

MINUTES OF MEETING
OF
SENNA HILLS MUNICIPAL UTILITY DISTRICT

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

A meeting of the Board of Directors of Senna Hills Municipal Utility District, open to the public, was held at 7:10 a.m. on November 21, 2019 at Willatt & Flickinger, PLLC, 12912 Hill Country Blvd., Ste. F-232, Austin, Texas 78738, pursuant to notice duly given in accordance with law.

1. CALL TO ORDER

The meeting was called to order.

2. ROLL CALL OF DIRECTORS

The Directors present were:

Chet A. Palesko - President
David I. Perl – Vice President
Lisa S. McKenzie – Secretary
Corey Newhouse – Assistant Secretary

thus constituting a quorum. Assistant Secretary Joe Szoo was absent.

Also present at the meeting were Bill Flickinger, Jeniffer Concienne and Chance Murdock of Willatt & Flickinger, PLLC, Robert Ferguson of Murfee Engineering, Kristi Hester and Jesse Kennis of Inframark and Allen Douthitt of Bott & Douthitt, PLLC.

3. CITIZEN COMMENTS

No citizens were present.

4. MINUTES OF PRIOR MEETINGS

President Chet Palesko entertained a motion for approval of the Minutes. Motion was made by David I. Perl and seconded by Lisa McKenzie to approve the Minutes of the November 1, 2019 meeting as presented. The motion carried unanimously.

5. REPORT FROM MR. RIP MILLER ON PROGRESS OF APPROVALS FOR AND DEVELOPMENT OF THE 11.73-ACRE TRACT OWNED BY SENNA HILLS, LTD.

Lisa McKenzie reported that Rip Miller advised that he did not have a real update this month. He is still accumulating environmental information for the City of Austin and will hopefully get in front of the City Council in January.

Lisa McKenzie reported that there are large stacks of rubbish uphill of Rip Miller's garages close to the propane tank. Also, the formerly grassy area inside Mr. Miller's caliche loop roadway, past the garages to the propane tank and back down to the roadway is covered with tire tracks from Mr. Miller's equipment and is a muddy mess. It appears that the trucks drove over the irrigation box, which now leaks. Scott Manuel advised that Mr. Miller's crew dug the hole around the irrigation box but failed to notify Inframark. The irrigation system is shut off pending repair. The District has active irrigation around the garages. Inframark has confirmed that the District irrigates in those areas and that Mr. Miller's activities are more than likely interfering with or damaging the District's irrigation facilities.

After discussion, the Board asked that a letter be sent to Mr. Miller on removal of the debris. Attorney Bill Flickinger advised that he will send a letter regarding this issue.

6. MATTERS RELATED TO WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

This item was not discussed.

7. ENGINEER'S REPORT ON SOME OR ALL OF THE AGENDA ITEMS

Engineer Robert Ferguson reported that the perimeter fencing around the drum screens has been installed and all work associated with it has been completed.

Mr. Ferguson reported that Kubota was called out to check on the functioning of a diffuser valve and whether it was a programming issue or something else. Manager Jesse Kennis advised it was a SCADA issue, not the diffuser valve.

There was discussion of the boring under Bee Cave Road. Apparently, the sinkhole in the roadway is due to a 24" stormwater pipe that collapsed under the roadway.

8. CONSTRUCTION PROJECTS WITHIN THE DISTRICT, INCLUDING ADVERTISEMENT FOR BIDS AND APPROVAL, AWARD, RECOMMENDATION, ADMINISTRATION OF CONSTRUCTION CONTRACTS, CHANGE ORDERS AND PAY ESTIMATES

This item was not discussed.

9. MS4 PERMIT; MAINTENANCE OF DRAINAGE EASEMENTS AND PONDS

Manager Jesse Kennis reported that the outfall inspection was conducted in October. The two detention ponds have some minor cleanup required in the outfall structures. There was discussion of the possible need for grates on the stormwater inlets. This does not appear to be needed. President Chet Palesko inquired about the next event for the MS4 requirements. Manager Kristi Hester advised all is on schedule and the next event will be in March 2020.

10. BOOKKEEPER'S REPORT, INCLUDING AUTHORIZATION OF PAYMENT OF BILLS; BUILDER DEPOSITS

Bookkeeper Allen Douthitt discussed the financials and fund transfer with the Board. Mr. Douthitt reported that the per diem for Assistant Secretary Joe Szoo will be voided due to his absence. After discussion, President Chet A. Palesko entertained a motion for approval. Motion was made by David I. Perl and seconded by Lisa McKenzie to approve payment of the invoices, per diems and fund transfer as presented. The motion carried unanimously.

11. DISTRICT MANAGER'S REPORT ON OPERATIONS

- a. Customer Requests
- b. Landscape Maintenance Contracts; Additional landscaping services
- c. Inspections of HOA effluent irrigation system
- d. I&I issues at wastewater plant
- e. Possible repairs to areas of streets in Sections 5B and 6; Manholes, water meters and storm drains
- f. Waste Management Contract for dumpster at wastewater treatment plant.
- g. TML Insurance
- h. Drum screens; waste disposal process; drum screen spare parts quote

Manager Jesse Kennis discussed his Executive Summary of the Manager's Report.

There are 412 active water connections in the District. 8.4 million gallons of water were consumed this period. The chlorine residuals and bacteriological samples are satisfactory. There was a 1% water loss this period. There was a low-pressure complaint at 2105 Rivina. After a pressure test, the issue was attributed to the customer's pressure reducing valve.

