

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 October 27, 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
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 and Andrew Boyle of Utilimatics

Participating in the meeting via Zoom were Bill Flickinger of Willatt & Flickinger, PLLC, Allen Douthitt of Bott & Douthitt, PLLC and Makenzi Scales of Inframark.

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 September 22, 2023 board meeting as presented. The motion carried unanimously.

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

President Chet Palesko reported that the WTCPUA has pulled back on its Drought Contingency Plan watering restrictions. They have now moved to Stage 2 of its watering restrictions. Apparently, there is less demand, whereas they were previously bumping up against capacity. The watering restrictions are now back to two days per week. The necessary notices will be sent out, signage updated in the District and updated information will be posted on the District's website.

6. PUBLIC HEARING ON WATER CONSERVATION PLAN

President Chet Palesko opened the public hearing on the Water Conservation Plan. Hearing no comments, the public hearing was closed.

7. WATER CONSERVATION PLAN

President Chet Palesko reported that the District is required to file a Water Conservation Plan with the LCRA. The last plan that was filed was in 2018. The LCRA has provided a new template that President Palesko used to create the updated plan. The District is already doing a lot to conserve water and is ahead of the game. President Palesko worked directly with Stacey Pandey of the LCRA to complete the Water Conservation Plan so that it will be acceptable to the LCRA. Attorney Bill Flickinger advised that the Water Conservation Plan is a goal-based document. After discussion, President Palesko entertained a motion. Motion was made by David I. Perl and seconded by Corey Newhouse to adopt the Water Conservation Plan as presented. The motion carried unanimously.

8. ENFORCEMENT OF DROUGHT CONTINGENCY PLAN

President Chet Palesko reported on the District's enforcement of its Drought Contingency Plan watering restrictions. President Palesko worked with Inframark to send out over 200 warnings and some fines over the last eight weeks. The first week of enforcement, the District used 447,000 gallons of water out of compliance. By the eighth week, it was down to 65,000 gallons of water used out of compliance. President Palesko believes the warnings worked and the ultimate goal is to conserve water, which the District has.

9. LCRA COST-SHARING PROGRAM

President Chet Palesko had nothing new to report. However, he will need to track what the District has done in connection with the electronic metering information.

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

- a. Site Plan for SHL Offices; Status of construction
- b. Relocation of wastewater and effluent lines under SHL shed; bidding of wastewater line and effluent line relocation project
- c. Effluent Pond Liner Replacement
- d. Lead and Copper Service Line Inventory and Testing

Anand Patel discussed the Engineer's Report as included in the agenda package.

Mr. Patel reported nothing new from SHL Engineer Travis Robinson. He will continue to coordinate with him to stay current on the schedule.

Mr. Patel also reported that they advertised for bids for the WWTP force main relocation project. The bid opening will be held on November 9th and the award of contract will be considered at the November 17th board meeting.

There was a discussion on the Lead and Copper Service Line Inventory and Rule Revision. MEC has been coordinating with Inframark on this project and has started populating the TCEQ forms with the relevant information. The information is due to be submitted by October 2024. Lisa McKenzie inquired how many areas would be sampled within the District. Inframark will be conducting the sampling and will begin testing the service lines. Manager Makenzi Scales stated that this sampling information will now be submitted every three years instead of five. However, the testing will be done every year.

Engineer Jason Baze discussed the pond liner replacement project. The temporary bypass is working. Completion of the project should be within the next few weeks. The contractor has begun receiving supplies needed for the project. President Chet Palesko asked how close to irrigation capacity is the District bumping up against. Mr. Baze reported that it looks fine. There was discussion on whether the HOA was irrigating as much as it could and if there were any leaks, runoff, etc., which there appears to be none. Lisa McKenzie noted that the irrigation system is currently set to not run if it is raining. President Palesko stated that the irrigation should occur in the drain fields first and then the boulevard. President Palesko does not want to bump up against the frac tank's capacity. Mr. Baze reported that the contractor is being productive and once the liner is ready to accept water, it will take months to fill up. The pond is 44-acre feet, which Mr. Patel noted was approximately 14 million gallons of water.

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 September. The District's year to date budget looks good. The annual audit will begin soon. After discussion, motion was made by Corey Newhouse and seconded by Joe Szoo 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. Drought Contingency Plan

Manager Makenzi Scales reported that all facilities were in compliance for September. There were 2.489 million gallons of wastewater treated, with an average daily flow of 82,967 gallons. The wastewater plant is running at 83% capacity. Inframark has been checking the frac tanks in connection with the pond liner replacement project especially after rain events, to be sure they stay on top of any issues that could arise.

Mrs. Scales reported that the plant membranes/cassette replacement is ongoing and MBR2 is scheduled to be pulled and cleaned. The rainy season will delay this work.

The Board was made aware that one of the pillars leading to the effluent pond was hit by a delivery driver delivering the pond line material. The contractor will repair the pillar.

Inframark is awaiting a ship date for the effluent pond pump station replacement.

Water accountability for September was 96.5%.

The District had 10 delinquent letters mailed, nine door tags hung and no disconnects.

Mrs. Scales reported to the Board that Inframark has started pricing out the fire hydrant and valve survey, as it has been several years since one has been conducted.

There was discussion regarding Inframark issuing a credit to the District for some door tags being hung within the District. Lisa McKenzie reached out to Mrs. Scales on these and the

costs to the District. Mrs. Scales reviewed the invoices and determined that in some cases, two people were not needed for the task and some of the time seemed excessive. Therefore, she will provide a credit to the District in the amount of \$786.89.

Mrs. Scales also discussed the District's AT&T account for the land lines at the lift stations. She said the AT&T rep will look into other plans to possibly lower the costs for the District. However, it will take a few weeks to work through this.

Mrs. McKenzie discussed the past due accounts and what is done to collect those. Mrs. Scales stated that Inframark makes three attempts at collection. Mrs. McKenzie asked that the information be sent to her for review. There was also discussion of considering raising renter deposits or getting a credit card payment when a resident calls to disconnect service. Mrs. Scales will discuss this option with Missy Roberts and get back to the Board.

15. RATE ORDER

This item was not discussed.

16. ELECTRONIC METERS

This item was discussed in the Manager's Report above.

17. BILLING ADJUSTMENTS

This item was discussed in the Manager's Report above.

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 in the Engineer's Report.

19. DATES FOR FUTURE BOARD MEETINGS

The next Board meeting dates are as follows: November 17th, December 29th and January 26th.

Joe Szoo mentioned that he will be moving out of state in January, however he will still be an owner in the District.

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.

This item was not discussed.

21. CONTRACT BY AND AMONG THE DISTRICT, SENNA HILLS HOMEOWNERS ASSOCIATION, INC.; SENNA HILLS, LTD. AND THE SENNA HILLS TRUST; PROPOSED MODIFICATIONS

Attorney Bill Flickinger reported that the committee has been busy working on pending SHL items. There was discussion of the relocation of the WWTP force main lines. There has been no movement between the HOA and SHL that the District is aware of. Mr. Flickinger also informed the Board that the committee and consultants are working on a package to SHL due to the fact that they do not want to pay for the District's expenses in connection with SHL matters.

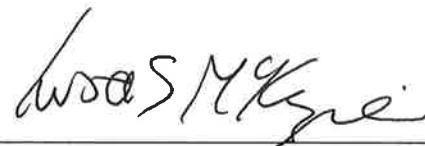
22. ADJOURN

President Chet Palesko adjourned the meeting at 8:00 a.m.



Chet A. Palesko, President

ATTEST:



Lisa S. McKenzie, Secretary

[SEAL]