

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

October 28, 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 video conference on October 28, 2020 at <https://zoom.us/j/92075401347?pwd=d2JIazhna2svOGdFaGZDYTVsWUFKZz09>, Zoom Meeting 920 7540 1347 and passcode 551898. 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 Mark Burton of Municipal Accounts & Consulting, L.P. ("MAC"); Jacquelyn Smith and Andrew Hunt of Crossroads Utility Services, LLC ("Crossroads"); Tripp Hamby of Priority Landscapes ("Priority"); Heike Santiago of the Block House Creek Owners Association (the "OA"); Robert Young, David Shoemaker, Sandie Faglie, Karen Limb, Steve Powers, McKay Bradford, Scott Laningham, Beverly Stone, Julie Hiegert, and Laurie Miller, residents 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 Zoom and was being recorded. She stated that the Board would first receive citizens' communications, requested that each speaker identify themselves when speaking, and requested that anyone participating in the call mute their devices when they were not speaking.

Mr. Shoemaker stated that he was bothered by the fact that a park bond proposition was placed on the ballot when the Board did not have a firm plan for disc golf in the District. He expressed concern that there was not a firm park plan for the whole neighborhood. He stated that he thought the Board's park policy was "a real mess". In response to Mr. Shoemaker, Mr. Abbott confirmed that the Board had adopted two separate park plans that corresponded with the proposed bond propositions.

Mr. Young then stated that he would appreciate a definitive plan relating to permanent disc golf facilities in the District. He confirmed that he had been playing disc golf in Jumano Park and that he was not aware of any discs that had been lost or caused any issues in Jumano Park. He also stated that there was additional trash in Jumano Park that needed to be picked

up. Mr. Young requested that the Board consider allowing volunteers in the disc golf community to resume their trash collection efforts in Jumano Park.

Ms. Faglie stated that she did not feel comfortable in her home as a result of individuals playing disc golf in Jumano Park. She added that individuals had been driving by and taking photographs of her home. She stated that her husband had confronted the individuals who were taking pictures in the neighborhood and that the individuals later knocked on her door. She clarified that the individuals that knocked on her door were advocating for disc golf in Jumano Park.

Ms. Limb stated that her home backs up to Jumano Park and noted that she had intentionally purchased her home on the greenbelt. She stated that she does not want increased traffic, parking lots, or more dogs in Jumano Park. She noted that she understands the passion for disc golf in Block House but that she is passionate about keeping Jumano Park as it currently exists. She suggested that nets could be installed in the previous disc golf location to remedy any safety issue.

Mr. Powers stated that he does not have full knowledge of all the details relating to disc golf in Jumano Park. He stated that he understood that a study was done on the previous location of disc golf in the District. He further stated that he would like to see an environmental study undertaken in Jumano Park prior to any permanent facilities being considered. He added that he was concerned about safety.

Ms. Stone agreed with Mr. Powers. She stated that there seemed to be great motivation to clear out dead limbs and litter. She noted that there were a lot of residents who picked up litter in Jumano Park and that disc golfers should not be allowed to do further clearing. She then suggested that a committee should be formed (that included residents around Jumano Park) to consider further clearing or trash removal in the park.

Mr. Laningham also agreed with Mr. Powers. He stated that he has compassion for disc golfers wanting a place to play disc golf in the Block House neighborhood, but felt that environmental and safety studies should be conducted prior to moving forward with any permanent disc golf facilities in Jumano Park. He encouraged the Board to form a committee to vet the issues relating to disc golf.

Ms. Stone spoke for a second time and expressed concern about how the development of Jumano Park could negatively affect wildlife living in the park.

Mr. Bradford stated that he reviewed the draft proposal that the disc golfers had submitted to the Board and that he did not want to see an 18-hole disc golf course constructed in Jumano Park. He requested that the Board vote against the 18-hole proposal.

Ms. Miller thanked the Board for their time and concurred with Mr. Bradford. She stated that an 18-hole course would take up too much land in Jumano Park. She also expressed concern about the wildlife population in Jumano Park and the costs involved with developing a course in Jumano Park.

Director Roberts then stated that the Board would receive a report from the OA and recognized Ms. Santiago. Ms. Santiago noted that the OA had held a Halloween contest and that the OA's annual meeting would occur on November 7, 2020. She stated that a food drive was planned for the neighborhood, a successful shredding day had occurred, and that the OA continued to conduct Zumba classes.

Director Roberts stated that the Board would next consider the minutes of the September 14, 2020 special meeting, September 23, 2020 regular meeting, and September 28, 2020 special meeting (collectively, the "Minutes"). Upon motion by Director Bennett and second by Director Logan, the Board voted unanimously to approve the Minutes.

