

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 December 29, 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, Missy Roberts of Inframark, Allen Douthitt with Bott & Douthitt, PLLC and resident Ron Preston.

Participating in the meeting via Zoom were Bill Flickinger of Willatt & Flickinger, PLLC and Andrew Boyle of Utilimatics.

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 November 17, 2023 board meeting as revised. The motion carried unanimously.

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

This item was not discussed.

6. RESIGNATION OF JOE SZOO

Joe Szoo submitted his resignation, as he will be selling his home and moving out of state. The Board thanked him for all that he did for the District and he will be missed. After hesitation, motion was made by President Chet Palesko and seconded by David I. Perl to accept Joe Szoo's resignation as presented. The motion carried unanimously.

7. APPOINTMENT OF RON PRESTON TO FULFILL THE UNEXPIRED TERM OF OFFICE OF JOE SZOO

Ron Preston submitted his Application for Appointment to the Board. Motion was made by Lisa McKenzie and seconded by Corey Newhouse to appoint Ron Preston to fulfill the unexpired term of office for Joe Szoo. The motion carried unanimously. Jeniffer Concienne swore Ron Preston into office whereby he executed his Statement of Appointed Officer and Oath of Office at that time.

8. RESOLUTION RECOGNIZING SERVICE OF DIRECTOR JOE SZOO

President Chet Palesko stated that the Resolution was a general thank you to Joe Szoo for everything that he has done for the District. Mr. Szoo has served on the Board for 10 years. Motion was made by David I. Perl and seconded by Lisa McKenzie to accept the Resolution Recognizing Service of Director Joe Szoo as presented. The motion carried unanimously.

9. ELECTION OF OFFICERS

Attorney Bill Flickinger stated that after a change on the Board, the Board must elect officers. Motion was made by David I. Perl and seconded by Corey Newhouse to keep the officers the same and appoint Ron Preston as Assistant Secretary. The motion carried unanimously.

10. ENFORCEMENT OF DROUGHT CONTINGENCY PLAN

President Chet Palesko stated that he had nothing to report in regard to enforcement matters. This item will be discussed again when summer comes around.

11. LCRA COST-SHARING PROGRAM

President Chet Palesko stated that he needs to submit the final report to the LCRA on the District's Cost-Sharing Program and will reach out to Stacy Pandey at the LCRA.

## 12. 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 garage
- 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 stated that SHL Engineer Travis Robinson reiterated that there are no construction updates for the office site project. As previously stated, they are clearing out bushes and other vegetation from the site and are ensuring that stormwater controls are in place and being maintained.

At last month's meeting, the contract for the wastewater force main relocation project was awarded to Fred Tillman Contractors. All parties are still working on getting the contract signed as some supplemental information was submitted. President Chet Palesko asked if there is any concern about the irrigation wiring getting damaged during the relocation of the lines and if Murfee is on top of that, to which Mr. Patel said they are.

Mr. Patel discussed the status of the pond liner project. The contractor is optimistic about the project schedule and meeting the completion date, which is January 19<sup>th</sup>.

The lead and copper service line inventory is ongoing. Murfee is filling out the TCEQ forms with the relevant information. Inframark is assisting with this project as well.

Going back to the pond liner project, President Chet Palesko asked if there have been any issues with getting rid of the effluent from the pond and Engineer Jason Baze stated there have not been any problems. Mr. Baze discussed the intake screen at the pond. This is located about 18" from the bottom of the pond and apparently is the original screen. If any work needs to be done to that screen due to corrosion or other issues, that work will need to be started soon. However, this is not part of the pond liner replacement project. The cost of a new screen could be between \$5,000 to \$15,000. The committee could work with Mr. Baze on this issue to keep it going if any action is needed prior to the January board meeting. There was discussion of the installation of the intake screen and its location in the pond. After discussion, motion was made by Lisa McKenzie and seconded by Ron Preston to authorize the committee to spend up to \$20,000 for a new intake screen and be conscious of the District's budget. The motion carried unanimously. Lisa McKenzie asked if the District has a problem if the project is not completed on time. Mr. Baze does not believe so. However, if the project goes beyond the deadline, the penalty is \$100 per day. President Chet Palesko noted that the delay started by the contractor dragging their feet to begin the project.

13. 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.

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

Lisa McKenzie stated that last month it was reported that the MS4 report is due in January. Anand Patel stated that the TCEQ is going to release what the process is for renewal. He is hoping that it is similar to what has been done in the past and that they can just update the information as needed.

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

Bookkeeper Allen Douthitt discussed the financials, including the District's budget with the Board. With Mr. Preston coming being appointed to the Board, Mr. Douthitt will get him added to the District's account. Ron Preston asked about the water supply from the LCRA and WTCPUA. President Chet Palesko explained that the District buys raw water from the LCRA and then the WTCPUA treats and delivers the water to the District. After discussion, motion was made by Lisa McKenzie and seconded by Corey Newhouse to approve payment of the invoices and per diems and authorize four fund transfers as presented. The motion carried unanimously.

16. 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

President Chet Palesko wanted to publicly recognize and thank Missy Roberts for all her hard work during the enforcement of the watering restrictions during the summer.

Missy Roberts stated that the wastewater plant was running at 74% capacity.

There were a few maintenance items discussed. Ms. Roberts reported on the AT&T accounts for the auto-dialers at the lift stations. The new invoice should be around \$660 instead of over \$2,000. AT&T will start converting all the analog lines over to digital lines and will also

issue a credit to the District for the accounts that have been over-billed. This process will take a bit of time to complete.

Water accountability for November was 99.1%.

The District had eight delinquent letters mailed, four door tags hung and no disconnects.

Ms. Roberts noted that the fire hydrant and valve survey pricing should be ready by next month's board meeting.

President Chet Palesko and David I. Perl discussed an alarm going off at the Senna Hills Drive lift station. Mr. Perl stated that he called it in to Inframark. He also reported that the signage around the lift station that provides information on the identity of the lift station and the contact information is no longer posted. Mr. Perl asked Inframark to make sure all signs are in place around the lift stations.

#### 17. RATE ORDER

This item was not discussed.

#### 18. ELECTRONIC METERS

Corey Newhouse asked if all the electronic meters throughout the District have been installed. President Chet Palesko advised they have. President Palesko said he has been a bit remiss, on looking at all the data. The inflow meters seem to be a little inaccurate. The electronic metering project was intended as an early warning to identify leaks in the distribution system.

#### 19. BILLING ADJUSTMENTS

This item was not discussed.

#### 20. 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.

#### 21. DATES FOR FUTURE BOARD MEETINGS

Corey Newhouse will not be able to attend the February 23<sup>rd</sup> meeting. There was discussion about moving the dates around. Attorney Bill Flickinger discussed the March meeting date, which is Good Friday. After discussion, the February board meeting will be pushed to March 1<sup>st</sup> and the March board meeting is scheduled for March 29<sup>th</sup>.

22. 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.

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

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. 23. The Board went into closed session at 7:54 a.m.

At 8:17 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 Ron Preston and seconded by President Palesko to authorize the District's bookkeeper to make any necessary payments to SHL as authorized by the committee. The motion carried unanimously.

24. ADJOURN

President Chet Palesko adjourned the meeting at 8:17 a.m.

  
Chet A. Palesko, President

ATTEST:

  
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Lisa S. McKenzie, Secretary

[SEAL]