

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

**DECEMBER 13, 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 13th day of December 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, Charles Lindsey, Carol Burn, Dan Gonzales, Johnn Bartholmae, Mr. & Mrs. Chris Lauderdale, Jim Berbiglia and Trey and Maria Fernandez, 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 MEETINGS HELD NOVEMBER 8, 2023**
- 2. REPORT CONCERNING OCTOBER 2023 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 2023/2024 PROJECTS/PLANS**
- 1. MUD BUILDING PARKING LOT RESEAL**

It was noted that this project will begin when the SAWS Sewer Project is complete.

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

**NOVEMBER 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 November 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, Julie Zapata, Chris Lauderdale and Trey and Maria Fernandez, 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 MEETINGS HELD OCTOBER 11, 2023**
- 2. REPORT CONCERNING SEPTEMBER 2023 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 2023/2024 PROJECTS/PLANS**

- 1. MUD BUILDING PARKING LOT RESEAL**

It was noted that this project will begin when the SAWS Sewer Project is complete.

S.A. MUD#1  
11-08-2023

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

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

A discussion was held regarding property maintenance between Mountain Climb and Apacheria. Responsibility of this area is in question but it's not being maintained. President Kuhn stated that it could be done under the \$500 Director discretion threshold and that the taxpayers in that area deserve to have their area maintained. Others in attendance disagreed and it was the consensus of the Board to locate contractors that could do it for less.

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

Debra Conkle informed the Board that the water bill was, again, over \$200 due to the leaking toilet. She did report that she had submitted all of the documentation to SAWS for reimbursement.

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

Director Fuentes-Real stated that she had contacted Texas Municipal and just received the Policy Binder and had not had time to review it. She did report that she was made aware that the coverage to the entrance sign and the auto coverage could be removed but the workers compensation and boiler and machinery (air conditioning system) were mandatory.

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

Debra Conkle reported that there were no requests for building usage.

S.A. MUD#1  
11-08-2023

**III. UNFINISHED BUSINESS**

**IV. NEW BUSINESS**

**IV. (A.) DISCUSSION AND ACTION REGARDING CERTIFICATION OF THE  
2023 TAX ROLL**

Debra Conkle presented the following correspondence from the Bexar County Tax Office and stated that out of 411 accounts, market value is \$133,492,734, taxable value is \$74,900,140 with a total 2023 tax levy of \$236,160.29. Director Ferguson moved that the Board certify the 2023 Tax Roll as presented. Director Burn seconded the motion, which passed by unanimous vote of the Directors present.

That 2023 Tax Roll thus certified is as follows:

S.A. MUD#1  
11-08-2023

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

Director Ferguson moved that this item be discussed in Executive Session. Director Hooti seconded the motion, which passed by unanimous vote of the Directors present.

**IV. (C.) DISCUSSION AND POSSIBLE ACTION REGARDING TERMINATION OF INSURANCE WITH TEXAS MUNICIPAL LEAGUE AND SIGNING WITH A NEW INSURANCE COMPANY**

This item was previously discussed; however, no action was taken.

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

Julie Zapata expressed her concern of the lack of an action plan for the dissolution of the MUD District once the bonds are paid in 2027.

**V. EXECUTIVE SESSION:**

- A. EXECUTIVE SESSION.** The Regular Session of the November 8, 2023 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 7:12 p.m.

An Executive Session was called to have a conversation regarding the Employment Agreement between the District and Debra Conkle.

- V. B. RECONVENE REGULAR SESSION.** The Regular Session of the Regular Board Meeting of November 8, 2023, is hereby reconvened at 7:20 p.m.

S.A. MUD#1  
11-08-2023

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

Director Ferguson moved to approve this Employment Agreement with a 5% increase in salary effective January 1, 2024.

Director Hooti seconded the motion, which passed unanimously by the Directors present.

That Employment Agreement thus approved is as follows:

**S.A. MUD#1**  
**11-08-2023**

There being no further business, the meeting was adjourned at 7:27 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)

TAX COLLECTIONS DISTRIBUTION

DATE: 12/13/2023 October 2023 Tax Collections

DEPOSITS: 12/12/2023 \$11,131.30

RECEIVED: TAX PAID ATT FEE OTHER COLLECTIONS TOTAL LESS ATTORNEY FEE BALANCE REFUNDS/TAX ASSESSOR FEE BALANCE REMITTED

YEAR	MAINT TAX	PAID	ATT FEE	OTHER	TOTAL COLLECTIONS	LESS ATTORNEY FEE	BALANCE	REFUNDS/TAX ASSESSOR FEE	BALANCE	REMITTED
Y2002	\$0.00	\$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	\$0.00
Y2004	\$0.00	\$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	\$0.00
Y2006	\$0.00	\$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	\$0.00
Y2008	\$0.00	\$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	\$0.00
Y2010	\$0.00	\$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	\$0.00
Y2012	\$0.00	\$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	\$0.00
Y2014	\$0.00	\$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	\$0.00
Y2016	\$0.00	\$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	\$0.00
Y2018	\$0.00	\$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	\$0.00
Y2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2022	(\$419.50)	\$26.43	\$24.81	\$0.00	(\$368.36)	(\$24.81)	(\$393.17)	(\$683.03)	(\$393.17)	\$0.00
Y2023	\$12,207.50	\$0.00	\$0.00	\$0.00	\$12,207.50	(\$24.81)	\$12,207.50	(\$683.03)	\$11,524.47	\$0.00
TOTAL	\$11,787.90	\$26.43	\$24.81	\$0.00	\$11,839.14	(\$24.81)	\$11,814.33	(\$683.03)	\$11,131.30	\$11,131.30

