

SAN ANTONIO MUNICIPAL UTILITY DISTRICT NO. 1

DECEMBER 9, 2020

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 9th day of December 2020, with the following member's present to-with:

Robert Kuhn, President - Via Skype
Bill Burn, Treasurer
Dale Ferguson, Secretary
Max Hooti, Assistant Secretary

And Zulema Fuentes-Real absent, thus constituting a quorum. Also present were Debra Conkle, Office Manager, Adolfo Ruiz and Clarissa Rodriguez of Denton Navarro Rocha Bernal & Zech, P.C. (DNRBZ) District Legal Counsel, Julie Zapata and Jim Berbiglia, San Antonio Ranch residents.

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

I. CONSENT AGENDA:

- 1. REVIEW AND APPROVAL OF THE MINUTES OF THE MEETINGS HELD NOVEMBER 11, 2020**
- 2. REPORT CONCERNING OCTOBER 2020 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 2020/2021 PROJECTS/PLANS

There were no projects/plans to discuss at this time, however it was suggested that replacement of fence boards along Ranch Parkway be added to the next regular meeting agenda.

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

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

The Board was informed that there was no property maintenance performed, no dumping had taken place and that a sign for Apacheria had been ordered and is ready for pick up.

SAN ANTONIO MUNICIPAL UTILITY DISTRICT NO. 1

NOVEMBER 11, 2020

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 11th day of November 2020, with the following member's present to-with:

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

and no members absent, thus constituting a quorum. Also present were Debra Conkle, Office Manager, Julie Zapata, John Bartholmae and Ty Matthews, San Antonio Ranch residents.

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

I. CONSENT AGENDA:

- 1. REVIEW AND APPROVAL OF THE MINUTES OF THE MEETINGS HELD OCTOBER 14, 2020**
- 2. REPORT CONCERNING SEPTEMBER 2020 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 Ferguson seconded the motion, which passed by unanimous vote of the Directors present.

II. STATUS REPORTS:

II. (A.) DISCUSSION REGARDING 2020/2021 PROJECTS/PLANS

There were no projects/plans to discuss at this time, however it was suggested that replacement of fence boards along Ranch Parkway be added to the next regular meeting agenda.

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

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

The Board was informed that the Apacheria street sign is missing and there had been some dumping. The yucca plant in the middle of the front acreage needs to be propped up. Mrs. Bartholmae cleaned up the end of Ranch Parkway. President Kuhn will call the County to install a Conservation Easement Sign.

S.A. MUD#1
11-11-2020

II. (C.) DISCUSSION REGARDING BUILDING MAINTENANCE

It was noted that the building would be pressure washed in the near future.

II. (D.) BRIEFING REGARDING DISTRICT INSURANCE STATUS

Director Fuentes-Real stated that she had just received the annual notebook and would follow up at the next regular meeting of the Board.

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

II. (F.) SECURITY - GENERAL

II. (G.) PUBLIC RELATIONS

There was no new information to report on these items at this time.

III. UNFINISHED BUSINESS

(A.) REMINDER THAT TRANSFER/LEASE DOCUMENTS FOR TENNIS COURTS, LOT 91, BLOCK 2, UNIT 1, SAN ANTONIO RANCH SUBDIVISION AND MUD BUILDING AND SURROUNDING PROPERTY FROM SA MUD #1 TO SAR HOA ARE AVAILABLE UPON HELOTES ANNEXATION.

President Kuhn stated that this item is on hold at this time.

III. (B.) DISCUSSION AND POSSIBLE ACTION REGARDING THE HACA PETITIONING THE CITY OF HELOTES FOR FUTURE ANNEXATION

There was no new information to report on this item currently.

IV. (A.) REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING SELECTION OF NEW LEGAL COUNSEL

Three proposals were presented for the Board's review at the last regular meeting. At that time each proposal was discussed and it was the consensus of the Board to select Denton, Navarro, Rocha, Bernal & Zech, P.C.. President Kuhn informed Directors Burn and Ferguson that the firm selected has a lower cost rate, more experience with Municipal Utility Districts and no conflict of interest. A brief discussion was held, and Director Hooti moved that the Board accept the proposal as follows. Director Ferguson seconded the motion, which passed by unanimous vote of the Directors present.

