

SAN ANTONIO MUNICIPAL UTILITY DISTRICT NO. 1

MARCH 8, 2023

MINUTES

**STATE OF TEXAS
COUNTY OF BEXAR**

The Board of Directors of the San Antonio Municipal Utility District No. 1 convened in Special 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 8th day of March 2023, 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, Executive Administrator, John Bartholomae, Jim Berbiglia, Ty Matthews, Chris Lauderdale, Maria and Trey Fernandez, Rob Compton, Dan Gonzales and Julie Zapata, 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 FEBRUARY 8, 2023**
- 2. REPORT CONCERNING JANUARY 2022 TAX COLLECTIONS**
- 3. REVIEW AND APPROVAL OF ACCOUNT BALANCES/BILLINGS INCURRED AND AUTHORIZATION OF EXPENDITURES**

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

II. STATUS REPORTS:

II. (A.) DISCUSSION REGARDING 2022/2023 PROJECTS/PLANS

1. Fence Addition to Control Dumping

President Kuhn stated that he had been waiting on drilling of the post holes before proceeding on this project.

2. Bulk Trash Pick Up

There was no discussion on Bulk Trash pickup, however, it was reported that the County would provide containers for Brush pick up. The County will only provide this service through the HOA.

SAN ANTONIO MUNICIPAL UTILITY DISTRICT NO. 1

FEBRUARY 8, 2023

MINUTES

**STATE OF TEXAS
COUNTY OF BEXAR**

The Board of Directors of the San Antonio Municipal Utility District No. 1 convened in Special 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 8th day of February 2023, with the following member's present to-with:

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

and Bill Burn absent, thus constituting a quorum. Also present were Debra Conkle, Executive Administrator, Israel Rodriguez of Haynie & Co. PCAS, District Auditor, John Bartholomae Jim Berbiglia, Ty Matthews, Earle Lauderdale, Maria and Trey Fernandez 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:

IV. (A). REVIEW AND APPROVAL OF THE 2022 AUDIT REPORT

At this time, Israel Rodriguez of Haynie & Company PCAS presented the 2021 Audit for the Board's review and approval. Mr. Rodriguez briefed the Board on the Audit report and its contents. There being no questions regarding the 2022 Audit Report, Director Ferguson moved that the Board approve the 2022 Audit Report as presented. Director Fuentes-Real seconded the motion, which passed by unanimous vote of the Directors present.

That 2022 Audit Report thus approved is as follows:

S.A. MUD#1
2-08-2023

I. CONSENT AGENDA:

1. REVIEW AND APPROVAL OF THE MINUTES OF THE MEETING HELD
JANUARY 11, 2023
2. REPORT CONCERNING DECEMBER 2022 TAX COLLECTIONS
3. REVIEW AND APPROVAL OF ACCOUNT BALANCES/BILLINGS
INCURRED AND AUTHORIZATION OF EXPENDITURES

Director Fuentes-Real 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 2022/2023 PROJECTS/PLANS

1. Fence Addition to Control Dumping

President Kuhn stated that he had been waiting on the weather to clear up before proceeding on this project.

2. Bulk Trash Pick Up

There was a brief discussion regarding this item and Director Ferguson moved that the Board request Waste Management to add One (1) Bulk Trash Pick Up Service to our Annual Contract on an ongoing basis and that the District look to holding one in spring of 2023. Director Hooti seconded the motion, which passed by unanimous vote of the Directors present.

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

1. PROPERTY MAINTENANCE

a. MUD Building/Tennis Court Parking Lot Reseal

President Kuhn stated that we are awaiting bids for this project.

b. Motion Light for Tennie Court

President Kuhn stated that a motion light had not yet been purchased.

S.A. MUD#1
2-08-2023

c. Install Gate at Tennis Court

There was a brief discussion regarding this item and it was the consensus of the Board that President Kuhn obtain some figures and the Board will address at the next regular meeting of the Board.

2. UNLAWFUL DUMPING

There was no unlawful dumping to report at this time.

II. (C.) DISCUSSION REGARDING BUILDING MAINTENANCE

1. Ceiling Repair

It was the consensus of the Board that bids need to be let for the ceiling repair.

The Board was informed that the person who cleans the building quit.

II. (D.) BRIEFING REGARDING DISTRICT INSURANCE STATUS

Director Fuentes-Real stated that there was no new insurance information to report at this time.

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

Debra Conkle informed the Board that a resident had requested use of the MUD building for cheerleader practice for a church team. There were some differences on opinion regarding the usage. However, Director Ferguson moved that the Board support is favor of making it available for this activity. This motion passed with majority of the vote and Director Hooti abstaining.

II. (F.) SECURITY - GENERAL

A discussion was held regarding the magnetic doors and a backup plan in case of failure. A general discussion was held and President Kuhn and Director Hooti will investigate the situation.

II. (G.) PUBLIC RELATIONS

There was no new news on this item currently.

S.A. MUD#1
2-08-2023

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 these items are on hold at the moment.