Mr. Kennis discussed the delinquencies within the District. 15 delinquent letters were mailed out, 5 door tags were hung and there were zero disconnects.

The wastewater plant is running at 69%. Mr. Kennis discussed power issues with Austin Energy that caused alarm calls at multiple lift stations. Mr. Kennis will monitor the situation and if it does not improve, get with Austin Energy regarding the delivery of power to those sites.

Mr. Kennis discussed the HOA irrigation system report and work proposal. There is still water seeping on Senna Hills Drive. There is also a rain/freeze sensor that was not tripping during

the recent cold snap. The other sensors are set to trip at 36 degrees. The HOA's repair bill was almost \$4,000 this month.

There was discussion of the Waste Management contract for the dumpster at the wastewater plant. The contract is for a three-year term. After discussion, President Chet Palesko entertained a motion for approval. Motion was made by Corey Newhouse and seconded by Lisa McKenzie to approve the Waste Management contract as presented. The motion carried unanimously.

Mr. Kennis followed up on the TML insurance coverage for the fountains in the effluent pond. After review, it was determined that this coverage does not need to be included. Mr. Kennis will contact TML to advise of such.

Lisa McKenzie asked that the past due receivables information be sent to her so that she can help locate the former residents for payment. This should be a fairly simple task.

Mr. Kennis presented a handout on drum screen spare parts. The list included minimum spare parts that should be kept on hand. The estimated cost for the spare parts is \$6,000. There was discussion of the parts being shipped from Sweden. After discussion, President Chet Palesko entertained a motion for approval. Motion was made by Lisa McKenzie and seconded by David I. Perl to approve the expenditure for the drum screen spare parts. The motion carried unanimously. There was discussion of the process of cleaning the drum screens. Mr. Kennis will be reviewing better options for this process. As of right now, it is a difficult process.

Mr. Kennis would also like to purchase a storage shed for parts at the wastewater plant. A shipping container was suggested as a potentially cost-effective solution. He will obtain a quote and bring it back to the next meeting.

Lisa McKenzie discussed a resident concern of a wildfire at 1712 Milagro. The resident inquired as to who is responsible for maintaining the greenbelt behind her home. She would like to have the brush removed from the area behind her home. It was explained to the resident that it is a natural area and most likely will not be maintained. After discussion, the Board agreed that the resident was free to prune the area and that the MUD does not maintain areas that they do not irrigate.

12. BADGER MASTER METER AGREEMENT (SOFTWARE); PRICING SHEET FOR METER PURCHASE

President Chet Palesko advised that there has been no progress yet on the Badger Master Meter Agreement. Mr. Palesko discussed the sample data that he is looking for with Kristi Hester. Mrs. Hester believes that can be acquired. Mrs. Hester will provide data samples to Mr. Palesko for review.

Bookkeeper Allen Douthitt advised that Atlas applied a \$30 late fee for the past due invoice. Manager Jesse Kennis will reach out to them again for information.

Corey Newhouse advised that his app stopped working in connection with his electronic water meter information. A representative came out and fixed his connection.

13. BILLING ADJUSTMENTS

Manager Jesse Kennis discussed the leak adjustment request at 10500 Coreopsis Drive. The Board discussed the typical average usage being either on a 12-month cycle or two months of usage prior to the leak. The average usage on this account needs to be reviewed and then updated for an appropriate adjustment. Mr. Kennis will provide the information to Lisa McKenzie for review prior to providing the adjustment to the owner. After discussion, motion was made by Lisa McKenzie and seconded by Corey Newhouse to provide an adjustment once the information has been reviewed by Lisa McKenzie. David I. Perl abstained from the vote.

14. DISTRICT WEBSITE

Jeniffer Conciencie reported that Hot Dog Marketing is still working on the launch of the District's new website.

15. TAYLOR LAKE EFFLUENT POND, THE DISTRICT'S EFFLUENT DISPOSAL SYSTEM; EFFLUENT DISPOSAL CONTRACT BETWEEN THE DISTRICT AND HOA; REQUEST FROM HOA FOR POSSIBLE DOG PARK

There was no further discussion of the dog park and that item can be removed from the agenda.

16. DATES FOR FUTURE BOARD MEETINGS

The current meeting schedule includes December 20th, January 31st and February 28th. President Chet Palesko advised he would not be in attendance at the February meeting. After further discussion, the Board agreed to schedule the March meeting for the 27th. Corey Newhouse reiterated that he would most likely not be able to attend the December meeting.

17. CONTRACT BY AND AMONG THE DISTRICT, SENNA HILLS HOMEOWNERS ASSOCIATION, INC., SENNA HILLS, LTD. AND THE SENNA HILLS TRUST; STORAGE OF SHL MATERIALS ON PROPERTY NEAR SHEDS; POSSIBLE DAMAGE TO DISTRICT'S IRRIGATION SYSTEM

This item was discussed above under Item No. 5.

18. INFRAMARK CONTRACT

Attorney Bill Flickinger advised that the Inframark contract is not yet ready for consideration. There is additional information still needed from Inframark on the costs associated with the work orders.


19. ADJOURN

President Chet A. Palesko adjourned the meeting.



Chet A. Palesko, President

ATTEST:



Lisa S. McKenzie, Secretary

