

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

May 13, 2020

THE STATE OF TEXAS §
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COUNTY OF WILLIAMSON §

A special meeting of the Board of Directors of Block House Municipal Utility District was held via telephone conference on May 13, 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.

The following Directors were present, constituting a quorum:

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

Director Rayan Horak arrived later. Also present at the meeting were Jacquelyn Smith and Lisa Torres of Crossroads Utility Services, LLC ("*Crossroads*"); Tom Davis of Lifeguard4Hire ("*L4H*"); Whitney Killian of Pinnacle Texas Management, LLC ("*Pinnacle*"); Tom Schaefer of Clear Comfort; 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 stated that the Board would next discuss the following proposals from L4H, utilizing equipment purchased from Clear Comfort: (i) for Secondary Sanitation System at Tumlinson Pool (Quote #3244), attached as **Exhibit "B"**; and (ii) for Secondary Sanitation System at Apache Pool (Quote #3245), attached as **Exhibit "C"** (collectively, the "*Proposals*"). Director Bennett confirmed that the Pools Subcommittee had begun researching secondary sanitation options for the District's splash pad prior to the Coronavirus outbreak and, after further research, deemed it prudent to utilize the options contained in the Proposals in both pools. Mr. Davis of L4H stated that he had researched the equipment and concluded that the Proposals contained the best technology available for secondary sanitation. Mr. Davis confirmed that the equipment in the Proposals would not eliminate the Coronavirus, and Director Bennett confirmed that the Proposals were not a response to Coronavirus, but, rather, a necessary step for pool maintenance.

Director Logan asked Mr. Davis and Director Bennett whether the proposals were implicated in the Williamson County permitting process. Mr. Davis confirmed that they were and added that some sort of secondary sanitation measure was necessary.

Director Roberts then inquired of Mr. Schaefer of Clear Comfort as to how many of the proposed systems Clear Comfort had installed. Mr. Schaefer stated that he was unable to confirm a specific number, but noted that all of the YMCAs in Houston had installed the equipment contained in the Proposals. He added that the proposed system utilizes an advanced oxidation process that is cheaper and more effective than ultraviolet (“UV”) sanitation. He further stated that the equipment was proven to treat many different bacterias and that it had been approved as a supplemental sanitizer by the State of Texas. Mr. Schaefer also stated that utilizing the proposed product would allow the District to save money on chlorine costs.

Director Roberts then asked Mr. Schaefer about the installation process. Mr. Schaefer stated that he would not be present for the installation, but that the process was simple. Mr. Davis estimated that the equipment would take a half day to install at each pool, that L4H had installed similar equipment at other pools, and that L4H would be ready to expeditiously undertake the installation upon receipt of the equipment. Mr. Schaefer added that the proposed equipment was cheaper to install than similar equipment that utilized UV sanitation. After discussion, upon motion by Director Bennett and second by Director Logan, the Board voted 4-0 to approve the Proposals.

Director Roberts then stated that the Board would discuss emergency coronavirus preparedness and protocols (“Coronavirus Protocols”), including: (i) reopening of certain District facilities and related health and safety restrictions for use of such facilities; (ii) recreation activity and related matters; (iii) utility operations and related matters; and (iv) authorizing the general manager to take further action in response to evolving conditions. Director Roberts suggested that all District park facilities should be discussed and evaluated for reopening. She then requested that the Board establish guidelines and protocols for any facilities that are proposed to be reopened and suggested the Board could take formal action at the Board’s upcoming regular meeting on May 27, 2020 to finalize reopening protocols.

Director Roberts then recognized Ms. Smith of Crossroads to discuss District facilities and offer considerations and recommendations relating to the reopening of said facilities. Ms. Smith stated that, per the established protocol of Governor Abbott, they are in Phase I of reopening public facilities during the Coronavirus epidemic. She stated that tennis courts may reopen, and suggested that matches be limited to singles play only, adding that doubles play should not be allowed. Ms. Smith then discussed the pavilion in Tumlinson Park and stated that the pavilion could be reopened, but should be limited to four persons at a time. She stated that gatherings of groups would be a concern. Ms. Smith then stated that the Governor had not spoken about reopening playgrounds and that, in her research, she could not find any political subdivisions that had reopened playground facilities. She then discussed the athletic fields, including the Luther Chance Practice Field, and stated that she had concerns about limiting athletic play to four persons at a time and noted that team sports typically had more than four players on a field at once. She recommended that the athletic fields not be reopened at this time. Ms. Smith next discussed restrooms and recommended that the Tumlinson Park restrooms be reopened and cleaned twice a day. She then discussed water fountains in District parks, noting that the water fountains had been turned off, and recommended that they stay turned off. Finally, she addressed the sand volleyball court and noted that it was difficult to maintain social distancing while playing volleyball and recommended that the sand volleyball courts remain closed.

