

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

March 27, 2019

THE STATE OF TEXAS §
 §
COUNTY OF WILLIAMSON §

A meeting of the Board of Directors of Block House Municipal Utility District was held on March 27, 2019, 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"**.

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 Tanya Emmons of Pinnacle Texas Management Services ("*Pinnacle*"); Tripp Hamby of Priority Landscapes, LLC ("*Priority*"); Taylor Kolmodin of Municipal Accounts & Consulting, L.P. ("*MAC*"); Lisa Torres of Crossroads Utility Services, LLC ("*Crossroads*"); Matt Sanner and Jessica Kendrick, residents of the District; Mr. and Mrs. Jim Dillon of Texas Trades; Sergeant Chuck Kelley of the Williamson County Sheriff's Office; and Sue Brooks Littlefield of Armbrust & Brown, PLLC ("*A&B*").

Director Roberts called the meeting to order at 6:30 p.m. 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 welcomed those present and reminded them that public comments were taken only during designated portions of the meeting. She asked that anyone present who wished to address the Board complete a Community Comment form and state his or her full name for the record before making comments.

Director Roberts then recognized Mr. Sanner, who stated that he lived at 2700 Tumlinson Fort and would like to present his ideas about traffic calming for Block House Creek to the Board, noting that the community had great facilities, an elementary school, and parks and his opinion was that it would be great if people were encouraged to choose to walk or ride bicycles. He stated that lower car speeds made more people comfortable walking and biking and added that the Loop had been designed to move a lot of vehicles quickly and that he didn't think a neighborhood should be designed like that. Mr. Sanner recommended a design to encourage 20-25 mile-per-hour speeds. He recommended speed humps, acting as a physical reminder to drivers to slow down, textured pavement markings to help keep people in their lanes, and designated bike lanes to encourage people to ride bicycles, noting that these could be separate from traffic lanes. He also recommended sidewalks and paths to New Hope Road. He pointed out that there were uneven sidewalks in the District. Director Roberts stated that the Board didn't have an agenda item to discuss this, but asked that an item be placed on the next meeting agenda to discuss his recommendations and consider a resolution to be sent to Williamson County. She advised Mr. Sanner that the District had no jurisdiction over the roadways and

added that the area between the event center and New Hope Road was actually in the City of Cedar Park. She thanked Mr. Sanner for attending the meeting and sharing his ideas.

Director Roberts then recognized Mr. Dillon, who stated that he had made himself available regarding final payment for the fence job, and added that the fence was an enormous project, and he had received a lot of guidance from Ms. Emmons and Ms. Plowman both, and that they had some good ideas. He stated that it was a very difficult job and that his guys had gone through spiders, bees, fire ants and pneumonia and that he had paid for five or six tetanus shots. Mr. Dillon stated that he was very proud of the work he did. He added that he had done work for Lady Bird and Ted Turner, both, and added that the repair job was now complete and the fence looked 1000% better than it did two years ago. He stated that, in the portion of the fence where a complaint was registered, that was an area that he worked on nearly a year and a half ago and he didn't know what the issue was there, but if a mention of an issue had been made at the time it could have been addressed a lot easier than finding out about it now. He stated that Ms. Emmons provided excellent oversight and supervision over the entire project and he thought if someone had seen the fence two years ago they would agree it had gained another 20 year life span. Mr. Dillon stated that he would like to be paid so his men could be paid. Director Roberts thanked him for his comments.

Director Roberts then recognized Ms. Kendrick, who stated that she had lived in Block House for about five years and had two young children. She stated that she understood the Pools Subcommittee was thinking of changing the pool hours to accommodate young mothers and was fully supportive of this. Ms. Kendrick stated that she felt many residents would benefit and would like to voice her support for that proposal. Director Roberts thanked Ms. Kendrick for attending.

At 6:42 p.m., Director Roberts announced that the Board would convene in executive session as permitted by Section 551.071 of the Texas Government Code, in order to receive legal advice relating to the perimeter fence repair project and related payment. The Board reconvened in open meeting at 6:56 p.m. and Director Roberts announced that no action had been taken in executive session.

