

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 November 20, 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
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 resident John Chamblee.

3. CITIZEN COMMENTS

No citizens commented under this section.

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 Corey Newhouse to approve the Minutes of the October 30, 2020 meeting as presented. The motion carried unanimously.

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

This item will be discussed under the Manager's Report.

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

President Chet Palesko reported that the PUA will have an impact fee meeting in December.

President Chet Palesko moved to Item No. 11 at this time.

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. Maintenance and trimming of trees and vegetation on District property; removal of vegetation on District property planted by homeowners without permission

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

The wastewater plant is running at 82% capacity with no issues. Mr. Kennis reported that the new influent flow meter was installed.

Mr. Kennis stated that he is at a complete loss regarding the origin of the reported 18.9% water loss. Last month, as the Board is aware, there was a 21% water gain. David I. Perl asked what needs to be done regarding this issue. Mr. Kennis stated that he will continue to monitor the situation as it is too inconsistent. There was discussion of the possibility of the residential meter change-outs being the issue. Mr. Kennis noted that the water loss would likely be trending down, not up, if new residential meters were causing an issue. David I. Perl asked if a report can be generated on water usage, as the error may be caused by inputting the information into the system. Mr. Kennis advised he would run an exception report.

It was reported that 13 delinquent letters were mailed out and there was one disconnection of water service. That service has now been restored due to payment.

Mr. Kennis reported on the status of the electronic meter installation. As of November 13th, 100 electronic meters have been installed.

Mr. Kennis was happy to report that TML reimbursed the District \$9,131.49 for repair of the lift station control panel as a result of lightning damage.

The “No Dumping” and “No Parking” signs still need to be ordered and installed in various areas in the District.

Mr. Kennis reported on his meeting with the homeowner that removed the yard waste from the Lemon Mint Park. The homeowner reported that Japanese beetles have damaged some of the District’s trees. David I. Perl asked if the District should have someone go look at the trees. President Chet Palesko asked that Zane Furr go take a look. John Chamblee mentioned that he has a contact for an arborist that did some work for the HOA. Mr. Chamblee provided the contact number to Mr. Kennis.

There was discussion regarding the potable water leak at the HOA amenity center. Mr. Kennis believed the leak was repaired, and Lisa McKenzie commented that the water was just turned off and the leak has not yet been repaired. There was some talk about the storm drain and leak possibly being connected. Mr. Kennis is not sure that is accurate. This cannot be determined until excavation has been done. Mr. Chamblee asked about the funding of this project, whether it is solely the HOA’s responsibility. Attorney Bill Flickinger and HOA Attorney Lance Lackey have been in contact with each other on this matter.

President Chet Palesko moved to Item No. 13 at this time.

13. BILLING ADJUSTMENTS

Lisa McKenzie advised that she looked at the delinquent accounts with Manager Jesse Kennis due to a significant increase in the over-120-days accounts on the current report. There was one regular bill for service returned undeliverable in February and the uncollected account has not been pursued since that time. Mrs. McKenzie understands that COVID took a part in that delay. However, she found a new address for the prior resident. Mr. Kennis reported that the resident moved out and he will send a certified letter to the new address for payment. Mrs. McKenzie advised that a new resident moved into the home in July. With processing, what should be done differently to keep on top of these accounts? David I. Perl inquired about owners leasing their property to tenants and then not being held responsible for them. Attorney Bill Flickinger stated that owners cannot be held responsible for past due amounts owed by a tenant. The only person responsible is the person who signed the service application. The Board then discussed deposits for renters. President Chet Palesko asked at what point the water gets cut off for non-payment. Mr. Kennis advised at the 60-day mark. Mrs. McKenzie would like to see these types of issues come before the Board in a quicker manner. David I. Perl suggested Inframark get together and propose a different process for delinquent accounts. President Palesko requested a breakdown of anything over 90 days in the monthly reports. The report should include the amounts owed and only the street names associated with those amounts for privacy reasons.

President Chet Palesko moved to Item No. 10 at this time.

