

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 MUD was held at 7:10 a.m. on April 24, 2020 by remote access only in accordance with the March 16, 2020 Order by Governor Abbott temporarily suspending certain requirements of the Texas Open Meetings Act to advance the goal of limiting face-to-face meetings to slow the spread of COVID-19. The meeting was open to the public and notice was given as required by the Texas Open Meetings Act and as modified by the Governor's Order.

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. Director Joe Szoo was absent.

Also present at the meeting were Bill Flickinger and Jeniffer Concienne of Willatt & Flickinger, PLLC, Robert Ferguson of Murfee Engineering, Jesse Kennis, Kristi Hester and Makenzi Scales of Inframark 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 the March 27, 2020 meeting as presented. The motion carried unanimously.

5. TEMPORARY MORATORIUM ON DISCONNECTION OF WATER SERVICE FOR NON-PAYMENT DURING COVID-19 VIRUS CRISIS

Manager Jesse Kennis reported that two connections would have been disconnected on April 21st if the moratorium had not been in place. Lisa McKenzie asked if Inframark has reached out to the two residents, who are tenants, for a payment plan. Manager Kristi Hester advised that they have not reached out to the residents but will do so and offer a three-month payment plan. Mrs. McKenzie also inquired about the security deposit for tenants. Attorney Bill Flickinger advised that the deposit cannot be increased at this time because service was not actually disconnected. After discussion, President Palesko entertained a motion for approval. Motion was made by Corey Newhouse and seconded by Lisa McKenzie to continue the temporary moratorium on disconnection of water service for non-payment until the next regular Board meeting. The motion carried unanimously.

6. PAYMENT PLANS FOR DISTRICT CUSTOMERS DURING COVID-19 VIRUS CRISIS

This item was discussed above.

7. 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.

8. MATTERS RELATED TO WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

This item was not discussed.

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

Engineer Robert Ferguson reported that he is continuing to work with Inframark on the operations of the wastewater treatment plant as needed.

10. 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.

11. MS4 PERMIT; MAINTENANCE OF DRAINAGE EASEMENTS AND PONDS

This item was not discussed.

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

Bookkeeper Allen Douthitt discussed the updated cash activity report and financials with the Board. The per diem for Joe Szoo will be voided due to his absence. The District's budget is tracking well. After discussion, President Chet Palesko entertained a motion for approval. Motion was made by Corey Newhouse and seconded by David I. Perl to approve invoices, per diems and three fund transfers as presented. The motion carried unanimously.

13. 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 activities at the wastewater treatment plant included replacing the chlorine cylinder chains, replacing a sodium hypochlorite transfer pump due to failure, and trimming tree branches off of the back-fence line. Mr. Kennis reported that there has been an increase in flows most likely due to the Stay-At-Home Order. The plant is running at 85% capacity. Mr. Kennis advised however he is not too concerned with the increased flow.

In regard to the re-use water system, the effluent irrigation pump piping will be repainted purple. Mr. Kennis stated that Inframark had to replace a 20-amp breaker for the aerators at the effluent irrigation pond. He recommends upgrading the aerators and electric panel during the pond liner replacement project. The cost to upgrade the aerators and electric panel will be approximately \$16,000 to \$21,000.

Mr. Kennis reported that the District incurred a 9.6% water loss. Inframark will continue to monitor the system. The 2019 Water Quality Report will be issued in June as required. No issues were reported. The report can now be mailed as usual or posted online. After discussion, the Board advised to post the Water Quality Report electronically on the District web site and include language on the June billing regarding the web site posting.

Mr. Kennis discussed the need to trim the tree branches off the perimeter fencing at the lift stations. The District's landscaper, Zane Furr has submitted a quote for that work. Mr. Kennis reported on the enclosure of the auto-dialer at the Lemon Mint lift station. The enclosure has deteriorated and needs to be replaced. Mr. Kennis received two bids for that work. One for \$2,615 and the other \$3,641. After discussion, President Chet Palesko entertained a motion for approval. Motion was made by Lisa McKenzie and seconded by Corey Newhouse to accept the bid from

M&C Electric Inc. for replacement of the enclosure to the auto-dialer at the Lemon Mint lift station in the amount of \$2,615. The motion carried unanimously.