Director Bennett then moved that the Board authorize payment to Texas Trades on its open invoices, pending receipt of a release confirming completion of all work and that the payment was the final payment in full, and authorize Ms. Emmons to exchange the checks to Texas Trades for the signed release. Director Logan seconded the motion, which was unanimously adopted. Director Logan then moved approval of Check No. 20075 in the amount of \$1,640 and Check No. 20026 in the amount of \$9,520.50. Upon second by Director Koenig, the motion was unanimously adopted.

Director Roberts then stated that the Board would consider approving the minutes of the February 27, 2019 Board meeting. Director Logan requested that the minutes be corrected to reflect that Directors Horak and Koenig had been appointed to the Restrictive Covenant Subcommittee and Ms. Littlefield agreed to make this correction. Director Horak moved approval of the minutes, as corrected, and Director Bennett seconded the motion, which was unanimously adopted.

Director Roberts stated that the Board would next discuss District security. Sergeant Kelley reported that the Sheriff's Department was dealing with the gate arm that was possibly damaged or vandalized. He stated that the bolts were missing and it was hanging down. Director Roberts stated that the gates were damaged at both the tennis and basketball courts. The Board discussed whether the security cameras would have caught the perpetrators, if the

damage was caused by vandalism. Sergeant Kelley confirmed that the gates were visible on the security video, but noted that Ms. Emmons was now reviewing the video rather than his office. He stated that, other than this issue, it was business as usual and added that he had brought flyers on Williamson County security and contact numbers. Director Logan requested additional copies of the flyer for distribution at an event coming up the following weekend. Sergeant Kelley agreed to provide a pdf of the flyer or additional copies. Director Bennett asked if there were still bike patrols for the trails and Sergeant Kelley responded that there were not, noting that there were deputies certified for bike patrols, but the bikes the County purchased were not in good repair. Director Bennett stated that he would like to make sure the residents were aware of the trails and thought bike patrols might be a possibility. Sergeant Kelley agreed to look into it. Director Roberts pointed out that the District had a reward of \$500 for information leading to arrest or conviction of anyone vandalizing the District's property. She also noted that the District's rules allowed the deputies to ask for identification. Sergeant Kelley stated that he would make sure the deputies were aware of this.

Director Roberts stated that the Board would next receive a report on District operations and recognized Ms. Torres. Ms. Torres stated that Mr. Hunt had met with Ms. Emmons and reviewed Bill Greenwood's duties and also met with Mr. Greenwood to ensure he was aware of his responsibilities. She then reviewed her report attached as **Exhibit "B"**, and reported that the water loss was 2.44% in February. Ms. Torres reported that, in the course of packing the valves for the pumps at the Ground Storage Tank, the clay valves on Pumps 1, 2 and 3 were replaced. Ms. Torres then stated that she had one write-off in the amount of \$120.37 to present and requested approval. Director Logan moved to approve the write-off. Director Koenig seconded the motion, which was unanimously adopted. Director Roberts expressed concern about the lack of an enclosure on the new backflow preventer. Ms. Torres stated that Crossroads would install a plastic cage and the backflow preventer would be winterized in the winter months.

Director Roberts stated that the Board would next discuss bookkeeping matters and recognized Ms. Kolmodin. Ms. Kolmodin requested that her second directive come off the list until budget time and the Board concurred. She reported that the other directives were complete. She then presented the check register attached as **Exhibit "C"**, the supplemental check register attached as **Exhibit "D"**, and the fund transfers. Director Bennett reported that he had bought a Santa Suit for the District for \$40 and requested that the District reimburse him. Upon motion by Director Koenig and second by Director Roberts, the Board voted 4-0-1 to approve the reimbursement, with Director Bennett abstaining from the vote. Ms. Kolmodin stated that there was nothing outside of the ordinary being presented for approval and then reviewed the District's investments. She reported that the District was about 97% collected on taxes though February. After discussion, upon motion by Director Horak and second by Director Bennett, the Board voted unanimously to approve the payment of the bills and invoices, the transfers and the investment report.