III. (C.) DISCUSSION AND POSSIBLE ACTION REGARDING TRANSFERRING TENNIS COURTS PROPERTY AND OTHER SAN ANTONIO MUNICIPAL UTILITY DISTRICT NO. 1 PROPERIES TO THE CONSERVATION EASEMENT

President Kuhn stated that the Conservation Board is drawing up the documents and preparing for survey and appraisal.

III. (D.) DISCUSSION AND POSSIBLE ACTION REGARDING WASTE MANAGEMENT'S INTENT TO PROVIDE 96 GALLON CONTAINERS OR END THE CURRENT CONTRACT AT THE TERM END

Director Ferguson informed the Board that he had requested Waste Management to survey the easement behind Condor Pass to determine whether or not the garbage trucks could get back there to service the trash due to the large incline at the front and some resident inability to get the trash down. Waste Management has determined that it is not safe for the garbage trucks to use the easement. A discussion was held regarding how the MUD and the HOA could make this area accessible, however, no action was taken at this time.

IV. NEW BUSINESS

IV. (B.) REVIEW AND APPROVAL OF BOND COUPON PAYMENT DUE MARCH 1, 2023.

Debra Conkle informed the Board that she has not yet received the invoice from the Bank of New York but expected that the payment would be estimated at \$150,400. Director Fuentes-Real moved that the Board approve the Bond Coupon payment due March 1, 2023. Director Ferguson seconded the motion, which passed by unanimous vote of the Directors present.

S.A. MUD#1
2-08-2023

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

Discussions were held regarding spring brush pick up, Resealing of the streets, Grey Forest Utilities damage to the roads and questions regarding the bond coupon payment.

There being no further business, the meeting was adjourned at 7:48 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)

**SAN ANTONIO MUNICIPAL UTILITY DISTRICT #1
 REPORT OF OPERATIONS
 3/8/2023**

REVENUES

Collections this period (Maint. Tax) 1/23 \$32,335.45

Miscellaneous Revenue:

TOTAL REVENUE THIS PERIOD \$32,335.45

EXPENSES

Auditing \$11,950.00
Waste Management \$5,805.20
AT & T Mobility \$72.01
AT & T U-Verse \$80.65 ***
CITY PUBLIC SERVICE:
2096723016 SA MUD OFFICE \$192.00 ***
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 \$42.00
INSURANCE
EXECUTIVE ADMINISTRATOR APRIL 2023 \$2,062.90 **
PETTY CASH \$164.36
MISCELLANEOUS:
City Public Service - Street Light \$24.52
IRS Payroll Deposit February 2023 \$531.38
Office Cleaning - March 2023
Bexar Appraisal District - 2nd Quarter \$378.00
Joe - Tennis Court Clean up \$250.00 ***

TOTAL EXPENSES FOR THIS PERIOD: \$21,587.66
REVENUES MINUS EXPENSES THIS PERIOD \$10,747.79

PAGE 2
 REPORT OF OPERATIONS
 NOTES, TRANSFERS AND DEBT SERVICE EXPENDITURES
 3/8/2023

NOTES:

** Previously Paid

*** Pending Invoice

**** Previously Approved

TAX CLEARING AND FUND TRANSFERS:

FROM	TO		AMOUNT
1. FROST CLEARING	FROST OPERATING	check	\$32,335.43
2. FROST CLEARING	TEX POOL OPERATING	WIRE	
3. FROST CLEARING	TEX POOL DEBT SERVI	WIRE	
4. TEX POOL OPERATING	FROST OPERATING	WIRE	
5. FROST CLEARING	TEX POOL CLEARING	WIRE	
5. FROST CLEARING	TEX POOL DEBT SERVI	WIRE	\$12,008.25
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			----- \$44,343.68

DEBT SERVICE EXPENDITURES:

Total Debt Service Expenditures	----- \$0.00
---------------------------------	-----------------

S.A. MUD#1
3-08-2023

This service would be for the residents of San Antonio Ranch only.

Mr. Bartholomae expressed concern for those residents who are not able to bring the brush to the pickup site.

Ty Matthews suggested a "hybrid" program where the County would provide the containers and the District would hire a contractor to go around and pick up the brush and only the contractor would place brush in the containers.

Director Fuentes-Real suggested splitting the cost of the contractor with the HOA.

No action was taken at this time.

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

1. PROPERTY MAINTENANCE

a. MUD Building/Tennis Court Parking Lot Reseal

President Kuhn stated that we are tabling the item until 2 bids have been received.

b. Motion Light for Tennie Court

c. Install Gate at Tennis Court

President Kuhn stated that these items are on hold at the present time.

2. UNLAWFUL DUMPING

There was no unlawful dumping to report at this time.

II. (C.) DISCUSSION REGARDING BUILDING MAINTENANCE

1. Ceiling Repair

President Kuhn stated that he was having a hard time finding contractors for this project.

II. (D.) BRIEFING REGARDING DISTRICT INSURANCE STATUS

Director Fuentes-Real stated that there was no new insurance information to report at this time.