Director Roberts then stated that the Board would consider the emergency coronavirus preparedness and protocols. Ms. Smith stated that playgrounds had been opened and coronavirus signage was in place. She noted that reservations were not currently being accepted for field reservations and that ball fields of most political subdivisions in the areas were still closed. Director Roberts suggested that the ball fields and basketball and hockey courts be reopened with proper coronavirus precautionary signage. Director Logan agreed with Director Roberts. Upon motion by Director Logan and second by Director Bennett, the Board voted unanimously to open all of the District's ball fields and sports courts and directed Ms. Smith to post coronavirus-related safety signage at all such facilities. Ms. Smith stated that she was not sure when she could get all the signage in place and Director Logan stated that she would like the signage in place as soon as possible.

Director Roberts then stated that the Board would receive a report regarding restrictive covenant enforcement, including pending or contemplated litigation. Ms. Smith stated that she had been working on Architectural Control Committee ("ACC") issues and had created a tracking tool. She also confirmed that she had received nine ACC requests over the past nine weeks and that there was not currently a process in place for restrictive covenant enforcement. She also added that she had observed some restrictive covenant violations and that she would discuss enforcement with the Restrictive Covenant Subcommittee. Director Logan inquired as to whether Ms. Smith was undertaking deed restriction enforcement. Director Roberts stated that she had instructed Ms. Smith to correspond with Andrew York regarding enforcement. Director Logan directed Mr. Abbott to add an agenda item to the Board's November agenda to discuss restrictive covenant enforcement in the absence of a contracted consultant for such a purpose.

Mr. Hunt then provided an update to the Board regarding a request for proposal ("RFP") for restrictive covenant enforcement services. He stated that an RFP had been sent to seven companies and only one proposal had been received. He recommended that the RFP be distributed to several more companies and that, hopefully, he would bring back additional proposals for the Board's consideration in November.

Director Roberts stated that the Board would next receive the bookkeeper's report and recognized Mr. Burton. Mr. Burton presented the check register attached as **Exhibit "B"** and the supplemental check register attached as **Exhibit "C"**. He reviewed the District's investments and budget comparison and recent bills and invoices listed in the report, and requested approval of the fund transfers listed in the report. After discussion, upon motion by Director Bennett and second by Director Logan, the Board voted unanimously to approve payment of the bills and invoices and the fund transfers.

Director Logan then stated that she had discovered some discrepancies in the most recent Crossroads invoice and had spoken with Mr. Hunt regarding her concerns. Mr. Hunt stated that he was addressing and correcting all of Director Logan's concerns. Director Logan reminded the Financial Subcommittee, the General Manager, and the other District consultants that all District transactions and purchases should be tax exempt.

Director Roberts stated that the Board would next discuss pool operations, maintenance, repairs and management. Mr. Bennett stated that Mr. Davis had identified some cracking in the

Tumlinson Pool. He noted that he had researched the applicable warranty and that it had expired, and recommended repairing the cracks before additional damage occurred. The Board then directed Mr. Davis to provide a proposal to the District to repair the cracks in the pool.

Director Roberts stated that the Board would next discuss landscaping in the District and noted that Priority's report, attached as **Exhibit "D"**, had been included in the electronic meeting packet provided to the Board. She reviewed the proposals for: (a) Christmas lights installation (Estimate #3772) attached as **Exhibit "E"**; and (b) replacement of Christmas lights (Estimate #3778) attached as **Exhibit "F"**. After discussion, upon motion by Director Horak and second by Director Koenig, the Board voted unanimously to approve Estimates #3772 and #3778.

Director Roberts then stated that the Board would discuss District operations, including: (a) report from and directives to Crossroads Utility Services, LLC; (b) system maintenance and repairs; (c) write-offs, and (d) proposal for replacement of door at ground storage tank, and recognized Mr. Hunt, who presented the report attached as **Exhibit "G"**. Mr. Hunt stated that water loss for the previous month had been 9.52%. He stated that there had been a break in a water line that likely contributed to the higher than normal water loss. He reported that the number of delinquent accounts were increasing. Mr. Hunt stated that, during the repair of a broken water line, Crossroads had depressurized the line and issued a related boiled water notice. He noted that this had been accomplished by hanging "door tags" at the homes of affected residents. He asked the Board to confirm exactly how the Board would like for Crossroads to provide boiled water notices and, specifically, when residents should be alerted via social media. Mr. Hunt confirmed that Crossroads' current standards were that any situation affecting 10 residents or more merited a social media post. After discussion, the Board confirmed that 10 homes or more being taken out of service — or an entire street — should constitute a social media posting.

Mr. Hunt then confirmed that lead and copper samplings in the District were complete and that testing had resulted in favorable results. He presented a proposal from Cedar Park Overhead Doors, attached as **Exhibit "H"**, relating to the installation of an insulated garage door at the pump house and recommended approval. Upon motion by Director Bennett and second by Director Koenig, the Board voted unanimously to approve the proposal from Cedar Park Overhead Doors. Mr. Hunt then presented three write-offs for the Board's consideration. After discussion, upon motion by Director Logan and second by Director Horak, the Board voted unanimously to approve the write-offs, as presented.

