

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

April 27, 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 April 27, 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, 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**"); Sandy Martin of the BHC Owners Association ("**OA**"); Deputy Nguyen of the Williamson County Sheriff's Office ("**WCSO**"); Tom Davis of Lifeguard 4 Hire ("**L4H**"); and Robert Young, a resident of the District. Sean Abbott of Armbrust & Brown, PLLC ("**A&B**") participated in the meeting via telephone.

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 Mr. Young. Mr. Young began his comments by thanking Directors Bennett and Koenig for the recent efforts relating to the Jumano Disc Golf Course. He then discussed the District's right-of-way project and stated that he was not offered an opportunity to address the Board at the April 6, 2022 meeting. He stated that the residents of the District had voted against the right-of-way project at the November 2021 bond election and that the Board needed to receive the approval of the District's residents before proceeding with the project. Mr. Young then suggested that the Board needed a new presiding officer for its meetings and stated that all of the Board's authority comes from the residents. He concluded by stating that the right-of-way project was actually a concrete wall project.

Director Roberts stated that the Board would next receive a report from the OA. Ms. Martin stated that April had been a "great month." She confirmed that the OA had held several successful events, including a shred event, a garage sale, a large item drop-off, an eco-fair, and a disc golf event. She confirmed that the OA's next event would be the Fourth of July event. Directors Roberts and Logan then offered to work with Ms. Martin on planning the event.

Director McMullen suggested that the District provide signage, security, and the fireworks show. Director Roberts stated that it would be important to determine whether Pedernales Electric Cooperative (“*PEC*”) would still be working in Tonkawa Park on the Fourth of July. Ms. Martin concluded her comments by stating that the OA intended to have their “back to school bash” in August on the Saturday after the first day of school.

Director Roberts then stated that the Board would discuss the Letter Agreement with the BHC Owners Association. Mr. Abbott reviewed the updated draft of the Letter Agreement, attached as **Exhibit “B”**. Director Roberts suggested that the item be tabled, and recommended that Board members provide any comments they had on the Letter Agreement to the District’s general manager.

Director Roberts stated that the Board would next consider approving the minutes of the March 23, 2022 regular Board meeting and the April 6, 2022 special Board meeting. After discussion, upon motion by Director McMullen and second by Director Koenig, the Board voted unanimously to approve the minutes.

Director Roberts then stated that the Board would receive the monthly security report from the Williamson County Sheriff’s Office. She confirmed that the Deputies’ reports were included in the packet. Director Logan noted that there were insignificant details included in the reports and that she would prefer to see comments from the Deputies that were more informative.

Director Roberts stated that the Board would next discuss restrictive covenant enforcement. Director McMullen confirmed that a lawsuit had been filed relating to restrictive covenant violations for 15361 English River Loop. Director Logan then stated that it was her understanding that the owners of a property on Gabriel Mills with perpetual restrictive covenant violations were moving. **Director Roberts directed Mr. Abbott to request that a representative from Community Association Management attend the next regular Board meeting.**

Director Roberts then stated that District residents were not watering grass on the proper days and stated that an enforcement process may need to be implemented. Director Koenig suggested posting signs in the District as a reminder. Ms. Torres then suggested that an insert could be included with the District’s utility bills to remind residents of the District’s watering policies.

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”**. She noted that there were two proposed fund transfers and recommended approval. Director Bennett stated that the booking of accommodations for the Capital Area Suburban Exchange Summer Conference had changed. He requested that Ms. Kolmodin reach out to each Board member to confirm that everyone was taken care of. After discussion, upon motion by Director Logan and second by Director McMullen, the Board voted unanimously to approve the payment of the bills and invoices and the fund transfers, as presented.