Director Logan inquired as to when the Bike Trails would be opened. Director Bennett stated that maintenance at the Bike Trails was ongoing and that he would follow up to confirm when the maintenance would be complete. Director Logan stated that she did not want to rush into opening up District facilities. She also noted that certain youth volleyball teams had resumed practicing, adding, however, that such volleyball practices were occurring outdoors, the play was limited to two persons on each side, that hand sanitizer was frequently used, and that courtside spectators were not allowed. Director Roberts thanked Director Logan for the information relating to the resumption of youth volleyball practice. Director Roberts then inquired of Ms. Smith about the reopening of the Jumano Community Center. Ms. Smith responded that it would not be practical to reopen the building if the District was going to attempt to limit gatherings to four people or less. Director Logan noted that she was opposed to reopening the restrooms at Tumlinson Park due to the difficulty of ensuring proper sanitation of such a facility.

Director Logan then stated that, following Governor Abbott's announcement allowing for the limited reopening of swimming pools, she and Director Koenig, as the Pools Subcommittee, had been working with L4H relating to reopening the District's pools. She stated that both L4H and Ms. Smith had been conducting research relating to reopening pools, noting that there were many components to consider, including limiting the number of persons utilizing pool facilities, cleaning protocols, and effective communication with District residents.

Mr. Davis stated that the Board could make plans to reopen the pools, but should remain flexible as guidance from relevant regulatory authorities could change. He advised that the Board would need to establish guidelines for the pools and that L4H would have recommendations for the Board to consider. Mr. Davis then confirmed that L4H had been training its staff and preparing for pool openings. He stated that L4H had 65 certified employees that were ready to staff pools in the Central Texas area. He then identified the safety of pool patrons, managing capacity issues, and sanitation as the most important considerations for reopening the pools. Mr. Davis confirmed that pools were approved to be open at 25% of their capacities. He proposed that the District's pools could operate in two hour blocks, with 90 minutes of each block dedicated to an "open" pool and the remaining 30 minutes of each block reserved for sanitation of "high touch" areas, specifically handrails, door handles, and knobs. He stated that UV rays from the sun kills the Coronavirus, which would be helpful in keeping the pools in a sanitary condition. He also recommended that water fountains at the pools be closed and requested that the District purchase all cleaning supplies necessary to sanitize the pools.

Director Logan asked Mr. Davis to discuss how restrooms would be handled after the pools reopen. Mr. Davis stated that restrooms would be cleaned during the 30 minute "cleaning period" of each two hour block. He also stated that L4H employees would wear masks when "on the ground" or cleaning, but not when lifeguarding. Mr. Davis stated that, to the best of his knowledge, no lifeguard group has tested a protocol for wearing masks while lifeguarding. Director Logan added that showers in the pool restrooms would be closed, benches taped off, and hand dryers taken out of order during the limited reopening of pools.

Mr. Davis stated that communication with District residents would be essential to ensure that they were aware of the parameters of the reopening, the applicable protocols, and to avoid any surprises. Director Logan agreed and stated that a communication plan would be instrumental to a successful effort. Director Logan asked Mr. Davis if May 27 was still the target date for the opening of the pools and Mr. Davis confirmed that May 27 should be a feasible opening date. Mr. Davis stated that it was his understanding that Brushy Creek Municipal Utility District and the City of Round Rock would be opening their pools on or before May 27.

Director Roberts then asked Mr. Davis about whether the slides would be opened at Tumlinson Pool, whether District residents would be allowed to bring guests, and if a special time would be designated for “high risk” individuals to use the pools. Mr. Davis stated that they were staggering the openings of the pools, allowing for more swim times for District residents. He also stated that they intended to reserve the last hour or two for “older” pool patrons and added that they could also reserve a time block earlier in the day for seniors, if desirable. Director Logan then stated that the Pools Subcommittee recommended that no guests be allowed during the limited reopening. Director Roberts then asked Mr. Davis if L4H would be taking the temperature of staff members prior to their shifts starting. Mr. Davis stated they were not planning to take temperatures of employees prior to shifts starting, but confirmed that L4H had adopted a Coronavirus policy for its employees relating to health considerations when working during the Coronavirus pandemic. He added that L4H would be making a specialized checklist of considerations for each pool facility.

