

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 May 17, 2024 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
Corey Newhouse – Assistant Secretary
Ron Preston – 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, Allen Douthitt of Bott & Douthitt, PLLC, Makenzi Scales of Inframark and resident Jerry Michaud.

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

3. PUBLIC COMMENTS

Resident Jerry Michaud addressed the Board regarding an Inframark charge and possible adjustment. Due to the recent water conservation efforts, Mr. Michaud hired a plumber to check his irrigation system. The intent was to replace the sprinkler heads with high efficiency ones to help conserve water. His Eye on Water app showed what appeared to be a small leak that would change throughout the day and was erratic. The plumber checked the water meter, and it was observed to be fluctuating and the ground around it was damp. The plumber fixed the sprinkler heads and reported that he had a bad irrigation controller but did not find anything that could cause the meter to fluctuate. Upon hearing that, Mr. Michaud contacted Inframark to have someone come out and check the meter. Mr. Michaud observed an Inframark tech checking the meter and at that time did not show any leak. Mr. Michaud stated that the tech was onsite for about five

minutes and did not make any repairs. When Mr. Michaud received his water bill, it was approximately 4 times higher than normal, and he immediately called Inframark to see about the amount of his bill. Inframark reported to him that he had a \$350 charge for Inframark checking the meter. Mr. Michaud stated that he was shocked at the amount of the charge and if he had been informed of that charge when he called, we would not have requested that Inframark come out and check the meter, as it only appeared to be a small leak. Mr. Michaud was in attendance today to request an adjustment to that charge due to not being informed by Inframark of the possible charge. Manager Makenzi Scales stated that he was charged the non-routine fee for that service call. President Chet Palesko discussed the procedures and costs for that type of service call and asked if Inframark provides information to the caller that they may be charged for the service call. Mrs. Scales advised that they do and also refer them to the District Rate Order. Mr. Michaud reiterated that he was not made aware of that in his call with Inframark. Corey Newhouse asked if he had noticed the meter fluctuating again and Mr. Michaud had not had the time to check it again. Mr. Michaud's Eye On Water app has not shown any issues since his irrigation system repair. His main problem with the charge is not being informed beforehand. There was discussion of adjusting the amount by half. Attorney Bill Flickinger stated that if any action occurs on this issue, that it will need to be done under Item 15. Mr. Michaud left the meeting at this time.

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 April 19, 2024 meeting as presented in the agenda package. The motion carried unanimously.

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

President Chet Palesko reported that the WTCPUA will be scheduling an impact fee meeting soon and the impact fee will most likely be increased for new development.

6. LCRA COST-SHARING PROGRAM

This item was not discussed.

7. PRO RATA CURTAILMENT PLAN REQUIRED BY LCRA FOR FIRM WATER CUSTOMERS

President Chet Palesko stated this item will be discussed in closed session at the end of the meeting.

8. 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

- e. Re-seeding and maintenance of effluent irrigation areas to comply with current permit

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

There have been no construction updates for the office site project. Mr. Patel will continue to coordinate with SHL Engineer Travis Robinson to stay on top of this matter.

Mr. Patel reported on the membrane cleaning and replacement project at the wastewater treatment plant. MEC has been coordinating with Inframark on the ongoing maintenance efforts. Engineer Jason Baze conducted a site visit to observe the process and plans to meet with Inframark's maintenance staff regarding potential site improvements to aid in the future maintenance of the membranes. Included in the Engineer's Report for information and discussion are photos of project. David I. Perl asked if the process as depicted in the photos is the most efficient way to handle the maintenance on a recurring basis and asked about the possibility of using a bridge crane. Mr. Baze reported that if a bridge crane is utilized, the roof would have to be adjusted for clearance, so a bridge crane is not feasible at this location. There was discussion of the timeframe for maintenance of the membranes and Manager Makenzi Scales stated every seven to 10 years is ideal. This is the first membrane replacement since it was installed 10 years ago. Mrs. Scales advised that the quote for the second set of membranes is expensive, and she will provide additional details under the Manager's Report.

