

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

March 23, 2022

THE STATE OF TEXAS §
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COUNTY OF WILLIAMSON §

A meeting of the Board of Directors of Block House Municipal Utility District was held on March 23, 2022, 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:

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

All of the Directors were present, except Director Koenig, thus constituting a quorum. Also present at the meeting were: Taylor Kolmodin of Municipal Accounts & Consulting, L.P. ("MAC"); Andrew Hunt and Lisa Torres of Crossroads Utility Services, LLC ("Crossroads"); David Gray of Gray Engineering; Sandy Martin of the BHC Owners Association ("OA"); Deputy Billy Boggs of the Williamson County Sheriff's Office ("WCSO"); Tom Davis of Lifeguard 4 Hire; Tripp Hamby of Priority Landscapes; Trent Rush of Hitchcock Design Group; Yuli Castelar, 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 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 Roberts then stated that the Board would receive citizens' communications and recognized Ms. Castelar. Ms. Castelar discussed the intersection of Scottsdale Drive and 183A with the Board. She noted that, as a pedestrian, it was very difficult to navigate the intersection as the sidewalk along Scottsdale did not connect to the sidewalk on 183A. She stated that the intersection was particularly difficult when pushing a baby stroller. Ms. Castelar noted that the District's landscaping at the corner was not desirable and needed to be addressed. She further noted that proper signage was not in place at the intersection to reflect that the right lane had historically been used as a "right turn only" lane. She also noted that the fence needed to be painted. Director Logan stated that she had observed the deficiencies described by Ms. Castelar and that she had heard similar concerns expressed by other District residents. She specifically requested that the Board send a letter to Williamson County to address the confusion relating to the lack of proper "right turn only" signage. After further discussion, **the Board directed the District's general manager to follow up on the issues described by Ms. Castelar, including the lack of proper "right turn only" signage", and to report back to the Board at the regularly scheduled April meeting.**

Director Roberts stated that the Board would next receive a report from the OA. Ms. Martin reviewed the events that the OA intended to conduct in the District in the near future. She specifically discussed the planned “recycle day.” Mr. Hunt opined that it would be best to continue to host the event at Tonkawa Park. Ms. Martin then noted that the OA also had plans in place for a garage sale, large item drop off, and an Earth Day celebration. Mr. Hunt then presented the request for use of facilities and waiver of fees from the OA Recreation Committee for use of Tonkawa Park on the 4th of July, attached as **Exhibit “B”**. After discussion, upon motion by Director McMullen and second by Director Logan, the Board voted 4-0 to approve the request for use of facilities and waiver of fees. Director Roberts then stated that she would like for the District to coordinate with the OA on the event and noted that the District intended to host its typical July 4th fireworks show at Tonkawa Park.

Director Roberts stated that the Board would next consider approving the minutes of the February 23, 2022 regular Board meeting. After discussion, upon motion by Director McMullen and second by Director Bennett, the Board voted 4-0 to approve the minutes.

Director Roberts then stated that the Board would receive the monthly security report from the Williamson County Sheriff’s Office and recognized Deputy Boggs. Deputy Boggs stated that conditions in the District seemed to be generally normal. He noted that it was his understanding that Williamson County would not be utilizing RollKall to schedule the work of WCSO deputies in the District going forward. **Mr. Abbott agreed to research further and update the Board at its next regular meeting.**

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 “C”**, and the supplemental cash flow report/check register, attached as **Exhibit “D”**. She noted that there were three proposed fund transfers and recommended approval. After discussion, upon motion by Director McMullen and second by Director Bennett, the Board voted 4-0 to approve the payment of the bills and invoices and the fund transfers, as presented.

Director Roberts stated that the Board would next discuss landscape maintenance, including the report from Priority Landscapes, LLC, attached as **Exhibit “E”**. Mr. Hamby stated that Priority continued their typical maintenance activities in the District. He confirmed that Priority had also begun MS4-related maintenance on the Susan Lane Channel. He then presented Proposal #1041 for removal and disposal of brush and accumulated leaves behind 3301 Spumanti Lane, attached as **Exhibit “F”**, and Proposal #1042 for removal and disposal of trees, brush and hanging limbs behind 15357 English River Loop, attached as **Exhibit “G”**. After discussion, upon motion by Director McMullen and second by Director Bennett, the Board voted 4-0 to approve the proposals.