Director Roberts then recognized Ms. Emmons for the purpose of receiving the manager's report. Ms. Emmons reviewed her report, attached as **Exhibit "E"**, and the supplemental report attached as **Exhibit "F"**. Ms. Emmons pointed out that she had printed an updated detailed report that included a spread sheet. She stated that the Maintenance and Engineering and Pools Subcommittees had some outstanding items for March. She then reviewed the Block House Creek Owners Association ("OA") requests for use of facilities and waiver of fees attached as **Exhibit "G"**. She stated that the insertions in gray reflected requests for additional Zumba and self-defense classes as well as a CPR class. Ms. Emmons noted that the adult swim request was being addressed by the Pools Subcommittee. Director Logan stated

that the Pools Subcommittee was looking at additional hours. Ms. Emmons stated that one unusual request for use of facilities had been received from a resident who was a member of a metal detecting club and has requested to use District facilities for a picnic and hunt. She added that the date requested was May 11 and he estimated there would be about 20 attendees. Ms. Emmons noted that it was not standard for someone to ask for use of a portion of the park, which was why she was bringing it to the Board. The Board confirmed that it had no objection to the request. Director Roberts asked for status of the new keys. Ms. Emmons stated they were cutting the keys, but couldn't change the locks until all of the keys were cut. She stated that this would be as early as the next day and as late as the following Tuesday. Director Bennett suggested the change be made on a Monday rather than over the weekend. The Board concurred and directed that all replacement keys be tested before being given out.

Ms. Emmons then presented the Jan-Pro Service Agreement, Pricing Agreement and Addendum Attachments attached as **Exhibit "H"**, and explained that the existing contract renewed automatically. The Board agreed that, in that case, no action was needed, but directed Ms. Emmons to obtain an updated certificate of insurance.

The Board then discussed the special April 3 meeting agenda and agreed that an item should be included to discuss the fence project and that it would like to consider expediting a masonry fence as a capital project. Ms. Littlefield agreed to provide a sample fence bid package and ask Ms. Allen to evaluate the impact of up to \$4 or \$5 Million in park bonds on the District's tax rate. Director Roberts stated that Mr. Gray had previously calculated the amount of fencing as 31,478 feet. Ms. Littlefield also agreed to provide an election calendar for a November bond election for the Board's review.

The Board directed Ms. Emmons to return any excess fence materials to Texas Trades and to return the storage pod.

Ms. Emmons then reviewed the status of various Walker House repairs. She reported that power washing of the decking had been authorized by the Pools Subcommittee. The Board agreed that the power washing was a big improvement. She reported that she was still waiting on fabrication of the doors for the front room and added that the contractor would also repair a ceiling crack in the Board meeting room. Director Koenig asked if Ms. Emmons had someone look at the window and she responded that he was coming Friday. Upon motion by Director Logan and second by Director Koenig, the Board voted 4-0-1 to approve the new OA reservation requests, with Director Horak abstaining from the vote.

Director Roberts then stated that the Board would discuss property maintenance, repairs and replacements and recognized Director Bennett, who stated that the Apache playscape had some risers for steps that needed repair. Ms. Emmons reported that the rusted part was smoothed and painted by Mr. Greenwood. Ms. Emmons stated that TF Harper had disassembled a playscape and had each piece coated, which was pricey, but made a big difference and that she would get a price so the Board could consider it. She stated that the Tumlinson playscape had been inspected in December, the Apache playscape was scheduled for April and the Tonkawa playscape was next. She stated that she had brainstormed with Mr. Hunt and Mr. Greenwood as to how to take advantage of Mr. Greenwood's presence. She recommended that, when the playscape inspection was done, she and Mr. Greenwood be on site so they could get a better idea of things that they needed to look for. Director Bennett stated that he and Director Koenig had been asked to look at the entry fence and stated that it would cost \$550 to have the Scouts paint it. He moved that the Board authorize proceeding with the repair and repainting at a cost of \$550 plus paint and materials. Director Logan seconded the

motion and requested that Director Bennett ensure there was a start and end date and he agreed to do so. Upon being put to a vote, the motion was unanimously adopted.

