

**SAN ANTONIO MUNICIPAL UTILITY DISTRICT NO. 1**

**August 10, 2022**

**MINUTES**

**STATE OF TEXAS  
COUNTY OF BEXAR**

The Board of Directors of the San Antonio Municipal Utility District No. 1 convened in Regular Session, open to the public and pursuant to Notice duly given at 6:30 p.m., at 16450 Wildlake Blvd, Helotes, Texas 78023, on the 10th day of August 2022, with the following member's present to-with:

Robert Kuhn, President  
Zulema Fuentes-Real, Vice-President  
Dale Ferguson, Secretary  
Bill Burn, Treasurer  
Max Hooti, Assistant Secretary

and no members absent, thus constituting a quorum. Also present were Debra Conkle, Executive Administrator and John Bartholmae, Julie Zapata, Chris Lauderdale, Craig Hall and Dan Gonzales, San Antonio Ranch residents.

President Kuhn called the meeting to order; recitation of the Pledge of Allegiance and announced that the first item of business would be:

**I. CONSENT AGENDA:**

- 1. REVIEW AND APPROVAL OF THE MINUTES OF THE MEETING HELD JULY 13, 2022**
- 2. REPORT CONCERNING JUNE 2022 TAX COLLECTIONS**
- 3. REVIEW AND APPROVAL OF ACCOUNT BALANCES/BILLINGS INCURRED AND AUTHORIZATION OF EXPENDITURES**

Director Burn moved that the Board approve the items within the consent agenda as follows. Director Fuentes-Real seconded the motion, which passed by unanimous vote of the Directors present.

**II. STATUS REPORTS:**

**II. (A.) DISCUSSION REGARDING 2021/2022 PROJECTS/PLANS**  
**1. TREE TRIMMING**

It was noted that this project will be moved to 2023.

**II. (B.) DISCUSSION REGARDING MAINTENANCE AND APPEARANCE OF DISTRICT PROPERTY**

- 1. PROPERTY MAINTENANCE**
- 2. UNLAWFUL DUMPING**

There was nothing to report on these items at this time.

**SAN ANTONIO MUNICIPAL UTILITY DISTRICT NO. 1**

**July 13, 2022**

**MINUTES**

**STATE OF TEXAS  
COUNTY OF BEXAR**

The Board of Directors of the San Antonio Municipal Utility District No. 1 convened in Regular Session, open to the public and pursuant to Notice duly given at 6:30 p.m., at 16450 Wildlake Blvd, Helotes, Texas 78023, on the 13th day of July 2022, with the following member's present to-wit:

Robert Kuhn, President  
Zulema Fuentes-Real, Vice-President  
Dale Ferguson, Secretary  
Bill Burn, Treasurer  
Max Hooti, Assistant Secretary

and no members absent, thus constituting a quorum. Also present were Debra Conkle, Executive Administrator and John Bartholmae, Jim Berbiglia, Maria and Trey Fernandez, Julie Zapata, Fausto and Ty Matthews, San Antonio Ranch residents. President Kuhn called the meeting to order; recitation of the Pledge of Allegiance and announced that the first item of business would be:

**I. CONSENT AGENDA:**

- 1. REVIEW AND APPROVAL OF THE MINUTES OF THE MEETING HELD JUNE 8, 2022, AND JUNE 15, 2022**
- 2. REPORT CONCERNING MAY 2022 TAX COLLECTIONS**
- 3. REVIEW AND APPROVAL OF ACCOUNT BALANCES/BILLINGS INCURRED AND AUTHORIZATION OF EXPENDITURES**

Director Ferguson moved that the Board approve the items within the consent agenda as follows. Director Hooti seconded the motion, which passed by unanimous vote of the Directors present.

**II. STATUS REPORTS:**

**II. (A.) DISCUSSION REGARDING 2021/2022 PROJECTS/PLANS**

**1. TREE TRIMMING**

It was noted that a bid was received for \$2800.00 a few months ago. However, no action was taken at this time.

**II. (B.) DISCUSSION REGARDING MAINTENANCE AND APPEARANCE OF DISTRICT PROPERTY**

**1. PROPERTY MAINTENANCE**

**2. UNLAWFUL DUMPING**

There was nothing to report on these items at this time.

