

Senna Hills Municipal Utility District

April 24, 2020

- Review Cash Activity Report, including Receipts and Expenditures
 - ☑ Action Items:
 - Approval of director and vendor payments
 - Approve funds transfer from Logic Operating Account to ABC Bookkeeper's Account (to Replenish): \$21,500.00
 - Approve funds transfer from Logic Operating Account to ABC Bookkeeper's Account (for Expenditures): \$52,657.49
 - Approve funds transfer from ABC Operating Account to Logic Operating Account: \$150,000.00

**Senna Hills Municipal Utility District
Cash Activity Report
March 31, 2020 - April 24, 2020**

		ABC Bank Operating	ABC Bank Bookkeeper's
Reconciled Cash Balance - March 31, 2020		\$ 267,909.73	49,870.85
Subsequent Activity Through April 24, 2020		5,860.50	(21,992.87)
Deposit	Senna Hills, Ltd.	<u>5,860.50</u>	
	Subtotal - ABC Operating Account	<u>5,860.50</u>	
Time Warner Cable	5437 Internet - March 2020	(115.11)	
Hot Dog Marketing, LLC	5438 Monthly Website Maintenance	(250.00)	
Waste Management of Texas, Inc.	5439 Garbage Service - April 2020	(264.55)	
City of Austin	5440 Utilities - March 2020	(583.56)	
LCRA	5441 Raw Water - March 2020	(3,124.74)	
West Travis County PUA	5442 Potable Water - March 2020	(13,521.68)	
A T & T	5443 Telephone - April 2020	(581.20)	
City of Austin	5444 Utilities - March 2020	(3,070.03)	
Customer Refund	5445 Customer Refund	(22.96) *	
U S Treasury	EFTPS Payroll Tax - 1st Quarter 2020	(459.04) *	
	Subtotal - ABC Bookkeeper's Account	<u>(21,992.87)</u>	
Expenditures to be approved at April 24, 2020 Meeting		-	(52,657.49)
Vendor	Ck #	Amount	
Chet Palesko	5445	Director Fees - April 24, 2020	(138.53)
Corey Newhouse	5446	Director Fees - April 24, 2020	(138.52)
David Perl	5447	Director Fees - April 24, 2020	(138.53)
Joe Szoo	5448	Director Fees - April 24, 2020	(138.53)
Lisa S. McKenzie	5449	Director Fees - April 24, 2020	(138.53)
Badger Meter	5450	Orion Cellular Lte Service Unit	(30.00)
Bott & Douthitt, P.L.L.C.	5451	Accounting Fees - March 2020	(1,950.00)
DSHS	5452	Lab Fees	(53.72)
Inframark, LLC	5453	Operations & Maintenance - March 2020	(11,609.13)
Murfee Engineering Company	5454	Engineering Fees - March 2020	(3,387.01)
Wastewater Transport Service	5455	Sludge Hauling	(2,640.00)
Willatt & Flickinger, PLLC	5456	Legal Fees through April 13, 2020	(10,325.10)
Zane Furr	5457	Landscape Maintenance - April 2020	(5,656.00)
Chet Palesko	5458	Director Fees - April 17, 2020	(138.52) *
Corey Newhouse	5459	Director Fees - April 17, 2020	(138.53) *
David Perl	5460	Director Fees - April 17, 2020 and April 23, 2020	(277.05) *
Joe Szoo	5461	Director Fees - April 17, 2020	(138.52) *
Lisa S. McKenzie	5462	Director Fees - April 12, 17 and 23, 2020	(415.57) *
Inframark, LLC	5463	Maintenance - April 2020	(15,205.70) *
		Total Expenditures - ABC Operating Account	<u>(52,657.49)</u>
Transfer Requests to be approved at April 24, 2020 Meeting		(150,000.00)	74,157.49
Transfer to Replenish Bookkeeper's Account	From Logic Operating to ABC Bookkeeper's Account	21,500.00	
Transfer for Expenditures Approved April 24, 2020	From Logic Operating to ABC Bookkeeper's Account	52,657.49 **	
Transfer Letter Dated April 24, 2020	Transfer from ABC Operating to Logic Operating Account	(150,000.00)	
		<u>(75,842.51)</u>	
Projected Ending Cash Balance as of April 24, 2020		\$ 123,770.23	\$ 49,377.98