Mr. Patel reported on the status of the force main relocation project, which is substantially complete. The contractor is conducting site and driveway restoration including revegetation. The pay estimate was received but the contractor is still working through the punch list and has asked for additional changes. A change order will be considered at the June board meeting.

Mr. Patel and Mr. Baze reported on the status of the effluent pond liner replacement. MEC is working with the contractor regarding the submittal review for a replacement irrigation pump screen and the underdrain system repairs. As the Board is aware, it has been raining every week for a while now. The contractor continues to dewater the pond, but drier weather is needed. Pay Estimate No. 2 was submitted for the pond liner materials, which has been recommended for payment by MEC. David I. Perl asked about the letters attached to the pay estimate. Mr. Baze stated that he requested these letters to be sure that the material stored on site is ok to use since they are requesting the District to pay for the liner at this time. If there is any damage to the liner when installation occurs, it will be repaired. The third-party inspector will also inspect the liner when it's ready for installation. After discussion, President Chet Palesko entertained a motion. Motion was made by David I. Perl and seconded by Lisa McKenzie to approve Pay Estimate No. 2 submitted by Synagro of Texas-CDR, Inc. in the amount of \$436,002.50 for the effluent pond liner replacement project. The motion carried unanimously. Mr. Patel reported that the contractor will issue a change order by the next board meeting for a replacement irrigation pump screen and underdrain system. Ron Preston asked about the runoff that was reported on the walking trails. Mr. Preston reported that he was informed there was a limestone karst (underground stream) in that area and asked if the District is concerned with any issues that the runoff may have caused. Mr. Baze stated that the runoff instance caused by the contractor was not appropriate, and the contractor will be cleaning that area up. David I. Perl reported that he heard about a neighbor

complaining about the excavation spoils up on the road. Lisa McKenzie stated that she believes the neighbor was referring to excavation off the roadway to the wastewater plant. Mrs. McKenzie also informed the Board that the HOA's recent meeting agenda had the pond liner replacement and Sections 5B & 6 on it for discussion. Mr. Baze asked if a District representative should attend the HOA meeting, and President Palesko stated that he would attend the meeting to discuss the watering restrictions.

Mrs. McKenzie inquired about the lead and copper testing. Mr. Baze discussed the revised Lead and Copper Rule, along with the water testing and service line inventory. The District does not have any lead in its water, but Inframark will continue testing as required. Mrs. McKenzie stated that in the past, a residence tested positive for lead but that it was likely caused by the fixtures inside the residence.

9. 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.

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

This item was not discussed.

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

Bookkeeper Allen Douthitt presented updated financial information. Since the meeting was early, that information was not available when the agenda package was sent out. Mr. Douthitt discussed the budget to actual. There were substantial charges for wastewater issues during this reporting period. The overseeding of the median and irrigation fields was completed by Zane Furr at a cost of \$22,000. SHL provides an annual amount of \$17,200 for overseeding, mowing and maintenance. Mr. Douthitt asked if the additional costs will be billed to SHL and the answer is yes it will at the appropriate time. Lisa McKenzie asked if the pond liner replacement project is on budget and Mr. Douthitt advised it was. After discussion, motion was made by Lisa McKenzie and seconded by Corey Newhouse to approve payment of the vendor invoices and per diems and authorize fund transfers as presented. The motion carried unanimously.

12. 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

Manager Makenzi Scales discussed the Executive Summary with the Board.

All facilities are in compliance for the month of April. There were 2.35 million gallons of wastewater treated, showing an average daily flow of 78,300 gallons, which puts the wastewater treatment plant at 78% capacity. Mrs. Scales reported that the first set of membrane cleaning and replacement has been completed. All 50 membranes that were ordered were used for the first set. They will now move on to the second set, however the cost is twice as much as the first order. The second set of membranes are in worse shape than the first set. The proposal came in at \$16,760.00 for the cost of the membranes. However, there will be an additional cost for the installation.