Mr. Kennis then discussed the need to remove the Roosevelt weeds around the Taylor Lake effluent pond. Zane Furr can remove and haul them off for \$4,000. After discussion, President Palesko entertained a motion for approval. Motion was made by Lisa McKenzie and seconded by David I. Perl to approve the removal of the Roosevelt weeds around the effluent pond, not to exceed \$4,000, which includes hauling them off. The motion carried unanimously.

As previously discussed, the rock gabions at the Indigo Broom outfall have been cleaned up. This will improve the storm water flow in that area. Mr. Kennis stated that the flow line still needs to be cleared.

Mr. Kennis then discussed the CIP Schedule for 2020 with the Board. There are several tasks within the next four months that need to be taken care of. The tasks include meter replacement, fire hydrant repairs/painting, replacing the Lemon Mint enclosure panel, repaving the S curve to the wastewater plant, and upgrading the auto-dialers. The expenditure for those tasks total \$314,000. The Board discussed the \$50,000 price tag for repaving the S curve to the wastewater plant. There was discussion that the expenditure should be a shared cost with Rip Miller and the propane company. Inframark advised that they can send out a letter to the parties once the District receives the actual bid for repaving. This task will need to be put on hold until the spray irrigation field issues are completely fixed.

As previously discussed, the Pios proposal to fix the spray irrigation field came in at \$23,500. Mr. Kennis discussed the nine points of repairs. President Palesko recommended taking a lot of pictures of the site and repairs to include with the documentation for the District's file. Mr. Kennis indicated that a laminated poster size map showing the irrigation zones would be nice to have. Maybe Engineer Robert Ferguson can produce one for the District. Mr. Ferguson will check on the use of a drone for aerial images and see what can be done. After discussion, President Palesko entertained a motion for approval. Motion was made by Lisa McKenzie and seconded by David I. Perl to authorize the repairs to the spray irrigation field by Pios in the amount of \$23,500. The motion carried unanimously. Inframark will oversee the repairs as they are being done.

Mr. Kennis stated that he is still working on a better drum screen process. Inframark has been receiving high water alarms.

The storage unit has been installed at the wastewater treatment plant site and the project is now complete. Mr. Kennis asked that this item be removed from future agendas.

The updated grinder pump letter has been sent out and Mr. Kennis asked that this item also be removed from future agendas.

14. BADGER MASTER METER AGREEMENT (SOFTWARE); PRICING SHEET FOR METER PURCHASE; PURCHASE OF ELECTRONIC METERS

President Chet Palesko reported that they are on track for purchasing 350 meters. Corey Newhouse stated that he has not yet heard back from Jeff Watson at Atlas. Manager Jesse Kennis wanted to be clear that the District decided to just replace the old mechanical meters that are due for replacement under the District's policy at this time, using smart meters without the technology. After the initial purchase, there will only be approximately 70-80 meters left to buy. President Palesko still needs further details on the meters.

15. RATE ORDER

Attorney Bill Flickinger stated that since the District will not be using the technology with the new smart meters, there will be no change to the rate order at this time.

16. BILLING ADJUSTMENTS

This item was not discussed.

20. 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.

21. DATES FOR FUTURE BOARD MEETINGS

The meeting dates are as follows: May 29th, June 26th and July 31st.

22. ADMINISTRATION OF 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

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. 22. The Board went into closed session at 8:18 a.m.

At 8:29 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.

Motion was made by Corey Newhouse and seconded by David I. Perl to approve the First Amendment to First Amended and Restated Contract with Senna Hills HOA, Senna Hills, Ltd. and Senna Hills Trust as presented. The motion carried unanimously.

23. INFRAMARK CONTRACT

This item was not discussed.

24. ADJOURN

President Chet A. Palesko adjourned the meeting.



Chet A. Palesko, President

ATTEST:



Lisa S. McKenzie, Secretary

