

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 30, 2025 at Willatt & Flickinger, PLLC, 12912 Hill Country Boulevard, Suite 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  
Ron Preston – Assistant Secretary

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, Jason Baze of Murfee Engineering, Allen Douthitt of Bott & Douthitt, PLLC and Katie May and Darald Berger of Inframark.

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. David I. Perl had a minor edit to the Minutes. Motion was made by David I. Perl and seconded by Lisa McKenzie to approve the Minutes of the April 25, 2025 meeting as corrected. The motion carried unanimously.

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

This item was not discussed.

6. LCRA COST-SHARING PROGRAM

This item was not discussed.

7. HOA IRRIGATION SYSTEM IMPROVEMENTS

Engineer Jason Baze reported that he is reviewing the HOA's irrigation repair invoices, maps and historical data in connection with where the irrigation system crosses Senna Hills Drive. The maps appear to be outdated but are somewhat helpful in regard to the areas that he is looking at. Lisa McKenzie discussed the map that showed where the controls were located, along with the water lines. Mr. Baze stated that the third-party landscape designer for the new irrigation system will get started with the design and turn it around in the next couple of months.

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

- a. Site Plan for SHL Offices; Status of construction
- b. Effluent Pond Liner Replacement
- c. Effluent Irrigation System Improvements
- d. Re-seeding and maintenance of effluent irrigation areas to comply with current permit
- e. Assignment of Contract with Murfee Engineering Co., Inc. to Consor North America, Inc.

Engineer Jason Baze discussed his Engineer's Report as included in the agenda package.

There was no update on the Senna Center office site.

The annual spring overseeding with Bermuda has been completed by Zane Furr.

In regard to the MS4 permit, Consor is coordinating with Inframark on the timing of inspections for the outfalls. Engineer Jason Baze will send Manager Darald Berger some maps that he has so that they can work on the timing of the required items for the MS4 permit. Other milestones will be coordinated for the year-one goals as well.

Engineer Jason Baze stated that he is coordinating with Manager Darald Berger on a five-year operations and maintenance outlay plan for the District's infrastructure.

President Chet Palesko advised that he will send out the letter to the HOA on tailwater. Lisa McKenzie provided the names of the HOA Board members and will provide their contact information to President Palesko. President Palesko hopes that by sending this letter out, the District and HOA will have better communications and maybe a member of the HOA will be interested in attending the District's monthly Board meetings, which can be done via Zoom.

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 discussed above in the Engineer's Report.

11. BOOKKEEPER'S REPORT, INCLUDING AUTHORIZATION OF PAYMENT OF BILLS; BUILDER DEPOSITS AND QUARTERLY INVESTMENT REPORTS

Bookkeeper Allen Douthitt discussed the financials through April. The District's revenue and expenses look good, and tax collection is 99.38%. Inframark provided several credits to the District after the invoice review with Lisa McKenzie. Manager Katie May advised she is working through all the invoices and will be providing additional credits. Corey Newhouse's per diem will be voided due to his absence. After discussion, motion was made by Lisa McKenzie and seconded by Ron Preston to approve payment of the vendor invoices, per diems and authorize the 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 Darald Berger discussed the Manager's Report with the Board.

All facilities are in compliance for the month of April. There were 2.09 million gallons of wastewater treated, showing an average daily flow of 69,733 gallons, putting the wastewater treatment plant capacity at 70%.

Manager Darald Berger reported that the pumps are being exercised at the effluent pond that provide irrigation to the drip fields. David I. Perl stated that the effluent pond looks good and Lisa McKenzie agreed and commented how green the water appears.

Manager Darald Berger reported on the status of removing the 55-gallon drums that are stored at the WWTP and which contain chemicals. The first vendor went out of business and now another vendor is being sought.

Manager Darald Berger discussed the replacement pump quote not to exceed \$4,558. If the repair quote comes back at a lower amount, they will repair the pump instead of replacing it. Manager Katie May stated that this is the backup pump at the wastewater treatment plant. Mr. Berger explained that the pump holds the water in the membranes. Mr. Berger also discussed the repair needed for the Blower #1 motor, which had a bearing go out. The repair quote is \$570.96. There was a spare available, so it was swapped out. The annual calibration and maintenance for the HACH equipment including the turbidity meter and bench top meters is due, which is \$3,695.00.

Water accountability for April was measured at 83.7%. Now that the leak on Datura has been located and repaired, it is hoped that the water accountability will begin to rise. The leak was a 20-gpm leak. Lisa McKenzie inquired about the location of the leak. David I. Perl advised it was not under the sidewalk, but past it in the grass. There was discussion that there have been multiple leaks in this area, which could be due to slope and/or how the ground was packed when the homes were built in that area. Andrew Boyle stated that pipe appeared to have failed in the same way as the major leak in 2021. There could be a surge event that is happening which fatigues the pipes over time. Mr. Boyle has reviewed the recorders to get a better sense as to where the surge is happening. Manager Katie May reported that Inframark is partnering with a program that adds on to the EyeOnWater program to help with water accountability. Inframark is trying to find Districts to pilot this program. Basically, the program takes the analytics from EyeOnWater from the start of the master meters and all of the houses, and it is able to calculate the accountability on a daily basis from the EyeOnWater data and then it will be able to indicate where the leak is located. The Board was not sure how that would work without having any equipment. Ms. May explained that having the accountability data from all the points will indicate the location of the leak. This would be a free program for the first year and she asked if the District is interested in this program. After discussion, the Board advised that they are already contracting with Utilimatics for this service. President Chet Palesko stated that the master meters are not accurate and therefore this program would fall flat for the District. President Palesko does not have confidence in this pilot program and the Board agreed they are not interested at this time.

