

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

**AUGUST 9, 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 9th day of August 2023, with the following member's present to-with:

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

and Dale Ferguson absent, thus constituting a quorum. Also present were Debra Conkle, Executive Administrator, John Bartholomae, Julie Zapata, Diana Killough and Craig Hall, 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 12, 2023**
  - 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 Hooti seconded the motion, which passed by unanimous vote of the Directors present.

**II. STATUS REPORTS:**

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

It was noted that the deterioration of the Wildlake Lake Subdivision sign is not the responsibility of Bexar County.

**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 without the parking spot lines being painted the estimate is now at \$5115.53 and the work will be performed within the next two weeks.

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

**JULY 12, 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 12th day of July 2023, with the following member's present to-with:

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

and Dale Ferguson absent, thus constituting a quorum. Also present were Debra Conkle, Executive Administrator, John Bartholomae, Jim Berbiglia, Chris Lauderdale, Trey and Maria Fernandez, Dan Gonzales, Charles Lindsey 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  
JUNE 14, 2023**
- 2. REPORT CONCERNING APRIL 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 2022/2023 PROJECTS/PLANS**
  - 1. Fence Addition to Control Dumping**
  - 2. Ranch Parkway Fence Repair**

President Kuhn stated that both these projects had been completed and thanked Trey Fernandez and Dan Gonzales for their help.

S.A. MUD#1  
7-12-2023

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

**1. PROPERTY MAINTENANCE**

**a. MUD Building/Tennis Court Parking Lot Reseal**

A discussion was held regarding the basketball striping and a motion was made to save \$650.00 by not having that performed during the project. The motion was seconded and approved; however, it was later rescinded so that cars cannot park in the basketball court.

**2. UNLAWFUL DUMPING**

There was nothing to report on this item at this time.

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

**1. Ceiling Repair**

Director Hooti explained that the stains on the ceiling are due to condensation from the air conditioning and not a leaking roof. He suggested that the board members could easily purchase the panels at the local hardware store and replace them as needed.

**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**

Debra Conkle reported that the building had been rented for July 23 and October 16 and that the Bexar County Elections Department has requested to use the building on November 7, 2023.

**III. UNFINISHED BUSINESS**

**III. (A.) DISCUSSION AND POSSIBLE ACTION REGARDING ACCEPTANCE OF WASTE PROVIDER CONTRACT WITH WASTE CONNECTIONS**

Debra Conkle provided the following Contract for Waste Services for the Boards review. Director Fuentes-Real moved that the Board accept the contract as presented and Director Burn seconded the motion, which passed unanimously by the Directors present.

That Contract for Waste Services with Waste Connections as approved is as follows:

S.A. MUD#1  
7-12-2023

**IV. NEW BUSINESS**

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

Debra Conkle explained that the Board has been subsidizing the Debt Service Fund with funds from the General Operating Fund the last few years in an effort to do away with the Debt Service Tax during the last three years of the Bond Indebtedness. She further stated that the amount of the subsidy had been \$50,000 in the past. She was asked if the amount of the subsidy could be higher, like \$75,000 or \$100,000. Director Hooti stated that he would be comfortable with \$75,000 and moved that the board authorize President Kuhn to make that transfer. Director Burn seconded the motion, which passed unanimously by the Directors present.

**IV. (B.) DISCUSSION AND APPROVAL OF BOND COUPON PAYMENT DUE SEPTEMBER 1, 2023**

Debra Conkle provided the following correspondence from the Bank of New York stated that the bond coupon payment due September 1, 2023, was \$22,950 and was interest only. Director Hooti moved that the Board authorize President Kuhn to make that transfer prior to September 1, 2023. Director Fuentes-Real seconded the motion, which passed by unanimous vote of the members present.

S.A. MUD#1  
7-12-2023

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

There was a short discussion regarding the Wildlake Sign and the fact that there is a crack down the center of it. Director Hooti stated that he would do some research to see what could be done and who might be responsible for any necessary repairs.

There being no further business, the meeting was adjourned at 6:59 p.m.