*Added after packet submission

**Revised after packet submission

Senna Hills Municipal Utility District

Cash/Investment Activity Report

March 31, 2020 - April 24, 2020

	Interest Rate	Balance 3/31/2020	Subsequent Receipts	Subsequent Disbursements	Transfer Requests	Projected Balance 4/24/2020
General Fund -						
ABC Bank - Operating Account	n/a	267,909.73	5,860.50	-	(150,000.00)	123,770.23
ABC Bank - Bookkeeper's Account	n/a	49,870.85	-	(74,650.36)	74,157.49	49,377.98
Logic Operating Account	1.0630%	2,758,700.96	151,725.20	-	75,842.51	2,986,268.67
Total - General Fund		3,076,481.54	157,585.70	(74,650.36)	-	3,159,416.88
Debt Service Fund -						
Logic - Debt Service Account	1.0630%	1,357,307.59	-	-	-	1,357,307.59
Logic - Tax Account	1.0630%	6,723.38	-	-	-	6,723.38
Total - Debt Service Fund		1,364,030.97	-	-	-	1,364,030.97
Total - All Funds		4,440,512.51	157,585.70	(74,650.36)	-	4,523,447.85

Transfer Information:

- (1) - To transfer funds from Logic Operating Account to ABC Bookkeeper's Account (to Replenish): \$21,500.00
- (2) - To transfer funds from Logic Operating Account to ABC Bookkeeper's Account (for Expenditures): \$52,657.49
- (3) - To transfer funds from ABC Operating Account to Logic Operating Account: \$150,000.00



Inframark, LLC
 2002 West Grand Parkway North, Suite 100
 Katy, Texas 77449
 (281) 578-4200

Client ID Number	1-02375
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Invoice Number	1129459
Invoice Date	4/20/2020
Due Date	5/20/2020

To: Senna Hills MUD
 Douthitt & Bott
 P O Box 2445

 Round Rock, Texas 78680

Service Description	Total
Maintenance Services	\$15,205.70

By/Date Received: OK 4-21-20
 By/Date Posted: in 4/23
 Approved for Payment: _____
 Hand Delivered to: _____
 Mailed By/Date: _____
 GL#: see detail

Subtotal	\$15,205.70
Sales Tax	\$0.00
Total	\$15,205.70

Please Pay This Amount

Remit To: Inframark, LLC
 P.O. Box 733778
 Dallas, Texas 75373-3778

*Please note our lockbox address has changed.
 Please include the Project ID and the Invoice Number on the check stub of your payment.*

INFRAMARK, LLC

DISTRICT : SENNA HILLS MUD

INVOICE NO. 1129459 - SUMMARY

INVOICE DATE: 4/20/2020

20 Apr 2020 04:54:58PM CST

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Work Type/Sub Category	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs
Administrative					
Administrative Services	\$0.00	\$153.88	\$20.87	\$0.00	\$174.75
AD Total	\$0.00	\$153.88	\$20.87	\$0.00	\$174.75
Maintenance, Lift Station					
LS1					
General Maintenance & Repairs	\$72.50	\$197.15	\$163.73	\$0.00	\$433.38
LS1 Total	\$72.50	\$197.15	\$163.73	\$0.00	\$433.38
LS Total	\$72.50	\$197.15	\$163.73	\$0.00	\$433.38
Maintenance, Sewer Plant					
SP1					
General Maintenance & Repairs	\$2,173.00	\$4,773.75	\$4,216.53	\$0.00	\$11,163.28
Preventative Maintenance	\$107.00	\$179.25	\$1,857.25	\$0.00	\$2,143.50
SP1 Total	\$2,280.00	\$4,953.00	\$6,073.78	\$0.00	\$13,306.78
SP Total	\$2,280.00	\$4,953.00	\$6,073.78	\$0.00	\$13,306.78
Maintenance, Water					
General Maintenance & Repairs	\$91.00	\$438.60	\$80.00	\$0.00	\$609.60
Lab Fees or Laboratory Sampling	\$0.00	\$0.00	\$374.90	\$0.00	\$374.90
MWM1					
Preventative Maintenance	\$0.00	\$26.97	\$0.00	\$0.00	\$26.97
MWM1 Total	\$0.00	\$26.97	\$0.00	\$0.00	\$26.97
MW Total	\$91.00	\$465.57	\$454.90	\$0.00	\$1,011.47

INFRAMARK, LLC

DISTRICT : SENNA HILLS MUD

INVOICE NO. 1129459 - SUMMARY

INVOICE DATE: 4/20/2020

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Work Type/Sub Category	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs
Storm Water System					
General Maintenance & Repairs	\$70.50	\$208.82	\$0.00	\$0.00	\$279.32
SW Total	\$70.50	\$208.82	\$0.00	\$0.00	\$279.32
Invoice Total	\$2,514.00	\$5,978.42	\$6,713.28	\$0.00	\$15,205.70

