered to search for a local consultant who could undertake an evaluation of the District's disc golf course. Directors Roberts and Koenig opined that it was unlikely that any other contractor could visit the District any time soon, given Coronavirus considerations, and expressed a preference for attempting to schedule a site visit in the future with HouckDesign.

Mr. Abbott then discussed the renewal of the District's Crime/CyberRisk insurance policy with Travelers Casualty and Surety Company of America. He confirmed that A&B had been working to complete the renewal application. Upon motion by Director Bennett and second by Director Logan, the Board voted unanimously to approve the renewal of the insurance policy and directed Mr. Abbott to undertake all actions, including submission of the renewal application, to renew the policy with substantially similar terms and limits to the current policy.

Director Logan then asked Ms. Smith about lighting at Apache Pool, noting that it appeared certain lights were not functioning. Ms. Smith confirmed that a contractor had visited the site and she was still awaiting a quote to address the deficiencies. Director Logan requested that Ms. Smith follow up with another contractor, if necessary. Director Roberts suggested that it may be beneficial to contact Tom Davis from Lifeguard4Hire for recommendations on lighting contractors.

Director Logan then inquired of Ms. Smith about checking voicemails at the Walker House during the Coronavirus period. Ms. Smith confirmed that she had checked the Walker House voicemails every day of the working week and returned all calls promptly.

Director Roberts stated that the Board would next discuss the Association of Water Board Directors Annual (Summer) Conference registration. She encouraged Board Members to correspond with Ms. Kolmodin with any questions relating to registering for the conference.

Director Roberts stated the Board would review the meeting notes attached as **Exhibit "L"**. Director Horak reviewed the notes and confirmed that all actions were properly noted.

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

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[SIGNATURE PAGE TO APRIL 22, 2020 MINUTES]

(SEAL)



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Ryan Horak, Secretary  
Board of Directors

Date: 5-27-20