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

ATTEST:

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

(seal)

TAX COLLECTIONS DISTRIBUTION

DATE: 8/9/2023 June 2023 Tax Collections

DEPOSITS: 8/8/2023 \$6,034.90

RECEIVED:

\$6,034.90

TAX	PAI	ATT FEE	OTHER	TOTAL COLLECTIONS	LESS ATTORNEY FEE	BALANCE	REFUNDS/TAX ASSESSOR FEE	BALANCE	REMITTED
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	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	
Y2021	(\$195.00)	\$5.01	\$4.46	(\$185.53)	(\$4.46)	(\$189.99)		(\$189.99)	
Y2022	\$6,169.10	\$55.79	\$0.00	\$6,224.89		\$6,224.89		\$6,224.89	
TOTAL	\$5,974.10	\$60.80	\$4.46	\$6,039.36	(\$4.46)	\$6,034.90	\$0.00	\$6,034.90	\$6,034.90

YEAR MAINT. TAX

\$0.00

YEAR	MAINT. TAX	PAI	ATT FEE	LESS FEE/REFUND	D S TAX	PAI	ATT FEE	LESS FEE/REFUND	TOTAL
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2021	(\$146.72)	\$3.77	\$3.36	(\$140.59)	(\$1.24)	\$1.24	\$1.10	(\$1.10)	(\$189.99)
Y2022	\$4,498.51	\$40.68	\$0.00	\$1,670.59	\$15.11	\$15.11	\$0.00	\$0.00	\$6,224.89
TOTAL	\$4,351.79	\$44.45	\$3.36	(\$3.36)	\$1,622.31	\$16.35	\$1.10	(\$1.10)	\$6,034.90

TOTAL AMT DUE

\$4,399.60

TOTAL AMT DUE	GOF	LESS: ATTORNEY FEE	TOTAL AMT DUE DSF	LESS: ATTORNEY FEE	TOTAL =
\$4,399.60			\$1,639.76		\$6,039.36
					\$0.00
					(\$4.46)
					\$0.00
					\$6,034.90
					\$6,034.90

**SAN ANTONIO MUNICIPAL UTILITY DISTRICT #1  
 REPORT OF OPERATIONS  
 8/9/2023**

**REVENUES**

<b>Collections this period (Maint. Tax)</b>	<b>6/23</b>	<b>\$4,396.24</b>
<b>Miscellaneous Revenue:</b>		
<b>MUD Building Rental Fees</b>		<b>\$350.00</b>
<b>TOTAL REVENUE THIS PERIOD</b>		<b>\$4,746.24</b>

**EXPENSES**

<b>Auditing</b>		
<b>Waste Management</b>		<b>\$5,805.20</b>
<b>AT &amp; T Mobility</b>		<b>\$65.66</b>
<b>AT &amp; T U-Verse</b>		<b>\$286.74</b>
<b>CITY PUBLIC SERVICE:</b>		
<b># 2096723016 SA MUD OFFICE</b>		<b>\$179.75</b>
<b>SAN ANTONIO WATER SYSTEMS:</b>		
<b># 0514993248891 SA MUD OFFICE</b>		<b>\$28.27</b>
<b>DIRECTORS FEES:</b>		
<b>B. BURN</b>		
<b>R. KUHN</b>		
<b>Z. FUENTES-REAL</b>		
<b>D. FERGUSON</b>		
<b>M. HOOTI</b>		
<b>PROPERTY MAINTENANCE</b>		
<b>LEGAL FEES</b>		<b>\$2,220.00</b>
<b>INSURANCE</b>		
<b>EXECUTIVE ADMINISTRATOR SEPTEMBER 2023</b>		<b>\$2,077.90 **</b>
<b>PETTY CASH</b>		<b>\$150.57</b>
<b>MISCELLANEOUS:</b>		
<b>City Public Service - Street Light</b>		<b>\$24.32</b>
<b>IRS Payroll Deposit JULY 2023</b>		<b>\$516.38</b>

<b>TOTAL EXPENSES FOR THIS PERIOD:</b>		<b>\$11,354.79</b>
<b>REVENUES MINUS EXPENSES THIS PERIOD</b>		<b>(\$6,608.55)</b>

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 REPORT OF OPERATIONS  
 NOTES, TRANSFERS AND DEBT SERVICE EXPENDITURES  
 8/9/2023

NOTES:

\*\* Previously Paid

\*\*\* Pending Invoice

\*\*\*\* Previously Approved

TAX CLEARING AND FUND TRANSFERS:

FROM	TO		AMOUNT
1. FROST CLEARING	TEX POOL OPERATING	WIRE	\$4,396.24
2. FROST CLEARING	TEX POOL OPERATING	WIRE	
3. FROST CLEARING	TEX POOL DEBT SERVI	WIRE	\$1,638.66
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			----- \$6,034.90

DEBT SERVICE EXPENDITURES:

Total Debt Service Expenditures	----- \$0.00
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**S.A. MUD#1  
8-09-2023**

**2. UNLAWFUL DUMPING**

It was noted that between the MUD, the HOA and Bexar County public works, no one has taken or will take responsibility for the unlawful dumping of construction debris.

