

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 24, 2023 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 (Via Zoom)

thus constituting a quorum. Assistant Secretary Corey Newhouse was absent.

Also present at the meeting were Greg Szuman and Jeniffer Concienne of Willatt & Flickinger, PLLC, Anand Patel and Jason Baze of Murfee Engineering and Makenzi Scales of Inframark and resident Andrea Bradford.

Attending via Zoom were Bill Flickinger of Willatt & Flickinger, PLLC, Allen Douthitt of Bott & Douthitt, PLLC and Assistant Secretary Joe Szoo.

3. PUBLIC COMMENTS

No public comments were made.

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 27, 2023 board meeting as presented. The motion carried unanimously.

5. OWNER INTEREST IN BUYING A PORTION OF DISTRICT PROPERTY

Resident Andrea Bradford presented a handout to the Board to illustrate their yard and boundaries. The Bradfords would like to expand their outdoor area and install additional facilities. They spoke with a real estate attorney and pulled title to get a better understanding of the potential use of the easement areas around their residence. The rear easement area is fenced within their yard. Mrs. Bradford indicated that they can use the area for recreation and maintenance, but they are not allowed to put in any permanent structures. Attorney Bill Flickinger stated that there is a 7 1/2' PUE across the back of their property and there was a variance granted for the building setback. The District would need to be sure that no lines are located in that area. Mrs. Bradford stated that they really do not have a good buildable area in their backyard and would like to purchase that land or be able to put something permanent in that easement area, such as a pool or sports court. Mr. Flickinger stated that this will need to be reviewed in detail, as he is unsure of the use easement within the park area or HOA lot. Manager Makenzi Scales and Engineer Jason Baze looked at a water map for any lines running along the boundaries and between the homes. Mrs. Bradford could show the Board plans for what they are trying to design if it helps. Lisa McKenzie stated that would be very helpful to see before the District spends time or money on this issue. Mrs. Scales recommended calling 811 to assist the owner with marking utilities in the yard. After discussion, Mrs. Bradford will contact 811 and the propane company and if they advise that it's all clear, she will then come back with their plans for Board consideration. Mrs. Bradford thanked the Board for their time.

6. POSSIBLE CONVEYANCE OF DISTRICT PROPERTY TO SENNA HILLS HOA

This item was not discussed.

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

This item was not discussed.

8. LCRA COST-SHARING PROGRAM

This item was not discussed.

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

- a. TCEQ Permit amendment; removal of Senna Hills, Ltd. as co-permittee
- b. Site Plan for SHL Offices; Status of construction
- c. Relocation of wastewater and effluent lines under SHL shed
- d. Effluent Pond Liner Replacement

Anand Patel discussed the engineer's report as included in the agenda package.

Mr. Patel will check with the TCEQ on the status of the Application to remove SHL as co-permittee, as there have been no updates since the Application was submitted.

There was discussion of the pond liner and its installation. The project is on schedule to be rebid in the spring. Engineer Jason Baze is currently drafting the bid documents. The project should be bid within the next two weeks. The boulders around the pond still appear to be a concern and they are looking at options to alleviate the concerns. Mr. Baze is hopeful to have more than one bidder this round. If the project can get underway by mid-summer, it should be completed in September. The project should take approximately 90-days from start to finish. There was discussion of the committee meeting with the surrounding residents prior to the project being bid. The award of contract for the project should be placed on the April agenda.

Mr. Patel discussed the status of the office site development. SHL has not yet given the contractor the notice to proceed with construction. SHL's engineer advised that he expects movement in mid-March. He will provide the notice to proceed as soon as it is received.

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; ISSUES WITH HOA AMENITY CENTER DRAINAGE FACILITIES

This item was not discussed.

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

Bookkeeper Allen Douthitt discussed the financials through January with the Board. The District is currently ahead in service revenue. As discussed previously, interest income is off the charts and has provided a large favorable delta for the District. Corey Newhouse's per diem will be voided due to his absence. Mr. Douthitt also had Central Bank signature cards for the Board's execution. After discussion, 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 as presented. The motion carried unanimously.

13. DISTRICT MANAGER'S REPORT ON OPERATIONS

- a. Wastewater Treatment Plant
- b. Distribution System – Billing
- c. Collection System
- d. Drainage/Ponds
- e. Customer Requests
- f. Landscape Maintenance Contracts; Additional landscaping services
- g. Inspections of HOA effluent irrigation system
- h. Pool/cabana/sports court construction on Straw Flower
- i. Request from Senna Hills HOA to refill community pool from fire hydrant

j. Storm Clean-up Efforts

Manager Makenzi Scales reported on the executive summary.

Mrs. Scales reported that there were 2.64 million gallons of wastewater treated in January, with an average daily flow of 81,967 gallons. The plant is running at 82% capacity.

There was discussion of maintenance items such as the plant actuators, lift station pump and the Senna Hills lift station fence repair. During the ice storm a large tree fell on the new fence around the lift station. The new fence saved the electrical panel from being damaged. Mrs. Scales reported on the quote to repair the fence, which came in at \$2,680.00. After discussion, motion was made by David I. Perl and seconded by Lisa McKenzie to accept the proposal as submitted to repair the lift station fence. The motion carried unanimously.