Director Roberts then asked Mr. Davis if L4H employees would be wearing a face shield when interacting with residents. Mr. Davis confirmed that employees would wear a face shield or a mask in such instances and also stated that the installation of Plexiglas shields in certain areas of the pools might be beneficial. He added that they intend to open the slides, as there is not a lot of “contact areas” on the slides. Director Logan stated that normally there is a line for the slides and that a protocol would be established to ensure the safety of individuals wishing to use the slides. Mr. Davis then stated that the World Health Organization had stated that there is a lower risk of contracting Coronavirus at swimming pools when compared with other public areas. He added that lifeguards would not attempt to regulate social distancing or spacing in the pools. Director Logan reiterated that safety would be the paramount consideration in reopening the pools. Director Bennett questioned how L4H would deal with people who were not compliant with pool protocols, adding that he wanted something in the District’s plans that addresses individuals who do not respect social distancing. Director Bennett then asked Mr. Davis about water quality testing. Mr. Davis stated that they have automated testing, with one employee dedicated to remote monitoring, a staff member who would check water quality at each pool every hour, and a supervisor at each pool ready to deal with any emergency water quality issues.

Director Roberts then stated that the Board needs to develop written rules and guidelines relating to the reopening of the pools and suggested the Board could formally adopt the rules and guidelines at its May 27 meeting. Director Roberts directed Mr. Abbott to evaluate whether L4H would need to execute a contract addendum relating to Coronavirus considerations. Director Bennett requested that all Board Members provide comments to Ms. Smith as the rules and guidelines are drafted. Director Logan stated that she is in favor of adopting a motion to open the pools on May 28, which would allow for the preparation of the rules and procedures and the formal adoption of the same at the Board’s May 27 meeting. She added that establishing an opening date for the pool would allow for communication with District residents regarding the reopening of the pools and stressed the need for effectively conveying and educating residents on the protocol and policies associated with the reopening of the pools. Director Roberts stated that most people were now used to social distancing, which should be a positive for opening the pools. She added that District residents have been great at following park protocols during the Coronavirus epidemic and underscored the importance of communication.

Director Bennett stated that the Board should be ready for pushback on social media regarding the District’s decision to reopen the pools. Director Koenig stated that he is comfortable reopening the pools, but wanted to closely monitor safety issues associated with

reopening. He added that he is comfortable following the Governor's recommendation. Director Horak stated she appreciated the preparation that had taken place, trusts L4H, and is in favor of being proactive with communication. Upon motion by Director Logan and second by Director Koenig, the Board voted unanimously to open the District's pools on May 28, subject to any changes in state or local government regulations that may occur before that date.

Director Roberts then directed Pinnacle to start drafting communication relating to the reopening of the pools and directed Ms. Smith and Mr. Abbott to work together, along with Mr. Davis, to draft rules and guidelines relating to the reopening of District facilities, including the pools. Director Logan then stated that she and Director Logan would be at the pools on opening day to answer any questions from residents about the reopening.

Director Roberts stated that the Board would next discuss District branding and logo, including a report from Hot Dog Marketing attached as **Exhibit "D"**. Director Roberts stated that she and Director Logan had been working with the Hot Dog Marketing staff and were very excited about the report that was received. She stated that she and Director Logan would be conducting a zoom call soon with the Hot Dog Marketing staff and expected that the Board would be excited about moving forward. She also stated that they may circulate some of the proposed logos for residents to participate in a poll.

Director Logan then stated that she was aware of certain administrative offices reopening and asked Ms. Smith if Crossroads had considered reopening the Walker House. Director Roberts recommended that the reopening of the Walker House could be discussed at the Board's May 27 meeting and encouraged the Board to forward any other agenda items to Ms. Smith.

Director Roberts stated the Board would review the meeting notes attached as **Exhibit "E"**. Director Roberts then 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 Logan and second by Director Bennett, the Board voted unanimously to adjourn the meeting.

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[SIGNATURE PAGE TO MAY 13, 2020 MINUTES]

(SEAL)



Rayan M Horak

Rayan Horak, Secretary
Board of Directors

Date: 5-27-20