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**II. (C.) DISCUSSION REGARDING BUILDING MAINTENANCE**

President Kuhn stated that the ceiling tiles are starting to sag.

**II. (D.) BRIEFING REGARDING DISTRICT INSURANCE STATUS**

Director Fuentes-Real stated that she was on a hard copy of the Insurance summary but noted that the District has not had any insurance claims in more that several years.

**II. (E.) DISCUSSION REGARDING REQUESTS FOR USE OF THE MUD BUILDING**

**II. (F.) SECURITY - GENERAL**

**II. (G.) PUBLIC RELATIONS**

There was no new news on these items currently.

**III. UNFINISHED BUSINESS**

**III. (A.) DISCUSSION AND POSSIBLE ACTION REGARDING PREPARATION FOR DISSOLUTION OF THE SAN ANTONIO MUNICIPAL UTILITY DISTRICT NO. 1**

President Kuhn stated that the board is still working on this item.

**III. (B.) DISCUSSION AND ACTION REGARDING TRANSITION TO HOA**

President Kuhn stated that the board is still working on this item.

**III. (C.) DISCUSSION AND ACTION OF HOA USE OF MUD BUILDING AND POSTING OF MEETING**

A discussion was held regarding the HOA Committee Meetings and Executive Sessions, over and above the quarterly use of the Building and that those extra activities should give the MUD board members adequate time to arrange for opening the building for use.

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**IV. (A.) DISCUSSION AND ACTION REGARDING TRANSFERRING FUNDS TO  
SUBSIDIZE THE DEBT SERVICE FUND**

Executive Administrator Debra Conkle explained that the Board is trying to subsidize the Debt Service Fund so that Debt Service taxes will not need to be collected in the last few years of the bond payments. She did state that the funds have already been budgeted. Director Burn moved that the Board authorize President to transfer \$50,000.00 from the General Operating Fund to the Debt Service Fund. Director Hooti seconded the motion, which passes by unanimous vote of the Directors present.

**IV. (B.) DISCUSSION AND APPROVAL OF BOND COUPON PAYMENT DUE  
SEPTEMBER 1, 2022**

Debra Conkle presented the following correspondence from the Bank of New York stating that the interest due was \$27,450.00. Director Ferguson moved that the Board authorize President Kuhn to transfer for the bond coupon payment prior to September 1, 2022. Director Fuentes-Real seconded the motion, which passed by unanimous vote of the Directors present.

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**IV. (C.) DISCUSSION AND ACTION REGARDING PROPOSING TAX EXEMPTION FOR "OVER 65" OR A TAX FREEZE**

It was noted that the Board is awaiting clarification from BCAD on whether or not the MUD can actually provide for an "over 65" exemption and/or a tax freeze. Director Hooti stated that even if the Board did initiate either exemption, with the higher appraisals, the Board could still lower the tax rate depending on the taxable value. Ty Matthews noted that everyone that would be voting on the exemptions is over 65.

**IV. (D.) DISCUSSION AND ACTION REGARDING FINANCIAL ADVISOR**

It was noted that Tim Kelley, the Financial Advisor, will no longer be able to advise for the Board after this tax season. Mr. Kelley did mention that he would be able to show the Board and the executive administrator how to make the calculations. No action was taken at this time.

**IV. (E.) DISCUSSION AND ACTION REGARDING APPROVAL OF PROPOSED BEXAR COUNT TAX ASSESSOR/COLLECTOR FEE FOR THE 2022 TAX YEAR**

**IV. (F.) DISCUSSION AND ACTION REGARDING 2021 DELINQUENT TAX ROLL**

Debra Conkle stated that she had not yet received either one of the documents from the Tax Office.

**IV (G.) DISCUSSION AND NECESSARY ACTION REGARDING SETTING THE 2022/2023 OPERATIONS AND MAINTENANCE BUDGET**

**IV (H.) DISCUSSION AND NECESSARY ACTION REGARDING SETTING THE 2022 DEBT SERVICE AND OPERATIONS AND MAINTENANCE TAX RATES**

It was noted that the Board would be setting the tax rates and adopting the Operations and Maintenance Budget in September and should start preparing for the same.