Director Roberts then stated that the Board would discuss engineering matters, including the District right-of-way improvements, and recognized Mr. Gray. Mr. Gray reviewed his report, attached as **Exhibit “H”**. He confirmed that his office continued to inspect and take pictures of the work undertaken by Pedernales Electric Cooperative (“**PEC**”) in the District. He confirmed that all new poles had been installed and that lines still needed to be hung. Mr. Gray confirmed that he had alerted PEC environmental staff to concerns with the condition of certain District parking facilities. He added that PEC would likely need to regrade certain areas and restore with vegetation.

Mr. Gray then reviewed the proposal from HOT Inspection Services, Inc. (“**HOT**”) for the inspection of the ground storage tank and hydro-pneumatic tank, attached as **Exhibit “I”**, and recommended approval. After discussion, upon motion by Director McMullen and second by

Director Bennett, the Board voted 4-0 to approve the proposal from HOT and directed Crossroads to assist HOT, as necessary, in providing access to the facilities.

Mr. Gray then stated that a traffic impact analysis (“TIA”) had been submitted to the City of Cedar Park relating to the development of the Knight Tracts along Block House Drive South. He then provided a high level summary of the TIA to the Board. Discussion ensued, with Board members expressing concern about additional traffic in the District and the impact that such a dense development could have on District facilities, particularly the District’s park system.

Mr. Gray next stated that his firm continued to work on the District’s Right-of-Way Improvements Project (the “ROW Project”). He stated that he had had discussions with the District’s general manager and general counsel, noting that the project had various moving parts and would take careful consideration, particularly if the project was to be financed over the course of years. He proposed a meeting with the ROW Subcommittee at his office to further discuss the scope and costs of the project. After discussion, the Board expressed a desire to conduct a special Board meeting at Mr. Gray’s office so that all Board members could participate in the workshop to review the scope and cost of the project. Mr. Gray suggested that the Board could convene at 4 p.m. on April 6, 2022 to review the scope of the project and discuss options. He noted that the meeting would be limited to education and discussion and suggested that final decisions on the direction of the project could be made at a later meeting.

Director Roberts stated that the Board would discuss pool operation and maintenance. Mr. Davis stated that his firm had completed the replaster project at Tumlinson Pool and that the Pool was in the process of being filled. He noted that the new pool heaters had been installed at Apache Pool. He then presented invoices 18694 and 18696 in the combined amount of \$36,618.15 (the “Tumlinson Invoices”) relating to the replaster project, copies of which are attached as **Exhibit “J”**. After discussion, upon motion by Director McMullen and second by Director Logan, the Board voted 4-0 to approve payment of the Tumlinson Invoices. Director Roberts then asked Mr. Davis to ensure that invoices were timely submitted to the District’s bookkeeper in accordance with the District’s typical payment process going forward. She stated that she wanted to review the scheduled hours for the pools and the policies in place during times of inclement weather. **She then directed the District’s general manager to place an advertisement on the E-Sign for lifeguards to work at the District’s pools. Director Roberts directed Mr. Abbott to include an agenda item for the Board’s next regular meeting to discuss the hours worked at the District’s pools by the Lifeguard 4 Hire lifeguards, and he agreed to do so.**

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 noted that the water loss for the month of February was 4.37%. She added that she had no write-offs to present. Mr. Hunt then noted that the general manager’s report, attached as **Exhibit “L”**, was included in the meeting packet. He then presented the Tidal Waves proposed 2022 schedule for the Block House Creek Swim Team attached as **Exhibit “M”**.

Director Roberts then stated that the Board would receive a report from the Maintenance and Engineering Subcommittee on current projects and recognized Director Bennett. Director Bennett reviewed the report from the Maintenance and Engineering Subcommittee, attached as **Exhibit “N”**. He noted that certain facilities included in his report, like the playscapes, could be within the domain of either the Parks Subcommittee or the Maintenance and Engineering Subcommittee. **Director Roberts then directed the District’s general manager to**

request proposals to address the issues noted in the report. Mr. Hunt then added that establishing weekly and monthly checklists for park maintenance items would be beneficial.

Director Roberts stated that the Board would next discuss the Storm Water Management Program (SWMP) under TPDES General Permit TXR040000. Mr. Abbott reviewed the Permit Year 3 Annual Report attached as **Exhibit “O”**. **Mr. Abbott agreed to conduct additional research into the District’s promotion of the “household hazardous waste collection event in September of 2021” noted in the report.** After discussion, upon motion by Director Bennett and second by Director Logan, the Board voted 4-0 to approve the Permit Year 3 Annual Report, subject to the confirmation of the verbiage relating to the household hazardous waste collection event.