The District's water accountability was 87.1% for April. The service line leak on Rivina Drive was repaired on April 22nd. Andrew Boyle with Utilimatics reported that the model shows that the repair seems to have brought the system back to its water accountability prior to the leak and appears to be the only leak noted. The District should see proof of that in the reports for May.

There were eight delinquent letters mailed out, seven door tags hung and zero disconnects. Mrs. Scales reported on a closed account where the tenant moved out without notice to Inframark and left a balance of \$634.33. There was discussion of the tenant tampering with the water meter on a couple of occasions and issuing a bad check. After discussion, motion was made by David I. Perl and seconded by President Chet Palesko to write-off the amount of \$634.33. The motion carried unanimously.

There was discussion of the status of the check valve replacement project at the master meter vault. This project will require coordination with the WTCPUA to shut off the water and will require the WTCPUA to shut off one or more of its valves. This work will be done at night when the water demand is at its lowest. As discussed last month, this project will not exceed a cost of \$17,000, which includes a 15% buffer.

Mrs. Scales reported that the annual commercial meter testing was completed in April and the Amenity Center meter is registering accurately.

There was discussion of road repairs needed in connection with the service line leak repair on Rivina Drive. Alpha Paving submitted a proposal for \$3,500.00.

After discussion of the above action items, motion was made by David I. Perl and seconded by Lisa McKenize to approve the following:

1. Purchase of second set of membranes in the amount of \$16,760.00; and
2. Master meter check valve replacement project not to exceed \$17,000.00; and
3. Alpha Paving road repairs due to water line excavation on Rivina Drive in the amount of \$ 3,500.00.

The motion carried unanimously.

Additional discussion was had in connection with wastewater maintenance costs.

David I. Perl asked about the valve covers in the District being painted blue by the WTCPUA. The WTCPUA reported that they were checking to be sure the valves were operational. Apparently, the WTCPUA is not aware that some of the valves belong to the District. Manager Makenzi Scales will contact the WTCPUA and request a copy of the valve survey.

13. RATE ORDER

This item was not discussed.

14. ELECTRONIC METERS

This was not discussed.

15. BILLING ADJUSTMENTS

The Board discussed Mr. Michaud's request for an adjustment of the cost of the service call by Inframark to check the water meter accuracy. David I. Perl stated that the resident hired a plumber to fix his system and then was charged a service call from Inframark to check the water meter for any leaks. Mr. Perl would consider a write-off of that service call charge. President Chet Palesko recommended an adjustment of half of the service call charge. The remaining board members agreed to an adjustment of half the charge. Manager Makenzi Scales and the Board discussed what Inframark tells customers when they call in for such a service. President Palesko asked that it be stated to the customers that they may incur a charge of at least \$250 or more for the service call if a leak or meter inaccuracy is not found on the District's side of the meter. After discussion, motion was made by President Palesko and seconded by Ron Preston to adjust the Inframark service call charge by half. The motion carried unanimously.

16. 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.

17. DATES FOR FUTURE BOARD MEETINGS

After discussion by the Board, the District's board meeting schedule will be as follows: June 28th, July 26th, August 30th and September 20th.

18. 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.

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

Attorney Bill Flickinger stated that item will be discussed in closed session.

20. ENFORCEMENT PROCEDURES IN CONNECTION WITH DROUGHT CONTINGENCY PLAN

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 Items 7, 19 and 20. The Board went into closed session at 8:17 a.m.

At 8:59 a.m., President Chet 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 Lisa McKenzie and seconded by Corey Newhouse to approve the District curtailment plan in accordance with the LCRA. The motion carried unanimously.

21. ADJOURN

President Chet Palesko adjourned the meeting at 9:00 a.m.


Chet A. Palesko, President

ATTEST:


Lisa S. McKenzie, Secretary

[SEAL]

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