

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 20, 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  
Joe Szoo – Assistant Secretary  
Corey Newhouse – 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, 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 21, 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.

There was discussion of Eanes ISD's submitting a letter to the Planning and Zoning Department at the City of Austin withdrawing its prior objection to the project.

The Board also discussed possible damage to the District's effluent irrigation system due to Rip Miller's activities near the garages. There is a large mound of debris uphill of the garages close to the propane tank. There are also deep muddy tracks near one of the District's irrigation boxes directly across from one of the garage's driveway apron. The District's irrigation box is leaking and was apparently dug up, but not repaired, by Rip Miller's workers. Inframark was not made aware of the leak. The District's system has now been turned off for repairs. Rip Miller denied that his crew caused the damage to the District's system. Inframark will ask the District's landscaper to obtain photos of the area. The Board would like a letter sent to Rip Miller on removing the debris and setting a 30-day deadline.

There was further discussion of the recent environmental meeting with the City of Austin and Steve Drenner's group and if the District should have been notified. Attorney Bill Flickinger advised probably not, but if it were a public hearing, the District would have been notified.

6. MATTERS RELATED TO WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

President Chet Palesko recently attended a PUA impact fee meeting. The PUA Board advised that there would not be any more impact fee increases for a long time. There was discussion of the new raw waterline being installed in front of Lake Pointe. The new waterline is not replacing what is there. It will be a second line. The PUA is expanding its plant to be able to treat more water.

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

Engineer Robert Ferguson discussed his report. Excel Construction is paid, and all construction is complete at the wastewater treatment plant. The plant is operating as intended. Manager Jesse Kennis reported that once the shipping container is delivered, Inframark will conduct a cleanup of the area.

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 Inframark conducted its monthly inspections in regard to the MS4 permit. No issues were found.

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

Bookkeeper Allen Douthitt discussed the financials and fund transfers with the Board. The District's budget for the month and year to date looks good. After discussion, President Chet A. Palesko entertained a motion for approval. Motion was made by Lisa McKenzie and seconded by Corey Newhouse to approve payment of the invoices, per diems and fund transfers 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. Possible repairs to areas of streets in Sections 5B and 6; Manholes, water meters and storm drains
- e. Drum screens; waste disposal process
- f. Storage unit at wastewater treatment plant

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

There are 412 active water connections in the District. 5.18 million gallons of water were consumed this period. There was a 15% water gain this period. Inframark will review the totals next month to see if follow-up action is needed.

Mr. Kennis discussed the delinquencies within the District. There were no delinquent letters mailed out this period.

The wastewater plant is running at 71% capacity. Mr. Kennis reported that the lift station wet wells being 1, 4 and 6 were cleaned out this month. Mr. Kennis also reported that there continues to be dumping of yard debris on District property at the Strawflower detention pond lot.

Mr. Kennis presented information on the storage container for the wastewater treatment plant. The cost to purchase a container and have it delivered will be approximately \$3,200. Mr. Kennis discussed the need to purchase shelving to allow for organization of the parts inventory. That addition will bring the total cost up to \$4,200. Corey Newhouse asked that before the new container is purchased, to please look for a used container to save the District some money. After discussion, President Chet Palesko entertained a motion for approval. Motion was made by Lisa McKenzie and seconded by Corey Newhouse to approve the expenditure for a storage container at the wastewater treatment plant site. The motion carried unanimously.

Mr. Kennis then discussed the failure of the irrigation pump at the holding pond. This pump is used to spray effluent from the pond onto the irrigation fields. The pump can be repaired. However, the motor is obsolete and beyond repair. The motor failed from what appears to be normal wear and tear. The total cost of this repair/replacement will be \$9,200. After discussion, President Chet Palesko entertained a motion for approval. Motion was made by David I. Perl and

seconded by Joe Szoo to approve the expenditure for the pump and motor as presented. The motion carried unanimously.

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

President Chet Palesko reported that he received the water data file for the electronic meters. He will continue to work through the information. This item will be discussed further at the next board meeting. Lisa McKenzie discussed the cost incurred by the District to look at Corey Newhouse's end point transmission on the electronic meter. Mrs. McKenzie inquired if this will be a reoccurring expense with the meters. Manager Jesse Kennis will look at the work order and get back with Mrs. McKenzie.

13. BILLING ADJUSTMENTS

This item was not discussed.

14. DISTRICT WEBSITE

Jeniffer Concienne reported that the new website is live. Mrs. Concienne is still working with Hot Dog Marketing to get everything finalized.

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

This item was not discussed.

16. DATES FOR FUTURE BOARD MEETINGS

The current meeting schedule has been set through March. The meeting dates are as follows: January 31<sup>st</sup>, February 28<sup>th</sup> and March 27<sup>th</sup>. President Chet Palesko reiterated that he would not be in attendance at the February 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. RATE ORDER

Attorney Bill Flickinger discussed the revised rate order to provide for increased security deposits for renters within the District. The reasons for this increase include renters' ability to move out suddenly and the difficulty of locating them if they left a balance due on their water bill.

After research of the District's accounts, in 2019 three out of the four accounts left with balances exceeding their security deposits after move-out were from renters. These balances are hard to collect, and the increased deposit will protect the District from that expense. It is proposed to increase the security deposit for renters to \$400 and in the event of disconnection, the deposit will be increased by \$100 up to a maximum of \$700. After discussion, President Chet Palesko entertained a motion for approval. Motion was made by Lisa McKenzie and seconded by Corey Newhouse to adopt the revised Rate Order to include increased security deposits for renters for the reasons discussed at today's meeting. The motion carried unanimously.

19. INFRAMARK CONTRACT

Lisa McKenzie reported that the committee and Inframark recently had a meeting to discuss the amended management contract. Currently, they are looking at non-routine tasks to see if they can be covered by the base rate. Kristi Hester will provide the committee with additional information. No action is needed at this time.

20. ADJOURN

President Chet A. Palesko adjourned the meeting.

  
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Chet A. Palesko, President

ATTEST:

  
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Lisa S. McKenzie, Secretary

[SEAL]