S.A. MUD#1
11-11-2020

IV. (B.) DISCUSSION AND POSSIBLE ACTION REGARDING INCREASE IN DIRECTOR SALARIES

Director Burn suggested an increase in Director salaries and suggested at least \$50.00 per month. Director Ferguson suggested one annual check of \$12.00. Director Burn stated that \$50.00 per Director per month would only cost the District \$9000.00 per year. Director Hooti stated that he supported the one annual check of \$12.00 per year. Director Ferguson moved that the Board salaries remain at \$1.00 per month and that one annual check of \$12.00 per year be issued. Director Hooti seconded the motion, which passed by unanimous vote of the Directors present.

IV. (C.) DISCUSSION AND ACTION REGARDING CERTIFICATION OF THE 2020 TAX ROLL

Debra Conkle presented the following correspondence from the Bexar County Tax Office for the Board's certification. After a brief discussion Director Burn moved that the Board certify the 2020 Tax Roll as presented. Director Hooti seconded the motion, which passed by unanimous vote of the Directors present.

S.A. MUD#1
11-11-2020

**IV. (D.) CONSIDERATION AND APPROVAL OF AN EMPLOYMENT AGREEMENT
BETWEEN THE DISTRICT AND DEBRA CONKLE**

The following Employment Contract was presented for the Board's review and approval. After a brief discussion Director Hooti moved that the Board approve the Employment Agreement as presented. Director Ferguson seconded the motion, which passed by unanimous vote of the Directors present.

S.A. MUD#1
11-11-2020

IV. (E.) DISCUSSION AND NECESSARY ACTION REGARDING CITIZEN'S CONCERNS AND CUSTOMER CORRESPONDENCE

Debra Conkle presented the following correspondence from the City of San Antonio regarding the Conservation Easement.

Director Hooti reminded the Board of the spills made by Waste Management and the fact that nothing has been done by Waste Management to remedy the situation. It was the consensus of the Board that Waste Management be contacted once again and be asked to reopen a claim for repairs. It was the further consensus of the Board that Directors Fuentes-Real and Burn research other providers to include bulk pick-ups.

There being no further business, the meeting was adjourned at 7:04 pm.

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

ATTEST:

Max Hooti, Assistant Secretary
San Antonio Municipal Utility District No. 1

(seal)

TAX COLLECTIONS
DISTRIBUTION

DEPOSITS: 11.10.2020 \$12,327.47
11.18.2020 \$8,292.16

DATE: 12/9/2020 October 2020 Tax Collections

\$20,619.63

RECEIVED:	TAX	P&I	ATT FEE	OTHER	TOTAL COLLECTIONS	LESS ATTORNEY FEE	BALANCE	REFUNDS/TAX ASSESSOR FEE	BALANCE	REMITTED
Y1999	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00	
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	\$53.53	\$13.06	\$0.00		\$66.59		\$66.59		\$66.59	
Y2020	\$21,296.40	\$0.00	\$0.00		\$21,296.40		\$21,296.40	(\$743.36)	\$20,553.04	
TOTAL	\$21,349.93	\$13.06	\$0.00	\$0.00	\$21,362.99	\$0.00	\$21,362.99	(\$743.36)	\$20,619.63	\$20,619.63

YEAR	MAINT. TAX	P&I	ATT FEE	LESS FEE/REFUND	D S TAX	P&I	ATT FEE	LESS FEE/REFUND	TOTAL
Y1999	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2000	\$0.00	\$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	\$0.00
Y2002	\$0.00	\$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	\$0.00
Y2004	\$0.00	\$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	\$0.00
Y2006	\$0.00	\$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	\$0.00
Y2008	\$0.00	\$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	\$0.00
Y2010	\$0.00	\$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	\$0.00
Y2012	\$0.00	\$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	\$0.00
Y2014	\$0.00	\$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	\$0.00
Y2016	\$0.00	\$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	\$0.00
Y2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2019	\$36.36	\$8.87	\$0.00	\$0.00	\$17.17	\$4.19	\$0.00	\$0.00	\$66.59
Y2020	\$16,072.39	\$0.00	\$0.00	(\$561.01)	\$5,224.01	\$0.00	\$0.00	(\$182.35)	\$20,553.04
TOTAL	\$16,108.75	\$8.87	\$0.00	(\$561.01)	\$5,241.18	\$4.19	\$0.00	(\$182.35)	\$20,619.63

TOTAL AMT DUE GOF	\$16,117.62	TOTAL AMT DUE DSF	\$5,245.37		\$21,362.99
LESS: ATTORNEY FEE		LESS: ATTORNEY FEE			\$0.00
LESS: TAX ASSESSOR FEE	(\$561.01)	LESS: TAX ASSESSOR FEE	(\$182.35)		(\$743.36)
LESS: REFUNDS/REVERSALS		LESS: REFUNDS/REVERSALS			\$0.00
AMT FOR GOF DEPOSIT:	\$15,556.61	AMT FOR DSF DEPOSIT:	\$5,063.02	TOTAL =	\$20,619.63
					\$20,619.63