Director Roberts stated that the Board would next discuss pool operations and maintenance. Mr. Davis confirmed that the District’s pools were scheduled to officially open on Sunday, May 1, 2022. Upon question from Director Roberts, Director McMullen confirmed that pool hours had been established for the summer season. Mr. Davis stated that it had been difficult to identify lifeguard candidates, but that L4H was doing their best to incentivize candidates. Director Roberts then suggested that an advertisement looking for lifeguards be placed on the E-Sign. Director Roberts then asked Mr. Davis about hours worked by lifeguards during inclement

weather. Mr. Davis stated that his firm paid close attention to weather considerations and always closed the District's pools when the National Weather Service had issued inclement weather warnings.

Director Roberts stated that the Board would next discuss landscape maintenance, including the report from Priority Landscapes, LLC, attached as **Exhibit "D"**. Director McMullen then reviewed: Proposal #1131 for Scottsdale Entry renovation 2022, attached as **Exhibit "E"**, Proposal #1140 for Scottsdale Entry temporary irrigation, attached as **Exhibit "F"**, Proposal #1141 for Pine Portage and Port Daniel fence line clearing, attached as **Exhibit "G"**, which he confirmed established a fire break behind the backyard fence line, and Proposal #1155 for March 2022 fuel surcharge (contract services), attached as **Exhibit "H"**. Upon question from Director Bennett, Ms. Kolmodin confirmed that the District had available funds in the budget for tree care that could be used for the proposals.

Regarding Proposal #1131, Director Roberts suggested that it would be beneficial for the OA to cost-share in the project. Director Logan stated that having the OA cost-share would result in the "double charging" of District residents in the OA.

Regarding Proposal #1141, Director Logan asked how many more sections of the District needed to be cleared. Director McMullen stated that the greenbelt behind English River Loop still needed to be cleared. Director Roberts suggested that it may be beneficial to bid out the rest of the fence line clearing work. Director Logan stated that it wouldn't hurt to solicit bids. Director Koenig agreed it would be beneficial to see other bids and stated that it would likely confirm how competitive Priority's pricing was. Director Bennett then asked if the District's engineer would need to draft the bid specifications. Mr. Hunt stated that Crossroads could draft the bid specs.

After discussion, upon motion by Director McMullen and second by Director Koenig, the Board voted unanimously to approve Proposals #1131, #1140, #1141, and #1155.

Director Roberts then stated that the Board would discuss engineering matters, including the District right-of-way improvements. Director Roberts noted that Mr. Gray was not in attendance at the meeting. She then reviewed the proposal from G & R Surveying, LLC ("**G&R**") for professional land surveying services for the District's parks attached as **Exhibit "I"**. Mr. Abbott confirmed that the proposed services were quoted to Gray Engineering and that, if the services were subcontracted through Gray Engineering, there would be a 10% markup on the quoted costs. He also confirmed that the District could contract directly for such services with G&R. Upon question from Director Logan, Ms. Kolmodin stated that the Board currently had surplus funds in the budget earmarked for park maintenance that could be utilized to pay for expenses under the surveying proposal. Director Bennett then stated that he would like to have surveys completed in areas where PEC had been doing work in the District. Director Roberts then noted that the silt fencing installed in the Bike Trails at the PEC jobsite had failed again. After discussion, upon motion by Director McMullen and second by Director Bennett, the Board voted unanimously to **contract directly with G&R for the survey proposals for Tonkawa Park and the Bike Trails and directed Mr. Abbott to undertake all necessary actions to finalize said contract.**

Director Roberts then stated that the Board would discuss District operations and recognized Ms. Torres. Ms. Torres reviewed the operations report attached as **Exhibit "J"**. She stated that all lab results were satisfactory and noted that the water loss for the month of March was 3.87%. She added that she had no write-offs to present.