**IV (I.) DISCUSSION AND ACTION REGARDING CITIZEN'S CONCERNS AND CUSTOMER CORRESPONDENCE**

Julie Zapata asked when will the trash be transferred to the HOA? Will the trash be transferred to the HOA? Could residents provide their own garbage collection? The Board stated that ultimately, they would need more time and information before proceeding with the transfer of trash collection.

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The Board also stated that they were more interested in transferring the property maintenance to the HOA as soon as is reasonably possible.

A brief discussion was held regarding the new HOA covenants and the fact that the MUD Board should be working with the HOA on them.

Julie Zapata questioned when the last time would be the property owners would pay the Debt Service Tax. The Board stated that they are working toward having the funds for the last Debt Service tax in the last few years of the bond debt.

Jim Berbiglia asked for 19 more flags for the entrance of \$30.00 each for the six (6) National Holidays. The endeavor will help out a Boy Scout Troop.

**EXECUTIVE SESSION:**

- A. **EXECUTIVE SESSION.** The Regular Session of the July 13, 2022 Regular Board Meeting is hereby recessed to hold an Executive Session and discuss matters pursuant to Sections 551.071 and 551.072 of the Texas Open Meetings Act to deliberate the purchase, exchange, lease, or value of real property as listed in Section III above for the purpose of avoiding a detrimental effect on the position of the Board of Directors in negotiations with third parties and to discuss such matters with legal counsel and to discuss certain other legal matters with legal counsel pursuant to section 551.071 at 7:20 p.m.

An Executive Session was held to clarify the future of the District

- V. **B. RECONVENE REGULAR SESSION.** The Regular Session of the Regular Board Meeting of July 13, 2022, is hereby reconvened at 7:53 p.m.

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There being no further business, the meeting was adjourned at  
7:53 p.m.

\_\_\_\_\_  
Robert L. Kuhn, President  
San Antonio Municipal Utility District No. 1

ATTEST:

\_\_\_\_\_  
Dale Ferguson, Secretary  
San Antonio Municipal Utility District No. 1

(seal)

RECEIVED:	TAX	PAI	AMT FEE	OTHER	TOTAL COLLECTIONS	LESS ATTORNEY FEE	BALANCE	REFUNDS/TAX ASSESSOR FEE	BALANCE	REMITTED
Y2000	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2001	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2002	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2003	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2004	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2005	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2006	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2007	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2008	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2009	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2010	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2011	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2012	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2013	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2014	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2015	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2016	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2017	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2018	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2019	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
Y2020	\$43.18	\$12.52	\$11.14		\$14.03		\$3.62		\$73.80	
Y2021	\$7,330.34	\$139.45	\$0.00		\$2,412.27		\$45.89		\$9,927.95	
TOTAL	\$9,799.82	\$201.93	\$14.76	\$0.00	\$10,016.51	(\$14.76)	\$10,001.75	\$0.00	\$10,001.75	\$10,001.75

YEAR MAINT. TAX	PAI	AMT FEE	FEE/REFUND	D S TAX	PAI	AMT FEE	FEE/REFUND	TOTAL
Y2000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2001	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2002	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2004	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2006	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2007	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2008	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2009	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2011	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2020	\$43.18	\$12.52	\$11.14	\$14.03	\$4.07	\$3.62	(\$3.62)	\$73.80
Y2021	\$7,330.34	\$139.45	\$0.00	\$2,412.27	\$45.89	\$0.00	\$0.00	\$9,927.95
TOTAL	\$7,373.52	\$151.97	\$11.14	\$2,426.30	\$49.96	\$3.62	(\$3.62)	\$10,001.75

TOTAL AMT DUE	TOTAL AMT	DUE DSF	LESS:	TOTAL
\$7,536.63	\$2,479.88			\$10,016.51
LESS: ATTORNEY FEE			(\$11.14)	
LESS: TAX ASSESSOR FEE			(\$3.62)	
LESS: REFUNDS/REVERALS				\$0.00
AMT FOR DSF DEPOSIT:	\$2,476.26			\$10,001.75
TOTAL =				\$10,001.75