Manager Darald Berger reported that delinquencies for the month included three (3) mailed notices, two (2) door tags and zero disconnects.

The pond inspections were conducted, and one work order was generated based on the report.

Manager Darald Berger reported that a pump at Lift Station #1 needed replacement. Having the pump repaired would have only have saved about \$1,000, so a replacement quote was obtained, and the quote came in at \$24,089.40. Mr. Berger stated that pump was about 15 years old.

Manager Darald Berger discussed the schedule of inspections for the District's outfalls and ponds with the Board and asked for their input. The Board agreed to keep the current schedule for the outfalls on a quarterly frequency.

Manager Darald Berger discussed the pond inspections and maintenance. Zane Furr's initial estimate was \$1,700 for cleanup around the ponds. There is more maintenance needed at this time, so Inframark can have Mr. Furr come back out to update his quote. Lisa McKenzie discussed the issues at the ponds, which consist of gabion cleanup, adding sand and removing vegetation. President Chet Palesko advised that the ponds need to be taken care of and asked that Zane Furr review the area and the Board will see what he thinks. If Zane Furr reports that he can do the work for \$1,700, the Board is ok with proceeding. Currently, the ponds are being inspected monthly. After discussion, the Board agreed to move the pond inspections to a quarterly frequency. Engineer Jason Baze will look at the MS4 permit and get with his team to come up with a recommended schedule. The District's goal is to keep up with adequate maintenance, which will be coordinated with Inframark. President Palesko stated that the District will see if this schedule works and if not, then it can be adjusted.

The Prickly Poppy Lift Station cleanup was completed by Zane Furr and looks great. Manager Darald Berger reported on an oak branch that still needs trimming by an arborist but that will have to take place after oak wilt season.

Manager Darald Berger discussed the Visual Inspection Survey that he prepared due to Lisa McKenzie's request for Inframark to go out and look at all the fences that may need repair and/or painting and other areas for overhanging branches, etc. Mr. Berger discussed the photos included in the survey, including a mulch pile dumped near the WWTP gate, grass above the pond liner between the liner and boulders, as well as overhanging trees at the Milagro Drive trail entrance, Lemon Mint lift station, WWTP lift station, Prickly Poppy lift station, and Straw Flower Drive lift station, and the damaged fence panel at Straw Flower. Engineer Jason Baze discussed the grass issue around the pond liner and would like to go and inspect the area and possibly come back with a geotextile of some sort to eliminate the growth of the grass. Having to maintain this area with equipment could be an issue. President Chet Palesko agreed and asked that he find a solution to eliminate the grass growth as opposed to being a maintenance item and bring details to the Board at the June board meeting. Mr. Berger asked if there is a map that shows the areas that the District and HOA own/maintain. It was noted that there is a License Agreement in place with the HOA on maintenance. There was further discussion of tree maintenance and lawn clippings near the trail. Mr. Berger will obtain quotes for the maintenance needed and bring it back to the Board, however, no maintenance is needed on the Straw Flower fence.

The inspections for irrigation runoff have been done on a weekly frequency and Manager Darald Berger asked for the Board's thoughts on that frequency. After discussion the Board directed Inframark to pause the runoff inspections until discussion with the HOA. Lisa McKenzie stated that after the HOA receives the District's letter, and the HOA has time to fix some of the issues, Inframark can inspect the system after a month or so. The District will also need to review the potable water usage and be sure that the HOA is complying with the District's Drought Contingency Plan. President Chet Palesko will take a look at the usage.

The Consumer Confidence Report was included in the agenda package. The District is in compliance with the requirements. The report will be sent to customers by direct bill message and posted on the District and Inframark websites. Manager Katie May discussed the report and parameters.

Managers Darald Berger and Katie May discussed the Lift Station Expense Report. If an item is over \$2,500, Ms. May likes to provide a detailed explanation in the report and wants to be sure the Board wants to see that type of detail. Ron Preston stated that he likes to see the detailed information in the report. President Chet Palesko inquired about the flows for each lift station. Lisa McKenzie stated that there is a map that shows which houses are serviced by which lift station. There was also discussion of the number of pumps for each lift station. David I. Perl asked if Inframark knew the rate of capacity for each lift station and if not, that would be good information to include.

The InfraSmart Report for the District's 5-year plan is pending. Ron Preston asked that the information in the report be sorted by when the next scheduled maintenance is needed rather than sorted by the District asset. Manager Katie May will also include the dollar amount for each item as a budgeting tool. David I. Perl stated having a list of spare parts would be helpful.