The Board and consultants discussed the storm cleanup efforts due to the ice storm. Zane Furr's cost for the cleanup to date is \$8,750.00. Lisa McKenzie noted that amount had his usual trimming in it too. After the storm, Mrs. McKenzie met with Zane Furr several times at the District's lift stations to discuss the cleanup efforts. They also met up at the triangle lot on Gilia to look at several trees that most likely need to be removed. There was discussion on dumping storm debris on District property located on Straw Flower and Gilia. Mrs. Scales discussed a maintenance plan for the District wherein they can tackle a few items each year and dedicate a small amount in the budget. Two residents have called regarding down limbs behind their homes on District property. David I. Perl discussed the priorities to be addressed, which are: 1) deal with the debris that impacts District operations, 2) debris that is visually obtrusive/hazardous that lowers the property value and 3) debris that is far back where no one goes. President Chet Palesko would like to take a slow reactive approach to the cleanup. The Board agreed to have Zane Furr cut limbs at the Lemon Mint lift station and move the debris to the curb. David I. Perl asked Mrs. Scales to have Zane Furr present a maintenance plan to the District. After further discussion, motion was made by Lisa McKenzie and seconded by David I. Perl to authorize the District's attorney to send letters to the two owners who have placed their storm debris on District property. with a 30-day deadline to clean up the debris. The motion carried unanimously.

The water accountability was 103% for January.

There was discussion of the HOA's need to drain and refill the community pool. Due to the plaster not being in great shape, the pool will need to be drained and filled as quickly as possible. There is a fire hydrant located near the pool that can be used, but the HOA is unsure if they want to go that route because the contractor wants the HOA to sign a waiver due to the condition of the plaster. Mrs. Scales has an application for pulling water from a fire hydrant. There is a deposit of \$2,000.00, which the HOA will get back. After discussion, President Palesko is fine with this process, but it should to be done sooner rather than later to avoid the irrigation season and he would like to waive the deposit for the HOA. The water will be metered out of the fire hydrant, but it is only for tracking purposes. This was agreed and Lisa McKenzie will communicate this to Brian Klaas of the HOA.

Lisa McKenzie discussed the trail cleanup day by the HOA. Mrs. McKenzie stated that she is willing to open the gate around the pond for easier access to the trails for cleanup. President Palesko noted that he is fine with that.

As previously reported, Mrs. Scales reported that the strap-on meters located in the PUA vaults have been installed. There are a few installation items left for the electrician to complete. The solar panels have been ordered, just not yet been received. As soon as the meters are operational, the District can track the master meter usage using Eye on Water.

14. RATE ORDER

This item was not discussed.

15. ELECTRONIC METERS

This item was not discussed.

16. BILLING ADJUSTMENTS

This item was not discussed.

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

This item was discussed above in the engineering report.

18. DATES FOR FUTURE BOARD MEETINGS

30<sup>th</sup>. The next Board meeting dates are as follows: March 31<sup>st</sup>, April 28<sup>th</sup>, May 26<sup>th</sup> and June

19. REPORT FROM SENNA HILLS, LTD. REPRESENTATIVE ON PROGRESS OF APPROVALS FOR AND DEVELOPMENT OF THE 11.73-ACRE TRACT OWNED BY SENNA HILLS, LTD.

No representatives were present.

20. CONTRACT BY AND AMONG THE DISTRICT, SENNA HILLS HOMEOWNERS ASSOCIATION, INC.; SENNA HILLS, LTD. AND THE SENNA HILLS TRUST; IMPLEMENTATION OF MEDIATED SETTLEMENT

Attorney Bill Flickinger advised that he has not yet received responses to some of the questions that the Board committee had for SHL. Previously, the Board authorized the engineers to work on rerouting the lines under Building C. Since then, SHL may be interested in tearing down the building and removing the slab, as they feel this might be less costly. Mr. Flickinger

noted that could possibly work. However, that was not agreed on and SHL has come back with two alternatives, which the committee has rejected being: 1) delay the rerouting all together and post a bond and if there is a problem, they will pay then and 2) install second door in the back of the building so that large equipment can enter and the slab can be torn up if need be with 24 hours' notice. Mr. Flickinger believes the District should move forward with rerouting the lines. After discussion, President Chet Palesko believes there are only two acceptable solutions, which are: 1) tear down the building and give access or 2) reroute the lines.

There was discussion of a large boat and truck being stored on site. These will need to be removed as items in the perpetual easement are to be stored inside the garages, and these items may be outside the perpetual easement. Mr. Flickinger will get with Attorney Kemp Gorthey on these matters as well.

Lisa McKenzie ran into the HOA President and he noted that there has not been any progress on the landscape plan at the office site. He was very frustrated that this had not moved forward and had contacted the HOA attorney to try to schedule a meeting on this matter.

21. ADJOURN

President Chet Palesko adjourned the meeting.



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Chet Palesko, President

ATTEST:



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Lisa S. McKenzie, Secretary

[SEAL]