

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

August 25, 2021

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 August 25, 2021, 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. Certain Members of the Board participated in the telephone conference at 2600 Block House Drive South, Leander, 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 meeting was called to order at 6:30 p.m. and the roll of the members of the Board of Directors was called, as follows:

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

All of the Directors were present on the call when it was called to order. Also present on the call were Taylor Kolmodin of Municipal Accounts & Consulting, L.P. ("MAC"); Jacquelyn Smith and Lisa Torres of Crossroads Utility Services, LLC ("Crossroads"); Sandy Martin of the Block House Creek Owners Association (the "OA"); Lieutenant Billy Boggs of the Williamson County Sheriff's Office ("WCSO"); Tom Davis, Lifeguard 4 Hire ("L4H"); Tripp Hamby of Priority Landscapes, LLC ("Priority"); Malorie Lara of Community Association Management ("CAM"); Lauren Smith of Public Finance Group LLC; and Sean Abbott of Armbrust & Brown, PLLC ("A&B").

Director Roberts welcomed those present on the call. 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 none, she stated that the Board would next receive a report from the OA and recognized Ms. Martin. Ms. Martin stated that the OA's "back to school bash" had been a big success. She stated that people liked the new location of the bash, including the improved access to parking and the Tumlinson Park playscape. She estimated that approximately 1,000 people had attended the event. Ms. Martin then confirmed that the lantern workshop was still on schedule to be held in September and that the lanterns would be used in a parade in October. She also noted that the "pumpkin patch event", the shred event, and the OA's annual meeting would be occurring soon. Director Logan then stated that she had attended the back to school bash and that it was great. Director McMullen noted that he also received great feedback about the event.

Director Roberts stated that the Board would next consider approving the minutes of the July 21, 2021 special meeting and the July 28, 2021 regular meeting. After discussion, upon motion by Director Bennett and second by Director Koenig, the Board voted unanimously to approve the minutes from both meetings.

Director Roberts stated that the Board would next receive a report from the WCSO and recognized Lt. Boggs. Lt. Boggs briefly reviewed the WCSO's recent activity in the District. Upon question from Lt. Boggs about the enforcement of the District's rules, Director Roberts stated that the District would research and follow up with the WCSO.

Director Roberts then stated that the Board would discuss restrictive covenant enforcement, including pending or contemplated litigation, and recognized Ms. Lara. Ms. Lara then reviewed CAM's report. She noted that the residents seemed to be doing better to comply with restrictive covenants within the District. She stated that there seemed to be less boats and recreational vehicles parked in driveways. Upon question from Director Logan, Director McMullen confirmed that the Restrictive Covenant Subcommittee ("*RC Subcommittee*") "cleaned up" CAM's report. Director Logan then requested that a graph be added to the monthly report to demonstrate the different violations that were occurring on a monthly basis. Director McMullen then stated that the RC Subcommittee would work with CAM on the request.

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 "B"**. Ms. Kolmodin noted that there were three fund transfers and recommended approval of a certificate of deposit. After discussion, upon motion by Director Koenig and second by Director Bennett, the Board voted unanimously to approve payment of the bills and invoices, the investment, and the fund transfers, as presented.

Director Roberts stated that the Board would next discuss pool operations, maintenance, repairs and management and recognized Mr. Davis, who stated that the pools were operating under their typical seasonal protocol. Mr. Davis then presented the proposal from 360 Aquatics for removal and replacement of two steps at Apache Pool (Estimate #4586), attached as **Exhibit "C"**. Upon question from Director Bennett, Director Logan confirmed that the work at Apache Pool was a safety issue and needed to be addressed as soon as possible. Mr. Davis then confirmed that the work would probably take two days and that they'd like to have it done before Labor Day. After discussion, upon motion by Director McMullen and second by Director Logan, the Board voted unanimously to approve Estimate #4586.

Mr. Abbott then presented the letter agreement with Leander Independent School District for Use of Apache Pool for 2021/2022 swim season, attached as **Exhibit "D"**, and reviewed it with the Board. After discussion, upon motion by Director Logan and second by Director McMullen, the Board voted unanimously to approve the letter agreement.

Director Roberts then stated that the Board would discuss landscape maintenance, including the report from Priority attached as **Exhibit "E"**. Mr. Hamby then presented Proposal #561 for the new tree installation and replacement attached as **Exhibit "F"**. He noted that the proposal would provide for replacing the younger trees that were lost during the February winter storm event. After discussion, upon motion by Director McMullen and second by Director Bennett, the Board voted unanimously to approve Proposal #561 in an amount not to exceed \$12,500.