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

It was noted that two bids to clean the building have been received, each of \$200.00 per month. It was the consensus of the Board that the members work together to clean the building on a monthly basis.

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

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

Debra Conkle reported that the building had been rented for October 16 and that the Bexar County Elections Department has requested to use the building on November 7, 2023.

**II. (F.) DISCUSSION AND POSSIBLE ACTION REGARDING WASTE CONNECTIONS FIRST DAY SERVICE**

It was noted that it was mostly successful, and that any resident could call for a smaller receptacle and that some of the wheels had been falling off but that they just pop right back in. In case of loss, the wheels will be replaced.

**III. UNFINISHED BUSINESS**

**IV. NEW BUSINESS**

**IV. (A.) DISCUSSION AND ACTION REGARDING APPROVAL OF PROPOSED BEXAR COUNTY TAX ASSESSOR/COLLECTOR FEE FOR THE 2023 TAX YEAR**

Debra Conkle submitted the following correspondence from the Bexar County Tax Office and stated that the 2023 Fee will be \$1.67 per account with is \$.22 cents less than last year's fee.

Director Zulema Fuentes-Real moved that the Board approve the 2023 Proposed Bexar County Tax Assessor/Collector Fee is presented. Director Burn seconded the motion, which passed by unanimous vote of the Directors present.



**Albert Uresti, MPA, PCC**  
**Office of the Tax Assessor - Collector**

July 19, 2023

Ms. Debra Graves, Office Manager  
San Antonio MUD # 1  
P.O. Box 696  
Helotes, Texas 78023

Dear Ms. Graves:

We are pleased to inform you that the estimated cost per account for FY2023-24 is **\$1.67**; the lowest since the FY2014-15 fiscal year and down from last year's cost per account of \$1.89. The proposed cost per account for the FY2023-24 tax roll year has been calculated and reviewed by the Bexar County Auditor and will be presented to Commissioner's Court for final approval in August.

Please sign and return this letter in the enclosed envelope.

If you have any questions, please contact me personally or Mr. Jeffrey A. Acevedo, Financial Reporting Director, at 210-335-6553.

Sincerely,

Handwritten signature of Albert Uresti in black ink.

Albert Uresti, MPA, PCAC  
Tax Assessor-Collector  
Bexar County

Handwritten signature of Robert Kuhry in black ink.  
\_\_\_\_\_  
Signature

Robert Kuhry  
\_\_\_\_\_  
Printed Name

AU/ea *am*

Enclosures

President  
\_\_\_\_\_  
Title

S.A. MUD#1  
8-09-2023

**IV. (B.) DISCUSSION AND ACTION REGARDING 2022 DELINQUENT TAX ROLL**

Debra Conkle informed the Board that she had not received that information at this time.

**IV. (C.) DISCUSSION AND NECESSARY ACTION REGARDING SETTING THE 2023-2024 OPERATIONS AND MAINTENANCE BUDGET**

**IV. (D.) DISCUSSION AND ACTION REGARDING SETTING THE 2023 DEBT SERVICE AND OPERATIONS AND MAINTENANCE TAX RATES**

Debra Conkle stated that the Board would need to hold a special meeting later in August to discuss the proposed 2023 tax rate. Once all the information is received from Bexar Appraisal, Craig Hall will be able to make the needed calculations. It was the consensus of the Board to meet in special session on August 21, 2023, at 6:30 p.m.

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

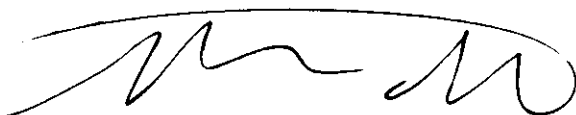
Someone asked when the first bulk trash pick up would be and, at this point, we don't know the answer to that question.

There being no further business, the meeting was adjourned at 7:02 p.m.



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

ATTEST:



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

(seal)