SAN ANTONIO MUNICIPAL UTILITY DISTRICT NO. 1

JANUARY 9, 2019

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 January 2019, with the following member's present to-wit:

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

and no members absent, thus constituting a quorum. Also present were Debra Conkle, Office Manager, Tammy Ford, Michael Duff and Larry Wilkinson, 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 MEETING HELD DECEMBER 12, 2018
2. REPORT CONCERNING NOVEMBER 2018 TAX COLLECTIONS
3. REVIEW AND APPROVAL OF ACCOUNT BALANCES/BILLINGS INCURRED AND AUTHORIZATION OF EXPENDITURES

Director King 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.
SAN ANTONIO MUNICIPAL UTILITY DISTRICT NO. 1

DECEMBER 12, 2018

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 12th day of December 2018, with the following member’s present to-with:

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

and no members absent, thus constituting a quorum. Also present were Debra Conkle, Office Manager, Jeff Kuhn of Norton Rose Fulbright, Legal Counsel, Larry Wilkinson, Jim Berbiglia and David Echevarria San Antonio Ranch residents.

President Kuhn called the meeting to order and announced that the first item of business would be Executive Session. The Board entered into Executive Session at 6:31pm and reconvened Regular Session at 7:17pm.

President Kuhn then announced that the next item of business would be:

I. CONSENT AGENDA:
   1. REVIEW AND APPROVAL OF THE MINUTES OF THE MEETING HELD OCTOBER 10, 2018
   2. REPORT CONCERNING SEPTEMBER 2018 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, including the legal fee billing from last month. Director King seconded the motion, which passed by unanimous vote of the Directors present.

II. STATUS REPORTS:
II. (A,) DISCUSSION REGARDING 2018/2019 PROJECTS/PLANS
There was no discussion held on this item at this time.
II. (B.) DISCUSSION REGARDING MAINTENANCE AND APPEARANCE OF DISTRICT PROPERTY

1. PROPERTY MAINTENANCE
2. UNLAWFUL DUMPING
3. PARK DEVELOPMENT
4. TREE REMOVAL
No discussion was held on these items; however it was the consensus of the Board that the members of the Board would work together on the lights.

II. (C.) DISCUSSION REGARDING BUILDING MAINTENANCE

II. (D.) BRIEFING REGARDING DISTRICT INSURANCE STATUS
No discussion was held on these items at this time.

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

Debra Conkle informed the Board that the HACA would be using the Building on December 22, 2018.

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.) CONSIDERATION AND APPROVAL OF AN ORDER BY THE BOARD OF DIRECTORS OF THE SAN ANTONIO MUNICIPAL UTILITY DISTRICT NO. 1 AUTHORIZING THE EXECUTION AND FILING OF A CONSERVATION EASEMENT ON LAND LOCATED IN THE DISTRICT IN ORDER TO PREVENT PROSPECTIVE DEVELOPMENT ON THOSE PROPERTIES; AUTHORIZING THE PRESIDENT, VICE-PRESIDENT AND SECRETARY TO EXECUTE ANY AND ALL DOCUMENTS RELATED TO THIS MATTER, AND OTHER MATTERS IN CONNECTION THEREWITH

Director King moved that the Board approve the Order as presented. Director Fuentes-Real seconded the motion, which passed by unanimous vote of the Directors present.

That Order Authorizing the execution and filing of a conservation easement on land located in the district in order to prevent prospective development on those properties; authorizing the president, vice-president and secretary to execute any and all documents related to this matter, and other matters in connection therewith, thus approved is as follows:
III. (C.) DISCUSSION AND POSSIBLE ACTION REGARDING CHILDREN’S PLAYGROUND AND POSSIBLE FORMATION OF VOLUNTEER GROUP TO ASSIST IN SITE LOCATION
There was no discussion on this item at this time.

III. (D.) DISCUSSION AND POSSIBLE ACTION REGARDING EXTENTION OF ANNEXATION DATE AND EXIT PLAN
President Kuhn stated that he was still waiting to hear from Lyle Larson.

IV. (A.) DISCUSSION AND NECESSARY ACTION REGARDING CITIZEN’S CONCERNS AND CUSTOMER CORRESPONDENCE
Debra Conkle submitted the following correspondence from Bexar Appraisal District for the Board’s information.
S.A. MUD#1
12-12-2018

There being no further business, the meeting was adjourned.