INFRAMARK, LLC

DISTRICT : SENNA HILLS MUD
 INVOICE NO. 1129459 - DETAIL

INVOICE DATE: 4/20/2020

20 Apr 2020 04:54:58PM CST

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Work Type/Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
Administrative Services										
	3/30/2020	2219823	SENNA District Area	Texas Water Development Board Annual Report; TWDB Report	\$0.00	\$48.93	\$0.00	\$0.00	\$48.93	N
	4/10/2020	2226999	SENNA District Area	Miscellaneous Administrative Duties for a District: PREPARE AND MAIL GRINDER STATION LETTERS TO PROPERTIES IN DISTRICT	\$0.00	\$104.95	✓ \$20.87	\$0.00	\$125.82	N
				Administrative Services Total	\$0.00	\$153.88	\$20.87	\$0.00	\$174.75	
				AD Total	\$0.00	\$153.88	\$20.87	\$0.00	\$174.75	
Maintenance, Lift Station LS1										
General Maintenance & Repairs										
	3/30/2020	2134062	10425 1/2 Senna Hills Blvd	General Repair or Maintenance of an Asset at a Lift Station; REPLACE TRAFFIC RATED LID COVERING ARV AT ENTRANCE TO LS Date Sched: 03/30/20	\$72.50	\$197.15	✓ \$163.73	\$0.00	\$433.38	N
				General Maintenance & Repairs Total	\$72.50	\$197.15	\$163.73	\$0.00	\$433.38	
				LS1 Total	\$72.50	\$197.15	\$163.73	\$0.00	\$433.38	
				LS Total	\$72.50	\$197.15	\$163.73	\$0.00	\$433.38	

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INFRAMARK, LLC

DISTRICT : SENNA HILLS MUD

INVOICE NO. 1129459 - DETAIL

INVOICE DATE: 4/20/2020

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Worktype/Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	BIC
Maintenance, Sewer Plant										
SP1										
General Maintenance & Repairs										
	4/7/2020	2126279	10500 FM 2244	General Repair or Maintenance of an Asset at a Sewer Treatment Plant; ORDER SPARE MOTOR FOR PERMEATE PUMP DateSched: 12/31/19	\$29.00	\$88.17	J \$595.33	\$0.00	\$712.50	N
	3/25/2020	2195089	10500 FM 2244	General Repair or Maintenance of an Asset at a Sewer Treatment Plant; PURCHASE CONEX AND SHELVES FOR WWTP DateSched: 03/31/20	\$188.50	\$571.23	J \$3,461.48	\$0.00	\$4,221.21	N
	3/28/2020	2215735	10500 FM 2244	General Repairs of an Asset at a Detention Pond; FOUNTAINS AT EFFLUENT POND NOT WORKING DateSched: 03/28/20	\$72.50	\$250.99	\$0.00	\$0.00	\$323.49	N
	4/1/2020	2216273	10500 FM 2244	General Repairs of an Asset at a Detention Pond; PULL PUMP TO SEE WHY FOUNTAIN PRESSURE IS LOW DateSched: 03/30/20	\$1,789.00	\$3,552.57	J \$113.74	\$0.00	\$5,455.31	N
	3/30/2020	2216441	10500 FM 2244	General Repair or Maintenance of an Asset at a Sewer Treatment Plant; ANTIVIRUS SOFTWARE UPDATE	\$58.00	\$176.93	J \$45.99	\$0.00	\$280.92	N
	3/31/2020	2217185	10500 FM 2244	General Repair or Maintenance of an Asset at a Sewer Treatment Plant; SCADA NOT ANSWERING / CHECK PHONE LINE TO INSURE WORKING PROPERLY	\$36.00	\$133.86	\$0.00	\$0.00	\$169.86	N
				General Maintenance & Repairs Total	\$2,173.00	\$4,773.75	\$4,216.53	\$0.00	\$11,163.28	

