

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 March 31, 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)
Corey Newhouse – Assistant Secretary

thus constituting a quorum. All Directors were present.

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

Attending via Zoom were Bill Flickinger of Willatt & Flickinger, PLLC and resident Andrea Bradford.

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 February 24, 2023 board meeting as presented. The motion carried unanimously.

5. OWNER INTEREST IN BUYING A PORTION OF DISTRICT PROPERTY

Resident Andrea Bradford reported that she called 811 to have them mark the utilities on their lot. All utilities have been marked and nothing was located in their side yard where they would like to install the pool. Mrs. Bradford had just received their pool plan from their architect and forwarded it to Lisa McKenzie. Mrs. Bradford was able to share her screen for the Board to review the pool plan. Manager Makenzi Scales stated that per the drawings she is looking at, a wastewater line runs down that side of their yard. Engineer Jason Baze has drawings that show a wastewater line is located in that area. The request is to let the Bradfords use the easement as they want or release the easement. Attorney Bill Flickinger noted there are some legal issues that need to be looked at. It does appear that the current back fence is located 20' into the District's property, which is the Lemon Mint Park. After reviewing the previously submitted documents, he still has concerns. During the January Board meeting, the Board agreed not to spend a lot of time or money looking into this request until it was determined where the sewer/drainage lines were located. Now that there is a preliminary plan, he recommends that this be reviewed on a legal basis perhaps with the District's committee. There are a few issues that need to be reviewed prior to moving forward. President Chet Palesko indicated the Board will move forward as suggested by Mr. Flickinger.

6. POSSIBLE CONVEYANCE OF DISTRICT PROPERTY TO SENNA HILLS HOA

President Chet Palesko advised this item can be removed from the agenda.

7. LICENSE AGREEMENT WITH THE HOA REGARDING TRAILS

Lisa McKenzie stated that the trails had been damaged from the ice storm. There is a License Agreement between the District and HOA in connection with trails. Residents have inquired about who is responsible for maintaining the trails. The HOA has the right to maintain the trails. President Chet Palesko asked if the District has any liability issues if someone falls on the trails. Corey Newhouse inquired if the District can be listed as an additional insured on the HOA's policy. After discussion, it was agreed that this item can be removed from the agenda.

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

This item was not discussed.

9. LCRA COST-SHARING PROGRAM

President Chet Palesko reported that Stacy Pandy from the LCRA requested an annual survey on water conservation. President Palesko submitted that survey yesterday.

10. 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.

The TCEQ processed the co-permittee removal application. The District is now the sole permittee and the final order should be sent out by the TCEQ Chief Clerk's office soon.

Mr. Patel reached out to Travis Robinson, the SHL engineer, to check on the status of the office site. Mr. Robinson stated that the contracts have not yet been finalized. The expected start date for construction will be May 1st. He will send Mr. Patel a schedule once it is finalized.

Engineer Jason Baze discussed the pre-bid meeting for the pond liner replacement. The meeting was held last week and it was well attended by five companies attending at the office and on site. The bid opening is scheduled for April 20th. The Notice to Proceed will be issued in mid-May. It is anticipated that in September, the project will be completed and the pond will be refilled. At the pre-bid meeting, there was discussion of different alternatives for installation, where the liner anchor trenches are, and if the contractors will be able to overlay the new liner on the existing liner, which if so, will result in a reduction in costs. It does not appear that the boulders are located on top of the anchor trenches. President Chet Palesko stated that the slope requirement will no longer need to be met and can be taken out of the bid. The new liner will be tan. Mr. Baze discussed the temporary rerouting of the effluent while the pond liner is being replaced. The design will intercept the effluent right outside the gates to the WWTP and put it in four tanks that will hold approximately one day of storage in total. There will be a temporary pump that will pump the effluent out to tie into the irrigation system. The operators will manually move the open valves around to irrigate different areas as needed. President Palesko discussed having a spare pump on hand if one of the pumps fails. Mr. Baze stated there are two temporary pumps included in the contract. Lisa McKenzie asked if the HOA is aware that they will need to change the schedule on their irrigation system during the liner replacement. Mrs. McKenzie discussed the repairs to the HOA's system and that their irrigator is new. The District's committee will coordinate with the HOA. President Palesko and David I. Perl will also discuss the pond liner replacement with the residents that are near the pond. The next steps will be to provide an addendum to the contract and formalize the bidding documents. There was discussion of the possibility of seeding some of the irrigation area that is operated by the HOA since the District will be irrigating a lot more hours during the replacement of pond liner.

Lastly, Mr. Patel discussed the status of the force main relocation project. Attorney Bill Flickinger stated that there was no viable alternative agreed to or presented so the District is moving forward with moving the lines at SHL's cost.

