

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 June 29, 2018 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
Joe Szoo – Assistant Secretary

thus constituting a quorum. All directors were present.

Also present at the meeting were Bill Flickinger and Jeniffer Concienne of Willatt & Flickinger, PLLC, Robert Ferguson of Murfee Engineering and Jason Tyler of InfraMark, LLC.

3. CITIZEN COMMENTS

No citizens were present.

4. MINUTES OF PRIOR MEETINGS

Motion was made by David I. Perl and seconded by Corey Newhouse to approve the Minutes of the June 1, 2018 meeting as presented. The motion carried unanimously.

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

This item was not discussed.

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

Engineer Robert Ferguson reported on the status of the wastewater treatment plant expansion. A walk through was conducted with Excel and InfraMark. All went well and the project is substantially complete. They are working with InfraMark on the operation of the drum screens. Mr. Ferguson reported that the catwalks for access purposes are still being discussed with Excel. This most likely will become a District expense.

Mr. Ferguson reported that Excel is still interested in the sludge management, but has yet to submit a proposal. Maybe it is time to solicit other bids for this project. Excel would likely be the best contractor to do this work due to all the knowledge of the plant. Extra work documenting the electrical systems will be needed to solicit for bids, which would cost in the range of \$15,000 to \$20,000. The sludge management will cost approximately \$100,000+ and was included in the current year's budget. Corey Newhouse discussed the pros and cons of sludge management. Mr. Ferguson discussed the sludge aging process and the pump and haul process. Mr. Tyler noted that each pump and haul service per load/per week is about \$1,000 to \$1,200. The Board suggested that Mr. Ferguson inform Excel to move forward with pricing within two weeks or the District will need to solicit bids elsewhere.

Mr. Tyler reported that the hardwired internet service is not yet installed at the plant. Spectrum still has to conduct a site visit, which is scheduled for next week and the paperwork needs to be signed.

7. REQUEST FOR EASEMENT VACATION AT 1808 HELIOTROPE COURT

Attorney Bill Flickinger discussed the requested easement release from the new owners at 1808 Heliotrope Court. It was determined that a 10' PUE goes through the pool, which was constructed by the prior owners. Engineer Robert Ferguson reviewed the request and advised that the District does not have any utilities within that easement. It is unlikely that the District will need to utilize the easement for future use. Austin Energy and Alliant Gas have agreed to release the easement as well. After discussion, motion was made by Corey Newhouse and seconded by Lisa McKenzie to approve the easement release at 1808 Heliotrope Court as submitted. The motion carried unanimously.

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

This item was not discussed.

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

Bookkeeper Allen Douthitt was not in attendance. Jeniffer Concienne presented the financials as provided by Mr. Douthitt. After discussion, President Chet A. Palesko entertained a motion for approval. Motion was made by Lisa McKenzie and seconded by Joe Szoo to approve the vendor payments and per diems, as well as the fund transfers. The motion carried unanimously.

11. DISTRICT MANAGER'S REPORT ON OPERATIONS

- a. Customer Requests
- b. Landscape Maintenance Contracts

Jason Tyler discussed the Manager's report with the Board. There are 412 total water connections, of which 405 are residential. The total residential water consumption is 5,693,000 gallons. The average monthly residential water consumption is 14,057 gallons for May. Total water receivables came in at \$76,341 for the month of May.

Mr. Tyler discussed the accounts receivable and collections report. The total under the 120+ day column was a prior billing adjustment that has just not caught up in the reporting cycle. Next month, there will be a \$331 request for a write-off. Lisa McKenzie stated that she provided information on that account to Kristi Hester. There were 13 delinquent letters mailed out, four door tags hung and no disconnects for non-payment.

Mr. Tyler reported that the levels on the water production and quality monitoring report are just what the District wants to see.

The water accountability is back up at 92.1%.

The wastewater treatment plant was operating at 73% capacity in May and was 100% compliant during that period. Mr. Tyler discussed the wastewater flows. Lisa McKenzie asked if the District should be concerned with the ROW flows. Engineer Robert Ferguson advised that so long there is no runoff, it should be fine.

Mr. Tyler stated that InfraMark is still training on the SCADA system. Mrs. McKenzie reported she received an inquiry about microbes in the effluent pond. Mr. Tyler reiterated that the water in the effluent pond is non-potable water and should not be drunk or swum in.

Mr. Tyler and Mrs. McKenzie then discussed Zane Furr's contract. The annual fee of \$52,200 will include the monthly charges and mowing of the irrigation fields. Mrs. McKenzie discussed various MUD owned lots/easements that are or should be maintained. After discussion of those areas, a detailed review will be made and discussed at a later date. President Chet A. Palesko entertained a motion for approval. Motion was made by Lisa McKenzie and seconded by Corey Newhouse to approve Zane Furr's Mowing Contract as presented. The motion carried unanimously.

12. BILLING ADJUSTMENTS

This item was not discussed.

13. DISTRICT WEBSITE

This item was not discussed.

14. TAYLOR LAKE EFFLUENT POND, THE DISTRICT'S EFFLUENT DISPOSAL SYSTEM

Jason Tyler advised that the new safety ropes have been installed at the effluent pond and the trees have been removed from the liner.

15. DATES FOR FUTURE BOARD MEETINGS

Attorney Bill Flickinger reported that the following meeting dates that already been set: July 27th, August 24th and September 21st. No further meetings were set at this time.

DIRECTORS ELECTION

Attorney Bill Flickinger discussed the upcoming November directors election. The District will contract with Travis County to hold the election. At the July meeting, the county agreements and Order Calling the Election will be considered. President Chet A. Palesko and David I. Perl requested Applications for Place on Ballot.

16. CONTRACT BY AND AMONG THE DISTRICT, SENNA HILLS HOMEOWNERS ASSOCIATION, INC., SENNA HILLS, LTD. AND THE SENNA HILLS TRUST

Attorney Bill Flickinger reported that the first quarterly report was received from Rip Miller. The District also sent its first invoice yesterday to Rip Miller in the amount of \$8,257.95 for payment of fees and expenses (including legal and engineering) incurred by the MUD in connection with the negotiation, preparation and performance of the Contract. Payment will be due within thirty days.

17. ADJOURN

The meeting was adjourned.



Chet A. Palesko, President

ATTEST:



Lisa S. McKenzie, Secretary

[SEAL]