INFRAMARK, LLC

DISTRICT : SENNA HILLS MUD
 INVOICE NO. 1129459 - DETAIL

INVOICE DATE: 4/20/2020

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Work Type/Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Serv/ce Costs	Sales Tax Total	Total Costs	B/C
Preventative Maintenance	3/31/2020	2143730	10500 FM 2244	Annual CL2 System PM (Chlorination) must verify work type; Sched#: 6427 SchedType: CHLR DateSched: 01/31/20	\$0.00	\$0.00	J \$1,857.25	\$0.00	\$1,857.25	N
	3/30/2020	2187824	10500 FM 2244	One Month Mechanical Lubrication PM (Mechanical); Sched#: 6568 SchedType: CHLR DateSched: 03/31/20	\$52.00	\$66.93	\$0.00	\$0.00	\$118.93	N
	3/30/2020	2187825	10500 FM 2244	One Month Mechanical Lubrication PM (Mechanical); Sched#: 6576 SchedType: MECH DateSched: 03/31/20	\$55.00	\$112.32	\$0.00	\$0.00	\$167.32	N
				Preventative Maintenance Total	\$107.00	\$179.25	\$1,857.25	\$0.00	\$2,143.50	
				SP1 Total	\$2,280.00	\$4,953.00	\$6,073.78	\$0.00	\$13,306.78	
				SP Total	\$2,280.00	\$4,953.00	\$6,073.78	\$0.00	\$13,306.78	
Maintenance, Water										
General Maintenance & Repairs										
	2/19/2020	2181329	SENNA District Area	Read Meter Only - Misread, High, Low, Reverse - From Billing Department; Perform qc's from meter reading - QC = 1 Zero = 1 DateSched: 02/19/20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N
	3/11/2020	2200825	1709 Allium Dr	Read Meter, Check For Leaks, Customer Requested; PLS REREAD, CHECK FOR LEAKS AND ACCURACY. PLS TAG DOOR DateSched: 03/10/20	\$4.50	\$18.19	\$0.00	\$0.00	\$22.69	N
	4/7/2020	2222845	10551 Indigo Broom Loop	Customer Move Out - Read Meter, Disconnect or Turn Off Service; TAKE READ ONLY PLEASE DateSched: 04/07/20	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N

INFRAMARK, LLC

DISTRICT : SENNA HILLS MUD
 INVOICE NO. 1129459 - DETAIL

INVOICE DATE: 4/20/2020

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Worktype/Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
	4/7/2020	2223627	10908 Gaillardia Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service; Date Sched: 04/07/20	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	4/7/2020	2224130	10908 Gaillardia Dr	No Water Call, Investigate Problem; HOMEOWNER CALLED, DID NOT MOVE OUT AS SCHEDULED. TURN BACK ON Date Sched: 04/07/20	\$14.50	\$39.43	\$0.00	\$0.00	\$53.93	N
	4/8/2020	2224584	10508 Prezia Dr	Customer Move Out - Read Meter, Disconnect or Turn Off Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	4/8/2020	2224599	10508 Prezia Dr	Customer Move In - Read Meter, Reconnect or Turn On Service;	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	N
	4/7/2020	2224858	10309 Indigo Broom Loop	Investigate Water System Leak; Leak at meter	\$49.50	\$261.92	\$0.00	\$0.00	\$311.42	N
	4/8/2020	2225784	10401 Peonia Ct	No Water Call, Investigate Problem; No water	\$22.50	\$119.06	\$0.00	\$0.00	\$141.56	N
				General Maintenance & Repairs Total	\$91.00	\$438.60	\$80.00	\$0.00	\$609.60	
Lab Fees or Laboratory Sampling										
	2/24/2020	2218044	SENNA District Area	Purchase Laboratory Services for Water System Asset; PO was for wo 2193416, but wo is closed	\$0.00	\$0.00	\$118.45	\$0.00	\$118.45	N
	3/26/2020	2220107	SENNA District Area	Purchase Laboratory Services for Water System Asset, Water Utility Services	\$0.00	\$0.00	\$256.45	\$0.00	\$256.45	N
				Lab Fees or Laboratory Sampling Total	\$0.00	\$0.00	\$374.90	\$0.00	\$374.90	

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DISTRICT : SENNA HILLS MUD
 INVOICE NO. 1129459 - DETAIL

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INVOICE DATE: 4/20/2020

Work Type/Sub Category	Date Complete	WO Number	Address	Task Details	Equipment Costs	Labor Costs	Materials/Other Service Costs	Sales Tax Total	Total Costs	B/C
MWM1										
Preventative Maintenance										
	12/12/2019	2083759	10402 Senna Hills Blvd	Flow Meter PM (Calibration) must verify work type; Calibrate master meter Date Sched: 10/31/19	\$0.00	\$26.97	\$0.00	\$0.00	\$26.97	N
				Preventative Maintenance Total	\$0.00	\$26.97	\$0.00	\$0.00	\$26.97	
				MWM1 Total	\$0.00	\$26.97	\$0.00	\$0.00	\$26.97	
				MW Total	\$91.00	\$465.57	\$454.90	\$0.00	\$1,011.47	
Storm Water System										
General Maintenance & Repairs										
	4/8/2020	2224834	SENNA District Area	Investigate a Problem at a Storm Water System Asset; INVESTIGATE AND REMOVE ROCKS STACKED IN FRONT OF STORM INLET BETWEEN 10325 & 10321 INDIGO BROOM LOOP.	\$70.50	\$208.82	\$0.00	\$0.00	\$279.32	N
				General Maintenance & Repairs Total	\$70.50	\$208.82	\$0.00	\$0.00	\$279.32	
				SW Total	\$70.50	\$208.82	\$0.00	\$0.00	\$279.32	
				Invoice Total	\$2,514.00	\$5,978.42	\$6,713.28	\$0.00	\$15,205.70	

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