

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 December 28, 2017 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 Kristi Hester and Jason Tyler of INFRAMARK, LLC, David Malish of Murfee Engineering, Bill Flickinger and Jeniffer Concienne of Willatt & Flickinger, PLLC and Allen Douthitt of Bott & Douthitt.

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 November 29 and December 11, 2017 board meetings as presented. The motion carried unanimously.

5. ALL MATTERS RELATED TO WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

President Chet Palesko reported on the impact fee meeting that was recently held. The PUA will be conducting a new study next year. This process will take about nine months to complete.

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

Engineer David Malish reported on the wastewater treatment plant project. There have been some minor schedule changes, however the completion date has remained the same. A meeting is scheduled next week with the District's operators to plan for and discuss procedures to ensure operation of the waste water treatment plant continues as seamlessly as possible while the new and expanded components under construction are brought online. From here on out, the project will move fast.

President Chet Palesko inquired about the study to scale back the pumps. Mr. Malish indicated that they have started the preliminary work to see if those pumps can be downgraded.

\*\*President Palesko moved to Item No. 14.\*\*

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

Engineer David Malish discussed Pay Estimate No. 3 submitted by Excel Construction Services, Inc. Motion was made by David I. Perl and seconded by President Chet Palesko to approve Pay Estimate No. 3 in the amount of \$217,112.05 for the wastewater treatment plant expansion submitted by Excel Construction Services, Inc. The motion carried unanimously.

\*\*President Palesko moved to Item No. 7.\*\*

7. MS4 PERMIT; MAINTENANCE OF DRAINAGE EASEMENTS AND PONDS

Manager Kristi Hester had nothing to report in regard to the MS4 permit.

8. BOOKKEEPER'S REPORT, INCLUDING AUTHORIZATION OF PAYMENT OF BILLS

Bookkeeper Allen Douthitt discussed the updated cash activity report with the Board. For today's consideration, he presented approval of the director and vendor payments, two fund transfers and the wire transfer to Excel Construction.

Mr. Douthitt will void Joe Szoo's per diem due to his absence.

Budget wise, the District is looking good.

After discussion, President Chet Palesko entertained a motion for approval. Motion was made by David I. Perl and seconded by Corey Newhouse to approve payment of the vendor invoices, per diems, two fund transfers being to the bookkeeper's account and the operating account for tax collections and lastly the wire transfer to Excel Construction Services for Pay Estimate No. 3 as presented. The motion carried unanimously.

9. CHANGE IN NAME OF SEVERN TRENT TO INFRAMARK, LLC

Attorney Bill Flickinger provided supplemental documentation of Severn Trent's name change. The name change does not require any amendments or assignments of the District's contracts.

10. DISTRICT MANAGER'S REPORT ON OPERATIONS

Manager Kristi Hester reported that there are 412 total connections, of which 405 are residential. The total residential water consumption is 5,312,000 gallons. The average monthly residential water consumption is 12,893 gallons for November.

Mrs. Hester advised that there were 12 delinquent letters mailed out, five door tags hung and one disconnect for non-payment. That account was reinstated due to payment.

The water quality monitoring report shows the annual average chlorine level at 3.26 ppm. The water accountability for November was 88.2%, which is down from last month. INFRAMARK will check this again once the meters are read. A timing issue could cause the lower reading.

The wastewater treatment plant is operating at 83% capacity and is 100% compliant.

Mrs. Hester discussed the irrigation flow chart. They are checking on the difference from the treated water flows versus the irrigation flows.

Lisa McKenzie discussed the water use at the amenity center. The amount of water being used is high for this time of year. There was discussion of a possible irrigation leak. Mrs. McKenzie will discuss this issue with the HOA landscape representative. Since the District does not charge the HOA for water use, there was further discussion of sending the HOA an invoice with a zero balance so that they will be aware of the water usage.

Mrs. McKenzie asked about the status of the meter replacements on the older meters. Mrs. Hester advised that they are caught up but will check the reports to confirm.