**SAN ANTONIO MUNICIPAL UTILITY DISTRICT #1  
REPORT OF OPERATIONS  
8/10/2022**

**REVENUES**

**Collections this period (Maint. Tax) 6/22 \$7,525.48**

**Miscellaneous Revenue:**

**TOTAL REVENUE THIS PERIOD \$7,525.48**

**EXPENSES**

**Auditing**

**Waste Management \$5,218.70**

**AT & T Mobility \$65.66**

**AT & T U-Verse \$80.65**

**CITY PUBLIC SERVICE:**

**# 2096723016 SA MUD OFFICE \$155.31**

**SAN ANTONIO WATER SYSTEMS:**

**# 0514993248891 SA MUD OFFICE \$34.64 \*\*\***

**DIRECTORS FEES:**

**B. BURN**

**R. KUHN**

**Z. FUENTES-REAL**

**D. FERGUSON**

**M. HOOTI**

**PROPERTY MAINTENANCE**

**LEGAL FEES**

**INSURANCE \$0.00**

**EXECUTIVE ADMINISTRATOR AUGUST 2022 \$1,771.18 \*\***

**PETTY CASH**

**MISCELLANEOUS:**

**City Public Service - Street Light \$27.28**

**IRS Payroll Deposit July 2022 \$441.75**

**Darla Harlos - Office Cleaning - August 2022 \$100.00**

**TOTAL EXPENSES FOR THIS PERIOD: \$7,895.17**

**REVENUES MINUS EXPENSES THIS PERIOD (\$369.69)**

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 REPORT OF OPERATIONS  
 NOTES, TRANSFERS AND DEBT SERVICE EXPENDITURES  
 8/10/2022

NOTES:

\*\* Previously Paid

\*\*\* Pending Invoice

\*\*\*\* Previously Approved

TAX CLEARING AND FUND TRANSFERS:

FROM	TO		AMOUNT
1. FROST CLEARING	FROST OPERATING	check	\$7,525.48
2. FROST CLEARING	TEX POOL OPERATING	WIRE	
3. FROST CLEARING	TEX POOL DEBT SERVI	WIRE	\$2,476.26
4. TEX POOL OPERATING	FROST OPERATING	WIRE	
5. FROST CLEARING	TEX POOL CLEARING	WIRE	
5. FROST CLEARING	TEX POOL DEBT SERVI	WIRE	
6. FROST DEBT SERVICE	TEX POOL DEBT SERVI	WIRE	
7. TEX POOL CLEARING	TEX POOL OPERATING	WIRE	
8. TEX POOL OPERATING	TEX POOL DEBT SERVI	WIRE	
9. FROST OPERATING	TEX POOL OPERATING	WIRE	
10. TEX POOL DEBT SERVICE	FROST DEBT SERVICE	WIRE	
			-----
TOTAL TAX CLEARING & FUND TRANSFERS			\$10,001.74

DEBT SERVICE EXPENDITURES:

BANK OF NEW YORK \$27,450.00

Total Debt Service Expenditures \$27,450.00

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- II. (C.) DISCUSSION REGARDING BUILDING MAINTENANCE
- II. (D.) BRIEFING REGARDING DISTRICT INSURANCE STATUS
- II. (E.) DISCUSSION REGARDING REQUESTS FOR USE OF THE MUD BUILDING
- II. (F.) SECURITY - GENERAL
- II. (G.) PUBLIC RELATIONS

There was no new news on these items currently.

**III. UNFINISHED BUSINESS**

**III. (A.) DISCUSSION AND POSSIBLE ACTION REGARDING PREPARATION FOR DISSOLUTION OF THE SAN ANTONIO MUNICIPAL UTILITY DISTRICT NO. 1**

**III. (B.) DISCUSSION AND ACTION REGARDING TRANSITION TO HOA**

President Kuhn stated that dissolution of the District will happen sooner or later, and the Board wants to start transitioning to the HOA and will start with the property maintenance. He reminded everyone that the property maintenance was originally the responsibility of the HOA, however they did not have the means to absorb the cost of the property maintenance. It was at that time, the consensus of the MUD Board, to bear the responsibility of the property maintenance in an effort to keep the property well maintained thus keeping the neighborhood in good repair.

After a brief discussion, Director Ferguson moved that the Board discontinue mowing as of next fiscal year effective October 1, 2022. Director Hooti seconded the motion, which passed by unanimous vote of the Directors present.