Director Roberts then stated that the Board would discuss District parks and facilities, including a report on disc golf. Director Roberts noted that a disc golf league had begun play at the Jumano Park Disc Golf Course. Director Logan stated that she was aware of the league and that disc golf players did not all play at the same time—they simply reported their scores to a centralized scorekeeper—so there should not be any additional concerns relating to the operation and maintenance of the course because of the league. She added that it was her understanding that all league competitors were residents of the District. **Director Roberts requested that the District’s general manager monitor the league play at the course.** Deputy Boggs noted that there were no “closed at dusk” signs around the disc golf course and recommended the installation of additional signage.

Director Roberts then stated that the Board would discuss the Interlocal Agreement for Plumbing Inspections with the District. Mr. Abbott reviewed the Agreement, attached as **Exhibit “P”**, and reminded the Board that a substantially similar agreement had been approved in 2018. After discussion, upon motion by Director Logan and second by Director Roberts, the Board voted 4-0 to approve the Agreement.

Director Roberts stated that the Board would next discuss the Joint Use Agreement for Community Electronic Sign and the Letter Agreement with the OA. Mr. Abbott reminded the Board that they had approved a version of the agreements in late 2021 and noted that he had recently received requests for changes in the agreements from the OA’s attorney. He suggested reviewing the proposed changes with the OA Subcommittee and returning to the full Board for consideration if any substantive changes were suggested. After discussion, **the Board directed Mr. Abbott to review the proposed changes with the OA Subcommittee.**

Director Roberts stated that the Board would next discuss the Order Establishing Rules and Regulations Governing Recreational Facilities and Related Fees and Charges, attached as **Exhibit “Q”**. Mr. Abbott reviewed the proposed amendments of the Rules with the Board. After discussion, upon motion by Director Bennett and second by Director McMullen, the Board voted 4-0 to approve the Order Establishing Rules and Regulations Governing Recreational Facilities and Related Fees and Charges, as presented.

Director Roberts then stated that the Board would discuss the Parks Master Plan update. Mr. Rush then reviewed the Trails Master Plan and the planning documents for Tumlinson, Jumano, Tonkawa, Apache, and Comanche Parks, all attached as **Exhibit “R”**. Mr. Rush confirmed that his firm had conducted a demographic study on the District and had determined the average resident in the District was 35 years old. He noted that his firm had subdivided the District into four planning areas, based upon proximity to residents. He stated that the documents he had brought for the Board’s review were preliminary and that he would eventually produce a final comprehensive park master plan. Upon question from Director Roberts, Mr. Rush

confirmed that his firm had utilized the previous park master plan, but noted that “play” had changed over the years. He noted that the new plan would provide modern, more diversified uses of the District’s parks. He stated that his firm had walked all of the hiking trails in the District and had produced GPS records of all of the trail locations, which he noted would be particularly helpful in Jumano Park. Mr. Rush then reviewed all of the proposed improvements for each of the District’s parks. Mr. Gray then briefly provided an overview to the Board about the submission of a bond application to the Texas Commission on Environmental Quality (“TCEQ”) prior to the issuance of park bonds. He noted that the cost estimates provided by Mr. Rush in the Parks Master Plan would be the basis of the cost summary submitted to the TCEQ.

Director Roberts then stated that the Board would discuss restrictive covenant enforcement, including the property at 15361 English River Loop. At 8:37 p.m., she announced that the Board would convene in executive session to receive advice from the District’s attorney, as authorized by Section 551.071 of the Texas Government Code.

At 9:00 p.m., the Board reconvened in open session, and Director Roberts stated that no action had been taken in executive session.

Director Roberts stated that the Board would next discuss the Board’s future meeting schedule and agenda items. Mr. Abbott confirmed that the next regular scheduled Board meeting was to occur on April 27, 2022.

There being no further items to come before the Board, upon motion by Director Bennett and second by Director McMullen, the Board voted 4-0 to adjourn the meeting.

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[SIGNATURE PAGE TO March 23, 2022 MINUTES]

Stuart McMullen, Assistant Secretary
Board of Directors

Date: 4-27-22