Director Bennett then asked about the status of completion of replacement of the HVAC at Apache Pool. Ms. Emmons stated that it was not yet complete. Director Roberts stated that she wanted to be sure the warranty information and serial number was logged. The Board agreed that a separate inventory page should be added to the Excel spreadsheet to log this type of information.

Director Roberts then called the Board's attention to the solid waste report from TDS. Director Logan stated that several residents were interested in bringing back the bulky waste clean-up day. She suggested sending out a survey and seeing what residents really thought. After discussion, the Solid Waste Subcommittee (Directors Bennett and Roberts) agreed to put a survey together and bring it back to the Board at its next meeting. Ms. Emmons reported that there had been 101 bulky waste pickups in January and February and that educational information had been sent out multiple times.

Director Roberts then stated that the Board would receive the landscape report. Mr. Hamby presented the landscape report, attached as **Exhibit "I"**, and stated that his crews had started weekly service again. He stated that he had one crew working two days and pointed out that there were a lot of leaves right now. He stated that the sod installation was done, the installation of the artificial turf at the pool was in process, and ant control was in process. He stated that he was waiting for Tonkawa until after the kite festival and added that irrigation was off for Tonkawa, but on everywhere else. Director Roberts asked if he needed a variance for watering and he stated that he did. The Board agreed that a variance for irrigation should be added to the special meeting agenda and calendared annually.

Mr. Hamby stated that he had mowed around the Community Garden, but avoided the wildflowers. Director Roberts asked if he could add a lot of bluebonnets the next year and he stated that he could. Director Roberts asked about the status of the trail repair and he responded that it would begin in mid-April and take about three days. Director Roberts asked if the tree had been limbed up and Mr. Hamby responded that it had been trimmed, but needed to be raised by an arborist. He also reported that the fenced area around the windmill and capped well had been cleaned up and he had fixed the fence where it was disconnected.

Mr. Hamby then called the Board's attention to the proposal for landscape and river rock installation at the main entry at Tumlinson Pool (Estimate #3030) attached as **Exhibit "J"** and the proposal for repair of erosion adjacent to the sidewalk at north entry main door of the Walker House (Estimate #3032) attached as **Exhibit "K"**. Director Horak moved approval of the proposals. The motion was seconded by Director Koenig and unanimously adopted by the Board.

Director Roberts stated that the Board would next discuss pool operations, repairs and management. Mr. Koenig reviewed the Pools Subcommittee's recommendations. Ms. Emmons stated that the Pools Subcommittee had decided on the water fountains, but questioned whether the purchase could be charged on the manager's credit card. Director Logan stated that the Pools Subcommittee had budget authorization to spend up to \$5,000 per month. Ms. Littlefield agreed to pull minutes to verify committee and credit card spending authorization and include the prior discussions in the next meeting packet so the Board could confirm or change any prior approval. Director Logan then moved approval of the purchase of one VRCTL8WSK unit for Apache Pool and one single VRC8WSK unit for Tumlinson Pool, as described on **Exhibit "L"**, plus approval of related installation costs, not to exceed a total of \$6,500. Director Horak

seconded the motion, which was unanimously adopted. Upon motion by Director Horak and second by Director Logan, the Board voted unanimously to authorize Ms. Emmons to purchase the water fountains online using the District credit card. Ms. Emmons then discussed research that had been done on the pool tag system, noting that it was now possible to put pool tags online and called the Board's attention to the proposal attached as **Exhibit "M"**. Ms. Emmons stated that the plastic tags could still be used, but residents could also use an app. Director Roberts asked if a representative of the company was available to discuss this with the Board. Ms. Emmons stated that the District could use the system on a trial basis during the summer and cancel it at any time. Director Roberts asked if there were any privacy issues, noting that she wanted assurance that the company could not use residents' data. Ms. Emmons stated that there was another district using this system and so she could discuss the system with them. After further discussion, Director Logan moved approval of the purchase of a subscription to RecDesk software/application for pool access control. Director Horak seconded, the motion which was unanimously adopted.