S.A. MUD#1
3-08-2023

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

Ty Matthews stated that the HOA will need to use the building on March 11, 2023, from 10:00 to 12:00.

II. (F.) SECURITY - GENERAL

II. (G.) PUBLIC RELATIONS

President Kuhn stated that these items are on hold at this time.

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 the Board is working on these items.

III. (C.) DISCUSSION AND POSSIBLE ACTION REGARDING TRANSFERRING TENNIS COURTS PROPERTY AND OTHER SAN ANTONIO MUNICIPAL UTILITY DISTRICT NO. 1 PROPERIES TO THE CONSERVATION EASEMENT

President Kuhn stated that the Conservation Board is drawing up the documents and preparing for survey and appraisal.

III. (D.) DISCUSSION AND POSSIBLE ACTION REGARDING WASTE MANAGEMENT'S INTENT TO PROVIDE 96 GALLON CONTAINERS OR END THE CURRENT CONTRACT AT THE TERM END

Director Ferguson informed the Board that Reagan Vance of Waste Management would be at the HOA meeting next week.

IV. NEW BUSINESS

IV. (A.) DISCUSSION AND POSSIBLE ACTION REGARDING CITIZEN'S CONCERNS AND CUSTOMER CORRESPONDENCE

President Kuhn stated that some Los Reyes residents are having problems with people getting off the walking trails and trespassing onto private property. He stated that he would contact the Conservation Board to see if they could put up signs.

A discussion was held regarding a crack in the Wildlake Sign that was caused by contractors and the residents don't think that the District should pay to fix it.

S.A. MUD#1
3-08-2023

Mr. Berbiglia asked about precise information on the bond debt payoff and was informed that that will be discussed again July and September.

Ty Matthews reported that Grey Forest Utilities had agreed to repair the PUD roads, from their utility installations but only to 40% complete. He did acknowledge that the PUD roads are owned by the HOA and the HOA had not put aside road repair funds in the past.

Director Hooti proposed that the MUD share in the cost of bringing the roads to 100% with the HOA. He stated that the District, in the past, had put up road signs and provided property maintenance in the PUD area.

Julie Zapata suggested a special assessment for the HOA residents to pay to help repair the PUD roads.

Director Ferguson stated that he wants to make sure the District is looking at a legitimate MUD expenditure before any action is taken.

Director Hooti proposed contacting the attorney to determine what a legitimate MUD expenditure is, and, if Director Hooti and Director Burn have a conflict of interest, since they own property in the PUD area.

It was the consensus of the Board that Director Ferguson prepares an email to the attorney and the accountant to ask this question.

Ty Matthews requested to see the questions that were asked of Legal counsel by the District regarding the dissolution of the District and transition to the HOA.

Debra Conkle submitted the following correspondence from the City of Helotes regarding Notice of Public Hearing for Intent to Annex for the Boards information.



February 21, 2023

Re: Notice of Public Hearings for Intent to Annex

To Whom It May Concern,

City of Helotes received a Petition Requesting Voluntary Annexation by land owners Michael and Kathryn Arena. The area proposed for voluntary annexation is 4.719 acres of land located on F.M. 1560, near its intersection with Braun Road and described as:

4.719 acres of land out of the JP Miller Survey 222 1/2, Abstract 861, County Block 4470 and out of the MMV Muzquiz Survey 80, Abstract 467, County Block 4450, and being that same property conveyed in a Special Warranty Deed recorded in Volume 13586, Page 1164, further described in Correction Warranty Deed recorded in Volume 4378, Page 444, Official Public Records of Bexar County, Texas, BCAD Property Tax ID No. 236993.

Two (2) public hearings will be held to give all interested persons the right to appear and be heard on the proposed voluntary annexation. The hearings will be held in the Helotes City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023, on the following dates:

- 1st public hearing – Thursday, March 9, 2023 at 7:00 p.m.
- 2nd public hearing – Thursday, March 23, 2023 at 7:00 p.m.

City of Helotes reserves the right, as otherwise permitted by law, to amend this notice by the posting of an amended notice on the official City website at www.helotes-tx.gov (*News and Public Notices*), and by posting an official notice of the public hearing and Agenda for the meeting, at which the hearing will take place in the manner required by Tex. Gov't Code Ann. Sec. 551.043. Members of the public are requested to check all official postings and the meeting Agenda prior to the commencement of the public hearing.

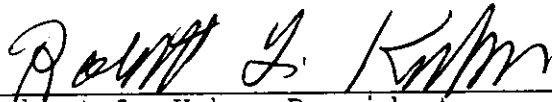
The full metes & bounds and location map of the subject property are available on the City website at www.helotes-tx.gov under *News and Public Notices*. Should you have any further questions, please contact me at (210) 695-5911 or via email at citysec@helotes-tx.gov.

Sincerely,

Celina Perez, City Secretary


S.A. MUD#1
3-08-2023

There being no further business, the meeting was adjourned at 7:31 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)