Manager Jason Tyler advised that he needs a decision on the internet service at the wastewater plant. Mr. Tyler outlined the proposals from Spectrum and AT&T. As previously reported, Spectrum will charge \$3,500 for the initial setup and \$70 per month. AT&T cellular will be \$119 per month plus the cost of the hardware. AT&T MiFi will not require a contract. After discussion, the Board agreed to use AT&T Mifi for internet service at the wastewater treatment plant.

## 11. BILLING ADJUSTMENTS

Lisa McKenzie discussed the billing adjustment process. When a customer requests a billing adjustment due to a leak, INFRAMARK averages the customer's prior 12 months' usage. The customer pays the appropriate tier rates for the 12-month average usage and then usage in excess of that amount is billed at our lowest tier rate. Manager Kristi Hester advised that if the adjustment is under \$250, they approve it with the submission of the required leak repair paperwork. If the adjustment is over \$250, they bring the adjustment to the Board for consideration.

As discussed at last month's meeting, the homeowners requesting the billing adjustment occupied the home in August. An underground valve located under their water fountain was leaking. The leak was repaired and an adjustment for the August and September billings was prepared. The credit will be in the amount of \$655. Last month, the consideration was tabled until more information was obtained. Mr. Tyler indicated he would retrieve further information and bring it back to the Board for review. As of today, no further information has been obtained and therefore, motion was made by Lisa McKenzie and seconded by President Chet Palesko to deny the adjustment subject to getting more detailed information on the visible/invisible leak and then proceed. In the absence of the requested information, the adjustment request is denied. The motion carried unanimously.

## 12. DISTRICT WEBSITE

This is a standing item and was not discussed.

## 13. TAYLOR LAKE EFFLUENT POND AND THE DISTRICT'S EFFLUENT DISPOSAL SYSTEM AND HOA EFFLUENT IRRIGATION CONTRACT

Attorney Bill Flickinger discussed the Effluent Disposal Contract with the HOA. The District approved this contract back in June. The HOA is reluctant to sign the contract. The irrigation study was conducted some time ago. The HOA would be responsible for those needed repairs. After discussion, the Board set a 30-day deadline for a response from the HOA. Mr. Flickinger will arrange to contact the HOA attorney in connection with the deadline.

## 15. REVISED MUD LAND USE PLAN AND CONSENT AGREEMENT WITH SENNA HILLS, LTD. AND THE CITY OF AUSTIN; INCLUDING PROPOSED OFFICE BUILDING AND PENDING LITIGATION WITH SENNA HILLS, LTD. OVER THE FOREGOING AND THE WEAVER SEWER LINE PROJECT; SETTLEMENT AGREEMENT WITH SENNA HILLS, LTD., SENNA HILLS TRUST AND SENNA HILLS HOA

Attorney Bill Flickinger reported that the Settlement Agreement has been approved and executed by the District, Senna Hills, Ltd. and Senna Hills Trust. The HOA will now need to approve it.

President Chet A. Palesko announced that the Board of Directors will go into closed session for consultation with the District's attorney pursuant to Section 551.071 of the Texas Government Code regarding matters related to Agenda Item No. 15. The Board went into closed session at 8:05 a.m.

At 8:21 a.m., President Palesko announced that the Board of Directors had concluded its closed session and was returning to open meeting, and that no action was taken during the closed session.

16. PUBLIC HEARING ON WATER CONSERVATION PLAN

17. RESOLUTION APPROVING WATER CONSERVATION PLAN

Attorney Bill Flickinger reported that the Water Conservation Plan is not yet ready for consideration.

18. DATES FOR FUTURE BOARD MEETINGS

The meetings for the next couple of months have already been scheduled for January 26<sup>th</sup> and February 23<sup>rd</sup>. President Chet Palesko reiterated that he will not be able to attend the February meeting.

19. ADJOURN

The meeting was adjourned.

  
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Chet A. Palesko President

ATTEST:

  
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Lisa S. McKenzie, Secretary