Director Roberts stated that the Board would next discuss general management items, and recognized Ms. Smith. Ms. Smith stated that she had completed all of her directives and referred the Board to her report attached as **Exhibit "I"**. She reported that she continued to work with Granicus on a schedule for the rollout of the District's website.

Director Roberts then stated that the Board would discuss property maintenance and inquired of Ms. Smith about the status of broken glass and windows at the Walker House. Ms. Smith stated that the broken glass in the door could not be replaced and that the entire door would need to be replaced. She then stated that she had located a contractor that should be able to fix the broken windows and possibly the door. Director Bennett stated that he had located a metal building to house the District's all-terrain vehicle. He confirmed that the building would need to be assembled and stated that he had inquired with Crossroads about assembling the metal building. Mr. Hunt confirmed that Crossroads could assemble the building. Upon motion by Director Bennett and second by Director Koenig, the Board voted unanimously to approve the purchase, up to \$2,000, of a metal building to house the District's all-terrain vehicle.

Director Roberts stated that the Board would next receive a report from the Communications Subcommittee. Ms. Smith stated that a newsletter had been distributed in October. She then stated that a reformatted newsletter would be established, with a new name, in the near future.

Director Roberts stated that the Board would next discuss the Storm Water Management Program under TPDES General Permit TXR040000, including the use of volunteer groups for access trail and creek clearing projects. Director Bennett stated that it was time to clean out the waterways of the District and briefly described the Municipal Separate Storm Sewer System (“*MS4*”) requirements of the District, including erosion, vegetation, outfall, and inlet considerations. Director Bennett proposed that the District work with a volunteer group, in exchange for a donation of \$850, to assist with necessary landscape trimming and trash collection along established trails in Jumano Park. Director Logan stated that it would be important to maintain COVID protocols during the work and Director Bennett agreed. Upon motion by Director Bennett and second by Director Horak, the Board voted unanimously to coordinate with a volunteer group in exchange for a donation of \$850 to perform landscape trimming and trash collection along established trails in Jumano Park.

Director Roberts then stated that the Board would discuss District parks and facilities, including disc golf. Director Bennett stated that no additional clearing or removal of trash had occurred in Jumano Park. He stated that disc golfers continued to bring temporary baskets into Jumano Park to play disc golf and that there were no permanent disc golf facilities in the park. He summarized by stating that he and Director Koenig had no recommended action for the Board and that he was working to assemble a list of pros/cons for the Board to consider at its November meeting. Director Roberts invited interested residents to contact the General Manager of the District to ensure that they could be part of the Board’s decision making process going forward. Director Bennett reminded the Board that regular mowing occurs in Jumano Park and he stated that he would work with the District’s General Manager to keep residents informed on when that would occur. Mr. Young then asked if the disc golfers were authorized to resume trash collection in Jumano Park. Upon question from Director Bennett, Mr. Abbott stated that waivers were recommended for any volunteers working in the District’s park and noted that at the previous meeting residents had expressed concerns about the removal of trash by other District residents. Director Roberts then stated that, as the Board had decided to curb all clearing and trash collection activities in Jumano Park at its September meeting, they would keep such policies in place and revisit the topic at its November meeting.

Director Roberts stated that the Board would next receive the report from and directives to Armbrust & Brown, PLLC. Mr. Abbott then reviewed the proposed Landscape Maintenance Services Agreement attached as **Exhibit “J”**. After discussion, upon motion by Director Horak and second by Director Bennett, the Board voted unanimously to approve the Landscape Maintenance Services Agreement as proposed. Director Bennett then requested that Mr. Hamby provide records of all chemical applications in the District for the purposes of MS4 reporting and Mr. Hamby agreed to do so.

Mr. Abbott then provided an update relating to District election considerations. He noted that Director Logan was currently in the middle of a four year term that was scheduled to end in November of 2022 and that she had filed to run for a new term that would conclude in November of 2024. He stated that he had researched the matter, which included multiple conversations with the Elections Division of the Texas Secretary of State’s Office, and that state law provided that a Board Member of a municipal utility district in the middle of a term could run for a seat with a “new” term. He then explained that if Director Logan were to win a “new” term, she would have the option of keeping her existing seat or accepting the new seat. In each

instance, a vacancy would be created on the Board and the Board could then fill the vacancy via appointment. He further explained that if Director Logan did not win a “new” term, she could keep her existing seat.

Director Horak then reviewed the meeting notes attached as **Exhibit “K”**.

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

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[SIGNATURE PAGE TO OCTOBER 28, 2020 MINUTES]

Ursula Logan, Assistant Secretary  
Board of Directors

Date: 11-17-20