

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 February 28, 2020 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

thus constituting a quorum. Assistant Secretaries Joe Szoo and Corey Newhouse were absent.

Also present at the meeting were Bill Flickinger, Matt McPhail and Jeniffer Concienne of Willatt & Flickinger, PLLC, Robert Ferguson of Murfee Engineering, Jesse Kennis and Makenzi Scales 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 January 31, 2020 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.

This item was not discussed.

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6. MATTERS RELATED TO WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

There has been good progress with the installation of the new raw waterline going in along Bee Cave Road. As discussed previously, this will be a second line from the lake that will help with the summer demands for water service.

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

Engineer Robert Ferguson discussed his report as included in the agenda package. There was discussion of the repairs needed to the irrigation control wiring. Manager Jesse Kennis reported that he will be conducting a site visit after today's board meeting to review the findings from the contractor. As the Board is aware, there are cut wires throughout the system and most likely some under the concrete in the driveway aprons and buildings that were installed by SHL.

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 discussed the financials and fund transfers with the Board. The per diems for Joe Szoo and Corey Newhouse will be voided due to their absence. Mr. Douthitt discussed closing two accounts with ABC Bank, as they are no longer needed. The accounts are as follows: debt service account and the debt service interest & sinking account. After discussion, President Chet A. Palesko entertained a motion for approval. Motion was made by Lisa McKenzie and seconded by David I. Perl to approve payment of the invoices and per diems and authorize the three fund transfers and closing of ABC accounts 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
- g. Grinder Pump Letter to Residents

h. Proposal for irrigation repairs to effluent irrigation system

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

The wastewater plant is running at 70% capacity.

Mr. Kennis reported that the new motor for the effluent irrigation pump has been received and is being installed.

There was a 2.5% water gain this period. Mr. Kennis reported that Scott Manuel reached out to the PUA for the calibration records for the master meters. The PUA indicated that the last calibration occurred in August of 2019. There were 3.9 million gallons of water consumed for January.

There was discussion of the drum screen disposal system. Mr. Kennis stated that he is still working on this matter.

Mr. Kennis is also working on installing the storage unit at the wastewater plant.

Secretary Lisa McKenzie inquired about the status of purchasing new auto-dialers. Mr. Kennis will review that matter and report back at the next board meeting.

Mrs. McKenzie also discussed the District's past due receivables. At this time, there is only one account past due. Back in the summer, a resident moved out of the District and left a balance of \$177.81 after application of their security deposit. Inframark has been sending monthly invoices to them indicating the past due amount. As the Board is aware, past due accounts are not sent to a collection agency. Mrs. McKenzie asked that Inframark now send a certified letter to the resident indicating the past due balance in attempt to collect what is owed to the District. Mr. Kennis advised that he would have the letter drafted and sent out.

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

President Chet Palesko discussed the pricing of the electronic meters. Mr. Palesko and Corey Newhouse recently met with the Atlas representative. It was discovered that the pricing sheet did not include all the items needed for the changeover, such as the endpoints. That missing item added approximately \$50,000 to the overall cost. The system seems to be expensive. The Board discussed the pros and cons of electronic metering throughout the District. Mr. Palesko may like to entertain a mixed system of both electronic and mechanical meters. Vice President David I. Perl advised that he would like to move forward with all electronic meters in the District. President Palesko advised that Director Newhouse would like to push this item until next month for a decision. There was also discussion of a \$5,800 grant from the LCRA to help with the cost of the system. This item will be discussed further at next month's meeting. No action is needed at this time.

13. RATE ORDER

This item was not discussed.

14. BILLING ADJUSTMENTS

This item was not discussed.

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. CYBERSECURITY; H.B. 3834 REQUIRED TRAINING

Attorney Matt McPhail discussed H.B. 3834 in connection with cybersecurity. This bill was passed to help prevent cyberattacks and to provide education on developing security habits for detecting and addressing cyberattacks. This law was enacted in June of 2019, but the training and reporting programs are not yet finalized. However, within a few weeks, the programs should be up and running and at that point, the directors will be notified. The required training will be on an annual basis and must be completed by June 14th of each year. Once the directors complete the training, it will be reported to the appropriate authority. Mr. McPhail advised that the directors will receive a per diem for this training.

17. DATES FOR FUTURE BOARD MEETINGS

The meeting dates are as follows: March 27th, April 24th and May 29th.

18. 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

Attorney Bill Flickinger reported on the request from Rip Miller to have Robert Ferguson begin work on a proposal for amendment to the TCEQ permit. Mr. Flickinger advised that all parties should follow the ordered steps in the Contract, so that Mr. Ferguson would not start that work until SHL has received all of its required approvals. There was discussion of setting up a committee meeting with the District and HOA representatives.


19. INFRAMARK CONTRACT

Manager Jesse Kennis reported that Inframark and the MUD committee held another meeting to discuss the Inframark contract. There are still items that are being worked through,

such as the base fee versus the work orders. This matter will be presented at the next board meeting for consideration. No action is needed at this time.

20. ADJOURN

President Chet A. Palesko adjourned the meeting.



Chet A. Palesko, President

ATTEST:



Lisa S. McKenzie, Secretary

[SEAL]