**(C.) DISCUSSION AND ACTION OF HOA USE OF MUD BUILDING AND POSTING OF MEETING**

President Kuhn stated that the Board is considering rescinding the Building Use Agreement with the HOA to help with the cost of mowing. After a brief discussion, Director Ferguson moved to discontinue billing the HOA for the use of the building and for use other than routine meetings, one MUD board member be given 72 hours' notice of meeting/event time. Director Hooti seconded the motion, which passed with unanimous vote of the Directors present.

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**III. (D.) DISCUSSION AND ACTION REGARDING FINANCIAL ADVISOR**

President Kuhn stated that Tim Kelley would be retiring as District Financial Advisor after the Special Meeting later this month. He stated that Craig Hall had expressed an interest in taking over the pro-bono position and invited him to attend the Special meeting in order to meet with Tim Kelley and go over the aspects of the position.

**III. (E.) DISCUSSION AND ACTION REGARDING PROPOSING TAX EXEMPTION FOR "OVER 65" OR A TAX FREEZE**

Debra Conkle stated that as per Section 11.261 of the Tax Code, a Municipal Utility District is not allowed to adopt a tax ceiling.

**IV. (A.) DISCUSSION AND POSSIBLE ACTION REGARDING PLACEMENT OF SIGN POSTING PARKING LIMITATIONS IN THE MUD BUILDING PARKING LOT**

Director Ferguson stated that there had been a truck parked in the MUD building parking lot for more than overnight and was concerned that it might become a pattern. After a brief discussion, it was the consensus of the Board to wait and see it continues and, if so, the Board would revisit the situation.

**IV. (B.) DISCUSSION AND ACTION REGARDING APPROVAL OF PROPOSED BEXAR COUNT TAX ASSESSOR/COLLECTOR FEE FOR THE 2022 TAX YEAR**

**IV. (C.) DISCUSSION AND ACTION REGARDING 2021 DELINQUENT TAX ROLL**

Debra Conkle stated that she had not yet received either one of the documents from the Tax Office.

**IV. (D.) DISCUSSION AND NECESSARY ACTION REGARDING SETTING THE 2022/2023 OPERATIONS AND MAINTENANCE BUDGET**

**IV. (E.) DISCUSSION AND NECESSARY ACTION REGARDING SETTING THE 2022 DEBT SERVICE AND OPERATIONS AND MAINTENANCE TAX RATES**

Debra Conkle informed the Board that Tim Kelley, Financial Advisor had prepared the preliminary tax rate documents and she had prepared a draft Operations and Maintenance Budget for the Board's information. However, since then Bexar Appraisal District had updated the 2022 Certified Taxable Values and the all the documentation would need to be updated as well.

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Director Ferguson stated that he wants to add \$10,000 for legal fees associated with the dissolution of the District to the O &M Budget.

Director Hooti stated that SAWS trucks are wearing out the MUD building parking lot by using the access gate there and he will contact them to see if they will help with repairing the parking lot, otherwise, those funds will need to be added to the budget as well.

President Kuhn reminded the Board that the entrance fence is in need of repair also.


Debra Conkle informed the Board that a special meeting would need to be set in order to vote on a proposed tax rate to be published at least (7) days prior to the regular meeting on September 14, 2022. Director Fuentes-Real moved that the Special Meeting be set for August 23, 2022 at 6:30 p.m. Director Burn seconded the motion, which passed by unanimous vote of the Directors present.

**IV (I.) DISCUSSION AND ACTION REGARDING CITIZEN'S CONCERNS AND CUSTOMER CORRESPONDENCE**


Craig Lauderdale stated that Grey Forest believes that \$5,000,000 of the \$21,000,000 will be set aside to help residents that are receiving exorbitant gas bills due to the freeze last February.

S.A. MUD#1  
8-10-2022

There being no further business, the meeting was adjourned at  
7:15 p.m.

  
\_\_\_\_\_  
Robert L. Kuhn, President  
San Antonio Municipal Utility District No. 1

ATTEST:

  
\_\_\_\_\_  
Dale Ferguson, Secretary  
San Antonio Municipal Utility District No. 1

(seal)