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

Bookkeeper Allen Douthitt discussed the financials, invoices and fund transfers with the Board. The District’s budget is \$1,000 to the good. Mr. Douthitt discussed the meter reads and

billing from Rip Miller's new electric meter. The new billings have increased. Mr. Douthitt will continue to calculate the electric bill and send it to Rip Miller for payment. After discussion, motion was made by Lisa McKenzie and seconded by David I. Perl to approve the financials and payment of the invoices and per diems and authorize two fund transfers. The motion carried unanimously.

****President Chet Palesko moved to Item No. 7 at this time.****

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

Engineer Robert Ferguson discussed his report as included in the agenda package.

Mr. Ferguson reported on the mapping of the irrigation fields. There has been a bit of a delay in completing the base drawing. It will most likely be pushed to the end of the month. Once complete, they will provide it to Manager Jesse Kennis to locate the sprinkler heads and see if anything is missing.

Mr. Ferguson discussed the effluent pond liner. Some site assessments have been done and they are working on staging and spoil areas. This will be a tight space to work in due to the slopes. Mr. Ferguson intends to meet with the committee, President Chet Palesko and David I. Perl, to get some of these matters worked out. There was discussion of the boulders in the landscaping around the pond. Those will need to be removed at least temporarily to get the new liner anchored in place. That will be an expensive operation. Those boulders will need to be stored and then put back in place. There was discussion of the history of the boulders and if the Board wants them to stay around the pond or not. This will be discussed further with the committee and then the full Board.

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; ISSUES WITH THE HOA AMENITY CENTER DRAINAGE FACILITIES

This item was not discussed.

12. ELECTRONIC METERS

This item was not discussed.

14. TAYLOR LAKE EFFLUENT POND, THE DISTRICT'S EFFLUENT DISPOSAL SYSTEM; EFFLUENT DISPOSAL CONTRACT BETWEEN THE DISTRICT AND HOA

This item was not discussed.

15. DATES FOR FUTURE BOARD MEETINGS

The next several Board meeting dates are as follows: December 18th, January 29th, February 26th and March 26, 2021.

16. INFRAMARK CONTRACT

Manager Jesse Kennis reported that Kristi Hester stills needs to get with Attorney Bill Flickinger to review the proposed contract.

17. DIRECTORS ELECTION

- a. Certificates of Election, Statements of Election Officer and Oaths of Office
- b. Election of Officers

Attorney Bill Flickinger reported on the directors' election. All the directors have signed the required documentation and have been sworn in for another four years. President Chet Palesko has presented each of them with the Certificates of Election.

Mr. Flickinger stated that due to the election, the Board will need to elect officers. As they are aware, the positions can stay the same or be switched up. President Chet Palesko entertained a motion. Motion was made by David I. Perl and seconded by Lisa McKenzie to leave the current officer positions the same. The motion carried unanimously.

18. 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.

19. ADMINISTRATION OF CONTRACT BY AND AMONG THE DISTRICT, SENNA HILLS HOMEOWNERS ASSOCIATION, INC., SENNA HILLS, LTD. AND THE SENNA HILLS TRUST; ADDITIONAL AMENDMENT TO THE CONTRACT; STORAGE OF SHL MATERIALS ON PROPERTY NEAR SHEDS; POSSIBLE DAMAGE TO DISTRICT'S IRRIGATION SYSTEM; DAMAGE TO HOA EFFLUENT IRRIGATION SYSTEM BY SHL CONTRACTORS; REPLACEMENT OF ELECTRICAL SUBMETER TO SHL BUILDINGS AND REIMBURSEMENT BY SHL FOR ELECTRICITY EXPENSES

President Chet 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. 19. The Board went into closed session at 8:04 a.m.

Corey Newhouse left the meeting at 8:11 a.m.

At 8:18 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.

20. ADJOURN

President Chet Palesko adjourned the meeting.



Chet A. Palesko, President

ATTEST:



Lisa S. McKenzie, Secretary

[SEAL]