YEAR	MAINT TAX	PAID	ATT FEE	FEE/REFUND	D S TAX	P&I	ATT FEE	FEE/REFUND	TOTAL
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Y2022	(\$305.97)	\$19.27	\$18.09	(\$18.09)	(\$113.63)	\$7.16	\$6.72	(\$6.72)	(\$393.17)
Y2023	\$12,207.50	\$0.00	\$0.00	(\$683.03)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$11,901.53	\$19.27	\$18.09	(\$701.12)	(\$113.63)	\$7.16	\$6.72	(\$6.72)	(\$393.17)

TOTAL AMT DUE	TOTAL AMT DUE DSF	LESS: ATTORNEY FEE	TOTAL
\$11,938.89	(\$99.75)	(\$6.72)	\$11,839.14
LESS: TAX ASSESSOR FEE		(\$683.03)	(\$683.03)
LESS: REFUNDS/REVERSALS			\$0.00
AMT FOR GOF DEPOSIT:	\$11,237.77	(\$106.47)	\$11,131.30



**SAN ANTONIO MUNICIPAL UTILITY DISTRICT #1  
 REPORT OF OPERATIONS  
 12/13/2023**

**REVENUES**

<b>Collections this period (Maint. Tax)</b>	<b>10/23</b>	<b>\$11,237.77</b>
<b>Miscellaneous Revenue:</b>		
<b>MUD Building Rental Fees</b>		
<b>TOTAL REVENUE THIS PERIOD</b>		<b>\$11,237.77</b>

**EXPENSES**

<b>Auditing</b>		
<b>Waste Connections - December 2023</b>		<b>\$5,170.00</b>
<b>AT &amp; T Mobility</b>		<b>\$65.66</b>
<b>AT &amp; T U-Verse</b>		<b>\$118.28</b>
<b>CITY PUBLIC SERVICE:</b>		
<b># 2096723016 SA MUD OFFICE</b>		<b>\$49.35</b>
<b>SAN ANTONIO WATER SYSTEMS:</b>		
<b># 0514993248891 SA MUD OFFICE</b>		<b>(\$67.48)</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>INSURANCE</b>		
<b>EXECUTIVE ADMINISTRATOR JANUARY 2024</b>		<b>\$2,415.52 **</b>
<b>PETTY CASH</b>		<b>\$189.90</b>
<b>MISCELLANEOUS:</b>		
<b>City Public Service - Street Light</b>		<b>\$24.67</b>
<b>IRS Payroll Deposit November 2023</b>		<b>\$577.36</b>
<b>Thompson West - Annotated Statutes</b>		<b>\$54.00</b>
<b>Max Hooti - Reimbursement for Party Supplies</b>		<b>\$197.39</b>
<b>Robert Kuhn - Reimbursement copies/gas can gas</b>		<b>\$110.10</b>

<b>TOTAL EXPENSES FOR THIS PERIOD:</b>		<b>\$8,904.75</b>
<b>REVENUES MINUS EXPENSES THIS PERIOD</b>		<b>\$2,333.02</b>

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**REPORT OF OPERATIONS**  
**NOTES, TRANSFERS AND DEBT SERVICE EXPENDITURES**  
**12/13/2023**

**NOTES:**

**\*\* Previously Paid**

**\*\*\* Pending Invoice**

**\*\*\*\* Previously Approved**

**TAX CLEARING AND FUND TRANSFERS:**

FROM	TO		AMOUNT
1. FROST CLEARING	TEX POOL OPERATING	CHECK	\$11,237.77
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	
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	
<b>TOTAL TAX CLEARING &amp; FUND TRANSFERS</b>			<b>----- \$11,237.77</b>

**DEBT SERVICE EXPENDITURES:**

<b>Total Debt Service Expenditures</b>	<b>----- \$0.00</b>
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S.A. MUD#1  
12-10-2023

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

1. PROPERTY MAINTENANCE
2. UNLAWFUL DUMPING

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

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

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

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

This item will be discussed later in the meeting.

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

Debra Conkle reported that there were no requests for building usage.

**III. UNFINISHED BUSINESS**

**IV. NEW BUSINESS**

**IV. (A.) DISCUSSION AND POSSIBLE ACTION REGARDING TERMINATION OF INSURANCE WITH TEXAS MUNICIPAL LEAGUE AND SIGNING WITH A NEW INSURANCE COMPANY**

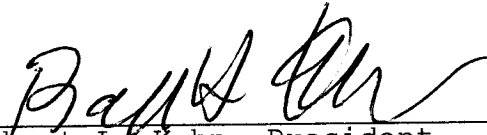
After a brief discussion, it was the consensus of the Board to continue with Texas Municipal League but to remove the automotive coverage and the Entrance Sign.

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


A representative of the HOA stated that the HOA wanted to take over responsibility for the Entrance Sign. Director Burn moved that the Board transfer responsibility for the Entrance Sign effectively immediately. Director Hooti seconded the motion, which passed unanimously by the Directors present.

S.A. MUD#1  
12-10-2023

There being no further business, the meeting was adjourned at  
6:33p.m.

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

ATTEST:

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

(seal)