Mr. Hamby then presented Proposal #562 for work relating to drainage considerations along the granite path in Tonkawa Park attached as **Exhibit "G"**. After discussion, upon motion

by Director Bennett and second by Director McMullen, the Board voted unanimously to approve Proposal #562.

Mr. Hamby then presented Proposal #563 for tree trimming by Certified Arbor attached as **Exhibit “H”**. He explained that the projected total on the quote reflected the daily rate of Certified Arbor. Upon question from Director Roberts, Mr. Hamby confirmed that the District’s contract with Priority provided \$25,000 worth of tree care on an annual basis. After discussion, upon motion by Director McMullen and second by Director Bennett, the Board voted unanimously to approve Proposal #563 for no more than four days of work by Certified Arbor.

Mr. Hamby then presented Proposal #567 for a concrete trickle channel cleanout along the east side of Tonkawa Park attached as **Exhibit “I”**. After discussion, upon motion by Director Bennett and second by Director McMullen, the Board voted unanimously to approve Proposal #567.

Mr. Hamby then presented Proposal #568 for disco golf course clearing – Phase 3 attached as **Exhibit “J”**, noting that the proposal was intended not to exceed \$23,000. Upon question from Director Logan, Director Bennett noted that design costs for the disc golf course were in line with the budget, but that construction costs were approximately \$60,000. Director Bennett then stated that he believed that Proposal #568 should be the last round of clearing work. Ms. Kolmodin then stated that there were various park maintenance line items in the budget that could be used to cover the disc golf construction expenses. Upon question from Director Roberts, Director Bennett stated that the expenses remaining (after Proposal #568) should be around \$5,000 to \$10,000. Director Logan noted that she had seen volunteer groups working on the disc golf course and expressed a desire for such practices to continue. After discussion, upon motion by Director Bennett and second by Director Koenig, the Board voted unanimously to approve Proposal #568.

Director Roberts then stated that the Board would discuss District operations and recognized Ms. Torres. Ms. Torres reviewed the operations report attached as **Exhibit “K”**. She stated that all lab results were satisfactory and that the water loss for the previous month had been 4.87%. She added that there were four write-offs included in her report. After discussion, upon motion by Director Bennett and second by Director Logan, the Board voted unanimously to approve the write-offs. Ms. Torres then presented the proposal from Crossroads Utility Services for the sample stations at 502 Beverly Lane and 16401 Spotted Eagle Drive (Quotation #3), attached as **Exhibit “L”** and reviewed it with the Board. After discussion, upon motion from Director Bennett and second by Director McMullen, the Board voted unanimously to approve Quotation #3, as presented.

Director Roberts stated that the Board would next discuss general management items, and recognized Ms. Smith. Ms. Smith reviewed her report, attached as **Exhibit “M”**. She then reviewed the requests for use of facilities, noting that she had worked with the OA to ensure that the recycling days wouldn’t conflict with the opening of the disc golf course. Ms. Smith stated that she was working with residents regarding the “Mistletoe Marketplace” and that she had granted tentative approval for the use of the Walker House for the event.

Director McMullen left the meeting at 7:26 p.m.

Ms. Smith then presented the proposal from Lindsey’s Office Furniture – Austin for conference room chairs (Estimate #15529) attached as **Exhibit “N”**. After discussion, upon motion by Director Koenig and second by Director Bennett, the Board voted 4-0 to approve the proposals.

Director McMullen returned to the meeting at 7:29 p.m.

Ms. Smith then discussed the refinishing of the floors at the Apache Pool restrooms and presented the Proposal and Contract from Sundek attached as **Exhibit “O”**. After discussion, upon motion by Director Koenig and second by Director Logan, the Board voted unanimously to approve the Proposal & Contract.

Director Roberts then stated that the Board would consider the Proposals from Trinity AV Solutions at the Board’s September 8, 2021 meeting.

Director Roberts stated that the Board would next discuss District parks and facilities, including disc golf, and recognized Director Bennett. Director Bennett provided an update on the disc golf course construction and stated that the fairways were beginning to be established and that all tree stumps had been removed. He noted that they were “getting real close.” Director Bennett then presented the Proposal from DigDug Construction, LLC for Jumano Park berm attached as **Exhibit “P”** and the Proposal from DigDug Construction, LLC for Jumano Park tee boxes attached as **Exhibit “Q”**. After discussion, upon motion by Director Bennett and second by Director Koenig, the Board voted unanimously to approve the Proposals.