Manager Darald Berger reported that the customer engagement for EyeOnWater is at 60%, which is no change from previous reporting. President Chet Palesko and David I. Perl discussed sending a communication this summer on drought contingency measures. President Palesko updated the Board on compliance with the watering restrictions and reported that overall compliance is good. There were several courtesy notices sent out and last week there were a few instances that could be considered major violations. Ron Preston reported that one of his sprinkler valves was stuck open for 77 hours while they were out of town. He stated he has EyeOnWater with the leak notification on, however, he had typo in his email address and therefore was not notified of the leak. David I. Perl stated that the communication that will be sent out this summer on the drought contingency plan should also include information for EyeOnWater. Lisa McKenzie inquired about the responses to the violation notices and President Palesko stated that the residents are responding to the notices. President Palesko stated to date, there have only been courtesy notices issued. After discussion, President Palesko was directed to start sending official warnings to the major violators beginning in June.

Manager Darald Berger informed the Board of Inframark's cost of \$98 for the fire hydrant meter related to the HOA refilling its pool. The pool did not end up getting refilled from the fire hydrant but rather from the HOA's 2" meter. The HOA was able to open the valve all the way, which provided sufficient flow to fill the pool. The amount of water used was about 106,000 gallons.

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

- HACH renewal contract for annual calibration and maintenance of HACH equipment, including the turbidity meter and bench top meters for \$3,695.14; and
- 2024 Consumer Confidence Report; and
- Permeation pump repair quote not to exceed replacement cost of \$4,558.00; and
- Blower #1 motor repair for \$570.96; and
- List Station #1 replacement pump for \$24,089.40.

The motion carried unanimously.

President Chet Palesko commented to Inframark, as feedback not criticism, that he believes it took too long to find and fix a major water leak in the District. As he looked at the water accountability, the leak occurred for five months. President Palesko stated that Utilimatics pinpointed several possible locations within a week of the leak, and it turned out that one of those locations is where the leak was located. Andrew Boyle with Utilimatics actually found the leak with his acoustic meter that works through concrete. When a leak is discovered and Utilimatics points to a certain location, the District needs to get on top of it. In the future, that timing needs to be tightened up and Manager Katie May agreed. Lisa McKenzie noted that at first, the District debated whether or not they were confident enough to start digging a hole. David I. Perl recalled that Inframark noted a curb stop leak but did not hear a major leak. However, there were several other small leaks found in the District. David I. Perl believes that on major leaks it is important to talk about it before excavation. President Palesko stated that the committee, Andrew Boyle and Inframark met and listened to the meter, and it sounded like a waterfall which would indicate a major leak. That being said, the process could have been faster. Manager Darald Berger reported that the leak was repaired, and the sidewalk was fixed the next day. President Palesko noted that no street repair was needed.

13. COST OF RE-FILLING HOMEOWNER'S ASSOCIATION POOL AND ASSOCIATED INFRAMARK COSTS

President Chet Palesko reported that the contractor for the HOA's pool will be responsible for the cost of refilling it, along with Inframark's costs. The pool was drained due to the backwash setting being left on after the pool contractor left the District. After discussion, the water bill will be cut to the lowest tier at \$5.00 per 1,000 gallons. Lisa McKenzie will notify Brian Klaas with the HOA of the District's decision. Inframark will send an invoice to the contractor. No further action is needed.

14. RATE ORDER

This item was not discussed.

15. ELECTRONIC METERS

This item was not discussed.

16. BILLING ADJUSTMENTS

This item was discussed above.

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 under the Engineer's Report above.

18. DATES FOR FUTURE BOARD MEETINGS

After discussion, the District's board meeting schedule will be as follows: June 27<sup>th</sup>, July 25<sup>th</sup>, August 29<sup>th</sup> and September 19<sup>th</sup>.

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.

This item was not discussed.

20. AGREEMENT CONCERNING PAYMENT OF SHL COSTS EFFECTIVE OCTOBER 31, 2022 BY AND BETWEEN SENNA HILLS MUD AND SHL

This item was not discussed.

21. FIRST AMENDED AND RESTATED CONTRACT EFFECTIVE MAY 23, 2018 BY AND AMONG SENNA HILLS MUD, SENNA HILLS HOMEOWNERS ASSOCIATION, INC., SHL AND THE SENNA HILLS TRUST, AS AMENDED BY THE FIRST AMENDMENT TO AMENDED AND RESTATED CONTRACT EFFECTIVE APRIL 30, 2020 AND AS FURTHER AMENDED BY THE MEDIATED SETTLEMENT AGREEMENT DATED AUGUST 24, 2021

This item was not discussed.

22. ENFORCEMENT PROCEDURES IN CONNECTION WITH DROUGHT CONTINGENCY PLAN

President Chet Palesko stated that he will discuss this matter in more detail at next month's board meeting.

23. ADJOURN

President Chet Palesko adjourned the meeting at 8:57 a.m.

  
Chet A. Palesko, President

ATTEST:

  
Lisa S. McKenzie, Secretary

[SEAL]