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

ATTEST:

______________________________
John King, Secretary
San Antonio Municipal Utility District No. 1

(seal)
### November 2018 Tax Collections

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**TOTAL AMT DUE**

| GOF | $16,388.21 |

**TOTAL AMT DUE DUE DSD**

| GOF | $8,327.72 |

**TOTAL AMT DUE**

**REFUNDS/REVERSALS**

| GOF DEPOSIT | $16,371.98 |

**TOTAL**

| DSD DEPOSIT | $8,318.04 |

**TOTAL**

| GOF | $24,690.02 |

| DSD | $24,690.02 |
SAN ANTONIO MUNICIPAL UTILITY DISTRICT #1
REPORT OF OPERATIONS
1/9/2019

REVENUES

Collections this period (Maint. Tax) 11/19 $16,371.98

Miscellaneous Revenue:
- Elections Department $150.00
- HACA 4th Quarter $105.00

TOTAL REVENUE THIS PERIOD $16,731.98

EXPENSES

Auditing $1,840.10
Waste Management $4,188.30
AT & T Mobility $61.64
AT & T U-Verse $68.55
CITY PUBLIC SERVICE:
- # 2096723016 SA MUD OFFICE $42.15
SAN ANTONIO WATER SYSTEMS:
- # 0514993248891 SA MUD OFFICE $40.00 ***
DIRECTORS FEES:
- B. BURN 1/09/19 $0.93
- R. KUHN $0.93
- Z. FUENTES-REAL $0.93
- J. KING $0.93
- M. HOOTI $0.93
ENGINEERING $0.00
LEGAL FEES $0.00
INSURANCE $0.00
OFFICE MANAGER $1,479.38
PETTY CASH $0.00
MISCELLANEOUS:
- City Public Service - Street Light $22.14
- IRS Payroll Deposit December 2018 $361.01
- Darla Harlos - Office Cleaning $100.00 ***
- Victor O. Schinnerer & Company $200.00

TOTAL EXPENSES FOR THIS PERIOD: $8,407.92
REVENUES MINUS EXPENSES THIS PERIOD $8,324.06
REPORT OF OPERATIONS
NOTES, TRANSFERS AND DEBT SERVICE EXPENDITURES
1/9/2019

NOTES:

** Previously Paid

*** Pending Invoice

TAX CLEARING AND FUND TRANSFERS:

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TOTAL TAX CLEARING & FUND TRANSFERS $24,690.02

DEBT SERVICE EXPENDITURES:

Total Debt Service Expenditures $0.00
II. STATUS REPORTS:
II. (A.) DISCUSSION REGARDING 2018/2019 PROJECTS/PLANS
There was no discussion held on this item at this time.

II. (B.) DISCUSSION REGARDING MAINTENANCE AND APPEARANCE OF DISTRICT PROPERTY
1. PROPERTY MAINTENANCE
2. UNLAWFUL DUMPING
It was noted that everything looks good and there has been no dumping.

II. (C.) DISCUSSION REGARDING BUILDING MAINTENANCE
It was noted that the light bulbs and sensor still need to be replaced.

II. (D.) BRIEFING REGARDING DISTRICT INSURANCE STATUS
A discussion was held regarding some confusion regarding the Director Bonds and Debra Conkle stated that she was working with the carrier to clarify.

II. (E.) DISCUSSION REGARDING REQUESTS FOR USE OF THE MUD BUILDING
Debra Conkle informed the Board that the Elections Department would be using the Building in May 2019.

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 CONSERVATION EASEMENT
The Board was informed that Bill Hoover requested a change in the Title Company and the closing will be in February 2019.

III. (C.) DISCUSSION AND POSSIBLE ACTION REGARDING CHILDREN’S PLAYGROUND AND POSSIBLE FORMATION OF VOLUNTEER GROUP TO ASSIST IN SITE LOCATION
The Board was informed that all the materials have arrived and Ty will be finishing as weather permits.

III. (D.) DISCUSSION AND POSSIBLE ACTION REGARDING EXTENSION OF ANNEXATION DATE AND EXIT PLAN
President Kuhn stated that he was still waiting to hear from Lyle Larson. It was noted that the extension expires this month and action should be taken as soon as possible.

IV. (A.) DISCUSSION AND NECESSARY ACTION REGARDING ANNUAL MUD BUILDING USAGE AGREEMENT BETWEEN THE DISTRICT AND THE SAN ANTONIO RANCH HOMEOWNER’S ASSOCIATION.
Director Fuentes-Real moved that the Board approve the Agreement as presented and send to the Homeowner’s Association for execution. Director Hooti seconded the motion, which passed by unanimous vote of the Directors present.