Director Logan then asked Director Bennett whether the grand opening of the disc golf course had been scheduled for September 25, 2021 and whether or not the OA would be partnering with the District on the grand opening ceremony. Director Bennett confirmed that September 25th was a tentative date. He then confirmed that the District would be conducting the grand opening event without assistance from the OA. Director Logan noted that the disc golf course construction was already over budget and that the OA could help defray costs. She then noted that the course looked “awesome.”

Director Roberts then stated that the Board would discuss the use of Proposition A bond funds. Mr. Abbott then presented the Resolution Expressing Official Intent to Reimburse Certain Expenditures attached as **Exhibit “R”**. After discussion, upon motion by Director McMullen and second by Director Koenig, the Board voted unanimously to approve the Resolution.

Director Roberts stated that the Board would next discuss the newsletter, water bill inserts, website and District-wide calendar. Ms. Smith stated that she continued to work with the communications consultant on the District newsletter. Director Logan noted that she had found some errors in the most recent draft that would need to be addressed. Ms. Smith confirmed that the District had a new twitter account.

Director Roberts stated that the Board would next receive the report from and directives to A&B. Mr. Abbott confirmed that all of his directives were complete.

Director Roberts then stated that the Board would discuss the City of Cedar Park cost of service study relating to water and wastewater service. Mr. Abbott noted that notice had been received from the City of Cedar Park that the City intended to conduct a cost-of-service study pursuant to the City’s agreement with the District and that Raftelis Financial Consultants would conduct the study. Mr. Abbott stated that the City had not established whether they intended to undertake a study relating to water or wastewater services or both. He also noted that the District’s water and wastewater agreements with the City contained different provisions relating to conducting a cost-of-service study. Director Roberts then directed Mr. Abbott and Andrew Hunt of Crossroads to contact the City of Cedar Park regarding the proposed study and update the Board at the September 8, 2021 meeting. Director Roberts then noted that the City had

undertaken significant infrastructure projects relating to their provision of water and wastewater services to their retail and wholesale customers.

Mr. Abbott presented the Standard Agreement with Local Governmental Entity Regarding Off-Duty Contracting of County Sheriff Deputies attached as **Exhibit “S”** and referenced the Memorandum of Understanding – Patrol Services to be Performed within Block House Municipal Utility District. After discussion, upon motion by Director Koenig and second by Director Roberts, the Board voted unanimously to approve the Standard Agreement and the Memorandum of Understanding.

Mr. Abbott then provided a brief legislative update to the Board, including an overview of Senate Bill 3 and how it would affect the District. He then reviewed the list of District contracts that would be coming up for renewal in either September or October. Director Roberts then suggested that the relevant subcommittees work with the respective contractor on contract renewals. Ms. Smith noted that the expiration of contracts was considered during recent budget meetings.

Director Roberts then stated that the Board would schedule a consultant review for the general manager for the Board’s regular September meeting.

Director Roberts then directed Mr. Abbott to include a revision of the District’s recreational rules to the agenda for the Board’s regular September meeting and directed Ms. Smith to draft proposed revisions for the Board to consider relating to the playing of disc golf in District parks. The Board then discussed the District’s temporary policy of prohibiting the playing of disc golf in District parks. Director Logan noted that it was still acceptable to play Frisbee in District parks. She also stated that she was in favor of being able to utilize disc golf baskets in District parks to practice disc golf. Upon motion by Director McMullen and second by Director Koenig, the Board voted 4-1, with Director Logan voting “no”, to extend the prohibition of disc golf in District parks until the grand opening of the Jumano Park disc golf course.

Director Roberts then stated that the Board would consider COVID safety procedures for meetings and recognized Director Logan. Director Logan stated that she had concerns about resuming “in person” meetings and requested that the members of the Board consider wearing masks at such meetings. She noted that the wearing of masks was voluntarily. Discussion ensued. Director Roberts then confirmed that no motions had been made relating to the issue.

Director Roberts then directed Mr. Abbott to review and confirm the meeting notes attached as **Exhibit “T”**. Director Logan stated that meeting notes were not being completed and posted on the District’s website as they had been historically. She noted that the Board Secretary had traditionally undertaken such action. Director Roberts then directed Ms. Smith to undertake the recording and posting of the meeting notes going forward.


Director Roberts stated that the Board would next discuss the Board’s future meeting schedule and agenda items. Mr. Abbott confirmed that the next meeting of the Board of Directors would occur on September 8, 2021.

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

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[SIGNATURE PAGE TO August 25, 2021 MINUTES]


Byron Koenig, Secretary
Board of Directors 

Date: 9-22-21