Director Logan then reviewed the Pools Subcommittee's proposal to increase pool hours, attached as **Exhibit "N"**. She stated that the Subcommittee was looking at additional hours at Tumlinson and related costs, and was not looking at hours for Apache, as there were adult lap swim hours already provided. Director Roberts noted that there had been requests for earlier lap swim hours. Ms. Emmons stated that they could increase the level of lanes to provide additional lanes for this during regular hours. After discussion, Director Logan moved to authorize the additional hours at Tumlinson Pool outlined for Monday, Wednesday, Friday and Saturday, at a total cost of \$5,229.84 plus \$1,743.28. Director Koenig seconded the motion, which was unanimously adopted. Director Logan agreed to track the pool's usage during the expanded hours.

Ms. Emmons then reviewed the report from L4H attached as **Exhibit "O"**, noting that, weather permitting, the pool covers would be removed and stored as of April 1. She stated that L4H had installed new large digital clocks at both pools, had met with the Pools Subcommittee, and had also met with Mr. Hamby when he found the autofill line when the excavation was going on. She stated that L4H was continuing to train lifeguards in preparation for the swim season. Director Roberts requested that L4H provide an article on the guards who would be in charge of each pool for the newsletter and Ms. Emmons agreed to coordinate this.

Director Roberts then recognized Director Bennett for purposes of receiving a report on the storm water system and creek maintenance. Director Bennett provided the Subcommittee report on an area that would be made accessible by the trails and added that, when the area was ready, he would like to name it in a conventional way and consider adding a plaque in recognition of former resident Mr. Kirk. He reported that the Rouse baseball and tennis teams were interested in participating in the trails projects. Director Logan stated that Wiley was interested in volunteer hours as well. Director Bennett noted that a resident was concerned about algae bloom in the creek. Ms. Emmons stated that this had been addressed the prior year and Mr. Hamby had removed obstructions from the creek in August. Director Roberts stated that there was also a stagnant area around Luther Chance Practice Field. Director Bennett recommended that the Subcommittee get with Ms. Mitchell and determine the appropriate solution and the Board agreed.

Director Roberts then stated that the Board would discuss the parks and nature trails. Director Logan stated that the Community Garden Subcommittee would be meeting soon.

Director Roberts then stated that the Board would discuss restrictive covenant enforcement and pending and contemplated litigation. Ms. Emmons stated that she was

continuing to monitor 612 Kathleen Lane. Director Logan stated that some of the neighbors had looked at it and were willing to take photos if needed. Ms. Emmons updated the Board on 15361 English River Loop, 606 Gabriel Mills Drive and 16901 Black Kettle Drive.

Director Roberts then stated that the Board would receive the attorney's report and recognized Ms. Littlefield. Ms. Littlefield reviewed her directives. She then presented the Order Establishing Revised Water Conservation and Drought Contingency Plan attached as **Exhibit "P"**. After discussion, upon motion by Director Logan and second by Director Roberts, the Board voted unanimously to approve the Order.

Ms. Littlefield then reported that, although there had been a recent court case relating to the Open Meetings Act which held that certain criminal penalties for violations of the Act were unconstitutional, she encouraged the Board members to keep the purpose of the law, which was to prevent deliberations of public business from occurring outside of a public meeting, in mind regardless of whether any penalties would be strictly applied in the case of a violation.

Director Roberts stated that the Board would next discuss the violation of District rules (912 Moser River Drive). Director Bennett confirmed that the area had been cleaned up and looked good.

Director Logan stated that she had asked for an item to discuss the possibility of the District purchasing 15352 English River Loop to be placed on the agenda, but this was just something to think about.

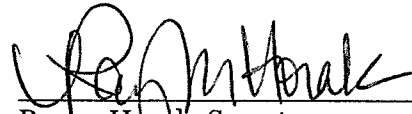
Director Roberts then stated that the Board would review the meeting notes attached as **Exhibit "Q"**. Director Horak reviewed the notes and the Board concurred that no changes to the notes were necessary.

There being no further business to come before the Board, upon motion by Director Logan and second by Director Horak, the Board voted unanimously to adjourn the meeting at 8:36 p.m.

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[SIGNATURE PAGE TO MARCH 27, 2019 MINUTES]



Ryan Horak, Secretary
Board of Directors

Date: 4-24-19