That Building Usage Agreement thus approved is as follows:
SAN ANTONIO MUNICIPAL UTILITY DISTRICT NO. 1

GENERAL RENTAL RULES, REGULATIONS AND AGREEMENT

I. Reservations and Deposits

A. These rental conditions govern usage of the San Antonio Municipal Utility District No. 1 building ("Building") located at 16450 Wildlake Boulevard, Helotes, Texas.

B. The San Antonio Municipal Utility District No. 1 ("District") has reserved the Building on the second Wednesday of each month.

C. The Building is also reserved to accommodate all election needs.

D. The San Antonio Ranch Homeowners Association has a standing reservation for the third Wednesday of each month.

E. Use of the Building shall be limited to Monday through Thursday from 9:00 a.m. to 10:00 p.m., Friday and Saturday from 9:00 a.m. to 1:00 a.m., and Sunday from 1:00 p.m. to 8:00 p.m.

F. User must be at least twenty-one (21) years of age and must agree to be responsible for the Building and to be present during its use for the event.

G. User may reserve use of the Building for a social event by notifying the District Office Manager via email a minimum of 5 weeks in advance. This time period allows the District board to approve the application during a monthly board meeting.

H. The District Board requires the User to provide a certificate of liability insurance addressed to the District with limits of liability of not less than $1,000,000 for injury or death of a person and $500,000 for property damage.

I. User shall agree to indemnify and hold harmless the District, its officers and agents against any and all claims, demands, or causes of action which may arise out of or result from the use of the Building for the event, including, but not limited to, those claims, demands, and causes of action involving personal injury, death or property damage.

J. It is User's responsibility to contact the District Office Manager to confirm date availability:

Debra Conkle at:
Phone: 210-254-6129
Fax: 210-254-6129
Email: dconkle@prodigy.net
Address: San Antonio Municipal District #1
II. Building Rules and Regulations

A. User shall not use the Building in such a manner as to damage the Building or to disturb residents in the adjoining neighborhood. No loud music or noise that would disturb neighbors is allowed.

B. Vehicles are only allowed on designated parking area and may not park on grassy areas.

C. User shall be responsible for returning the Building to the same condition in which it was prior to use. Trash must be bagged and carried off the grounds. The kitchen area, including all appliances, must be cleaned and returned to their pre-event condition. If moved, all furniture must be returned to its original location. Failure to clean the Building or remove trash may disqualify the User from any subsequent reservation privileges.

D. Bathrooms must be left in a tidy and orderly condition.

E. No smoking is permitted in the Building.

F. Users shall not place staples, hooks or tape on the walls of the Building.

G. No fireworks. No illegal substances will be allowed in the Building or upon the grounds of the Building. Alcoholic usage may require the addition of security personnel during the event.

H. No space walks, rides, or other playground equipment may be brought onto the Building grounds.

I. The District Board reserves the right to require that a bonded security guard or peace officer be present, at the User’s sole expense, during the times the Board deems such security necessary.

J. The Building may not be used for any purpose that violates any state or federal statute, local or county ordinance or regulation, the District’s rules and regulations for recreational facilities, or any administrative rule to which the District is subject. Any person violating these statutes, ordinances, rules or regulations may be subject to penalties as allowed by law.

K. Building Maximum Occupancy - 75

L. The District reserves the right to impose additional restrictions on use as the situation warrants. Terms and conditions subject to change at the discretion of the Board.
SAN ANTONIO
Municipal Utility District No. 1

Building Reservation Application

Date (Dates) Desired: 1 January 2019 through 12-31-2019

Time: from: vary to: _______________________

Anticipated Attendance: 20-50 (Building Maximum Occupancy - 75)

Describe Usage: Monthly Homeowner Association meetings, and associated social activities

RATES –

$35.00 per month to cover shared cost of utilities and building maintenance rates are subject to review on an annual basis.

As the responsible representative of the above events, I hereby request use of the San Antonio Municipal Utility District No. 1 building for the above stated use. I have read and understand all District rules related to use of the Building and I agree to abide by these rules. I will reimburse the District for any and all damages and/or cleanup costs including amounts exceeding the deposit that the District incurs as a result of the use of the building.

Signature: ________________________ Date: 2-20-19

Organization: SAHA Phone: ________________________

Renewal Date for this application (if applicable): January 2020
IV. (B.) DISCUSSION AND NECESSARY ACTION REGARDING CITIZEN’S CONCERNS AND CUSTOMER CORRESPONDENCE

Discussions were held regarding unkept lawns and Air B and B rentals with the subdivision, both of which are Homeowner’s Association matters.

There being no further business, the meeting was adjourned.

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

ATTEST:

John King, Secretary
San Antonio Municipal Utility District No. 1

(seal)