Mr. Hunt then reviewed a letter from his firm, attached as **Exhibit “K”**, relating to the impact of rising fuel costs to his firm, and requested that the Board consider approving a “temporary fuel surcharge” on a monthly basis. He confirmed that Crossroads was calculating the temporary fuel surcharge based on their “all-in” per gallon fuel costs of \$3.59, which included both gasoline and diesel. He further confirmed that all proposed temporary fuel charges presented to the District would be based upon the District’s pro rata share of fuel costs for all districts serviced by Crossroads. Mr. Hunt stated that his firm would continue to closely monitor fuel costs on a monthly basis and would also remain cognizant of consumer price index (“*CPI*”) considerations, as established in Crossroads’ agreement with the District. After discussion, upon motion by Director McMullen and second by Director Bennett, the Board voted unanimously to approve the \$274 temporary fuel surcharge.

Director Roberts stated that the Board would next receive a report from the general manager. Mr. Hunt noted that the general manager’s report, attached as **Exhibit “L”**, was included in the meeting packet. Upon question from Director McMullen, Mr. Hunt noted that the wording of the District’s disconnection notice had not been revised. **Director Roberts then directed Mr. Hunt to provide updated language to the District’s disconnection notice for the Board to consider at their next regular meeting.**

Mr. Hunt then discussed general management issues and confirmed that Ms. Torres would be serving as the General Manager of the District going forward. He suggested that the District needed a dedicated administrative worker to staff the Walker House and noted that such a position could be full or part-time. Ms. Torres recommended that the administrative worker be full-time. After discussion, upon motion by Director Logan and second by Director Roberts, the Board voted unanimously to approve a full-time administrative worker for the Walker House. Mr. Hunt then confirmed that he had engaged in discussions with a third party media company to undertake work on behalf of the District. He confirmed that Crossroads would subcontract such work under the General Management Services Agreement. Mr. Abbott then confirmed that he would work with Mr. Hunt to provide the Board with an updated General Management Services Agreement for consideration at the regular May Board meeting.

Ms. Torres then recommended that the District resume full use of the Tumlinson Park Pavilion. She then stated that she did not recommend the opening of the Walker House for public use. **The Board directed Ms. Torres to undertake all necessary action to open the Tumlinson Park Pavilion.**

Mr. Abbott then stated that the District’s Crime Liability Insurance Policy with Travelers Casualty and Surety Company of America was eligible for renewal. He confirmed that Travelers had provided an application for the renewal of the policy and that he had worked with Ms. Kolmodin to complete the application. After discussion, upon motion by Director Bennett and second by Director Logan, the Board voted unanimously to approve the renewal.

Mr. Abbott then reviewed the Resolution Adopting the 2021 International Plumbing Code and Selected Appendices with Local Amendments attached as **Exhibit “M”**, noting that the City of Cedar Park had recently adopted the 2021 Code. After discussion, upon motion by Director Bennett and second by Director Koenig, the Board voted unanimously to approve the Resolution.

Mr. Abbott then stated that the Board needed to consider a renewal of the Jan-Pro Services Agreement, Pricing Agreement and Addendum Attachments attached as **Exhibit “N”**, noting that this expired April 30, 2022. He confirmed that he had corresponded with Jan-Pro and that they proposed no price increases or changes to service. After discussion, upon motion by Director

McMullen and second by Director Logan, the Board voted unanimously to approve renewal of the Jan-Pro contract.

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 May 25, 2022. Director McMullen then requested that the Board consider having a special meeting on May 11, 2022 to deliberate issues relating to the Park Masterplan. **The Board then directed Mr. Abbott to prepare an agenda and undertake all necessary actions to schedule a special meeting on May 11, 2022.**

Director Logan left the meeting at 8:20 p.m.

Director Roberts then stated that the Board would discuss restrictive covenant enforcement. At 8:20 p.m., she announced that the Board would convene in executive session to receive legal advice regarding restrictive covenant matters, as authorized by Section 551.071 of the Texas Government Code.

At 8:54 p.m., the Board reconvened in open session, and Director Roberts stated that no action had been taken in executive session.

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

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[SIGNATURE PAGE TO April 27, 2022 MINUTES]


Byron Koenig, Secretary
Board of Directors

Date: 5-25-22