11. 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.

12. MS4 PERMIT; MAINTENANCE OF DRAINAGE EASEMENTS AND PONDS; ISSUES WITH HOA AMENITY CENTER DRAINAGE FACILITIES

This item was not discussed.

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

Bookkeeper Allen Douthitt discussed the financials through February with the Board. The District is trending well with its budget. After discussion, motion was made by Lisa McKenzie and seconded by Corey Newhouse to approve payment of the invoices and per diems and authorize the fund transfers as presented. The motion carried unanimously.

14. 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
- k. Letters to owners requesting removal of debris from District property

Manager Makenzi Scales reported on the executive summary.

Mrs. Scales reported that there were 2.23 million gallons of wastewater treated in February, with an average daily flow of 74,000 gallons. The plant is running at 74% capacity.

Mrs. Scales reported on maintenance items. The plant actuators and lift station pump have been installed. The Senna Hills lift station fence repair will be completed today. Zane Furr submitted a \$900 proposal for cleaning around the WWTP fence and to clear a 5' threshold above the fence line. The Board agrees with this maintenance. David I. Perl asked about cleanup of the storm drains on Bee Cave Road at the first District entrance. Previously the HOA has cleaned those areas if asked. Mrs. Scales stated that she will have Inframark look at that area and clean it up.

The water accountability was 99.4% for February.

There were four delinquent letters mailed, four door tags hung and zero disconnects.

Mrs. Scales discussed a customer call to turn off their water due to a high usage bill earlier in the year. The operator explained the process and verified the leak. It appeared to be a leak around the house, near their sewer stack. There was discussion of the charge being billed to the

customer. There was another customer call at the same residence to check the accuracy of the meter. Again, this was a leak at the home. The Board agreed that these charges should be charged to the customer per the rate order.

In regard to the strap-on meters at the PUA vaults, they still need to bore the holes in the vault for the power lines and install the poles for the solar panels.

Mrs. Scales discussed the easement question in connection with the possible pool project on Datura. As the resident indicated, she called 811 and they did not mark any lines in the easement area on the side of the house where the resident has proposed building a pool. Inframark went back out and did not see a sewer line, just a storm water drainage line on the other side of the property. Lisa McKenzie asked where they thought the wastewater line could be since there are manholes in the street. Inframark will go back out to verify. Engineer Jason Baze showed a map that indicates a wastewater line and two cleanouts on the side of the residence where nothing was marked by 811.

President Chet Palesko discussed the Utilimatics status. They are ready to install their pressure sensing devices on the fire hydrants. President Palesko would like to be in attendance during the installation, along with an Inframark representative. President Palesko will coordinate the schedule.

Lisa McKenzie discussed the downed limbs around and in the pond areas and Mrs. Scales indicated that Zane Furr is aware of them and will take care of it during the next mow in that area.

The owners that were sent letters have removed the debris on District property from the ice storm.

There was discussion of the pool/cabana project. Mrs. Scales reported that the owner has requested connection for water and sewer. The residents' plumber indicated to Inframark that the installation is up to code with the exposed lines along the wall. No meter has yet been set. After discussion, Inframark asked if it should proceed with setting the meter. The owner has passed the final inspection. The Board agreed to Inframark setting the meter.

Lisa McKenzie inquired about the status of the HOA using the fire hydrant to fill the pool at the amenity center. Mrs. Scales stated that they do not have a fire hydrant meter to meter the water. The HOA is ready to proceed. Inframark will buy a fire hydrant meter for the District.

There was discussion of where the tanks will be placed for the effluent when the pond liner is being replaced.

15. RATE ORDER

Attorney Bill Flickinger stated that this item can be revisited if SHL works out the issues with the residents.

16. ELECTRONIC METERS

This item was not discussed.

17. BILLING ADJUSTMENTS

David I. Perl asked about the Eye On Water enrollment. Manager Makenzi Scales stated it was 44%.

18. 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.

19. DATES FOR FUTURE BOARD MEETINGS

The next Board meeting dates are as follows: April 28th, May 26th, June 30th and July 28th.

20. 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.

21. 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 reported that the District is still waiting to see if SHL can resolve the parking lot and landscaping issues with the HOA. David I. Perl asked if a meeting between SHL and the HOA has been scheduled, to which Mr. Flickinger advised that he was not sure. It was also noted that the boat, truck and fuel tank were still near the garages and Mr. Flickinger will follow up with Rip Miller's attorney on that item.

22. ADJOURN

President Chet Palesko adjourned the meeting.



Chet A. Palesko, President

ATTEST:



Lisa S. McKenzie, Secretary

[SEAL]