**SAN ANTONIO MUNICIPAL UTILITY DISTRICT #1
 REPORT OF OPERATIONS
 12/9/2020**

REVENUES

Collections this period (Maint. Tax) 10/20 \$15,556.61

Miscellaneous Revenue:

TOTAL REVENUE THIS PERIOD \$15,556.61

EXPENSES

Auditing \$3,266.83

Waste Management \$4,528.70

AT & T Mobility \$97.53

AT & T U-Verse \$69.89

CITY PUBLIC SERVICE:

2096723016 SA MUD OFFICE \$38.52

SAN ANTONIO WATER SYSTEMS:

0514993248891 SA MUD OFFICE \$34.64

DIRECTORS FEES:

B. BURN 12/9/2020 \$1.00

R. KUHN \$1.00

Z. FUENTES-REAL \$1.00

D. FERGUSON \$1.00

M. HOOTI \$1.00

PROPERTY MAINTENANCE \$0.00

LEGAL FEES \$0.00

INSURANCE \$0.00

OFFICE MANAGER \$1,768.46 **

PETTY CASH \$0.00

MISCELLANEOUS: \$0.00

City Public Service - Street Light \$23.38

IRS Payroll Deposit October 2020 \$452.90

Darla Harlos - Office Cleaning - December \$100.00

Bexar Appraisal District - 1st Q 2021 \$385.00

TOTAL EXPENSES FOR THIS PERIOD: \$10,770.85

REVENUES MINUS EXPENSES THIS PERIOD \$4,785.76

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 REPORT OF OPERATIONS
 NOTES, TRANSFERS AND DEBT SERVICE EXPENDITURES
 12/9/2020

NOTES:

** Previously Paid

*** Pending Invoice

**** Previously Approved

TAX CLEARING AND FUND TRANSFERS:

FROM	TO		AMOUNT
1. FROST CLEARING	FROST OPERATING	check	\$15,556.61
2. FROST CLEARING	TEX POOL OPERATING	WIRE	
3. FROST CLEARING	TEX POOL DEBT SERVI	WIRE	\$5,063.02
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 CLEARING	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			\$20,619.63

DEBT SERVICE EXPENDITURES:

Total Debt Service Expenditures	\$0.00
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S.A. MUD#1
12-09-2020

II. (C.) DISCUSSION REGARDING BUILDING MAINTENANCE

It was noted that the building would be pressure washed in the near future.

II. (D.) BRIEFING REGARDING DISTRICT INSURANCE STATUS

Director Fuentes-Real was absent therefore no status was given.

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

II. (F.) SECURITY - GENERAL

II. (G.) PUBLIC RELATIONS

There was no new information to report on these items at this time.

III. UNFINISHED BUSINESS

(A.) REMINDER THAT TRANSFER/LEASE DOCUMENTS FOR TENNIS COURTS, LOT 91, BLOCK 2, UNIT 1, SAN ANTONIO RANCH SUBDIVISION AND MUD BUILDING AND SURROUNDING PROPERTY FROM SA MUD #1 TO SAR HOA ARE AVAILABLE UPON HELOTES ANNEXATION.

President Kuhn stated that this item is on hold at this time.

III. (B.) DISCUSSION AND POSSIBLE ACTION REGARDING THE HACA PETITIONING THE CITY OF HELOTES FOR FUTURE ANNEXATION

There was no new information to report on this item currently.

IV. (A.) INTRODUCTION OF NEW LEGAL COUNSEL

Adolfo Ruiz and Clarissa Rodriguez introduced themselves and briefed the on their firm. The Board briefed them on the history of the District and the plans for the future.

IV. (B.) DISCUSSION REGARDING INFORMATION ON PROPOSED NEW TRASH COLLECTION SOURCES


There was no information yet to report.

IV. (C.) DISCUSSION AND NECESSARY ACTION REGARDING CITIZEN'S CONCERNS AND CUSTOMER CORRESPONDENCE


Director Hooti reminded the Board of the spills made by Waste Management and the fact that nothing has been done by Waste Management to remedy the situation. It was the consensus of the Board that Waste Management be contacted once again and be asked to reopen a claim for repairs.

S.A. MUD#1
12-09-2020

There being no further business, the meeting was adjourned at 6:42 pm.


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

ATTEST:


Max Hooti, Assistant Secretary
San Antonio Municipal Utility District No. 1

(seal)