

SAN LEON MUNICIPAL UTILITY DISTRICT
443 24TH STREET
SAN LEON, TEXAS 77539

Regular Meeting

Notice is hereby given of the Regular Meeting of the Board of Directors of the San Leon Municipal Utility District at 6:30 p.m., Wednesday, February 19, 2020 at the San Leon Volunteer Fire Department 337 12th Street, San Leon, Texas for the purpose of Discuss/Consideration and Act/Approval upon the following matters:

- * Call Meeting to Order;
- * Comments from District Residents;
- * Approve Amendment of Order Calling Directors Election for May 2, 2020;
- * Approve the Minutes of the Regular Meetings for January 15, 2020;
- * Consider and Approve the Field Superintendent's Report;
- * Consider and Approve the Office Manager's Report;
- * Discuss, Consider and Approve Blackboard's Contract and Renewal;
- * Consider and Approve the Engineer's Report;
- * District Manager's Report;
- * Discuss and Approve Award of Website Redesign to CivicPlus;
- * Consider and Approve Rules Regarding Recording of District Meetings in Accordance with Section 551.023
- * Discuss and Follow up on Outstanding Issues;
- * Director's Report;
- * Recess into Executive Session pursuant to Section 551.071/551.072 and 551.07 of the Texas Government Code regarding;
 - * Consultation with the District's Attorney;
 - * Personnel Matters;
- * Return to Regular Session and Act on Matters Discussed in Executive Session;
- * Adjourn Meeting;

Janice Hoffman

Prepared by: Janice Hoffman, Office Manager

Filing Date: 02/12/2020 2:28PM

I hereby certify that this instrument was FILED on the date and time stamped hereon and RECORDED in the OFFICIAL PUBLIC RECORDS of Galveston County, Texas.



Dwight D. Sullivan

Dwight D. Sullivan, County Clerk
Galveston County, Texas

MINUTES OF REGULAR MEETING OF
SAN LEON MUNICIPAL UTILITY DISTRICT

THE STATE OF TEXAS §
 §
COUNTY OF GALVESTON §

The Board of Directors of the San Leon Municipal Utility District met in regular session, open to the public, on Wednesday, January 15, 2020, at 6:30 p.m. at the District's regular meeting place at the San Leon Volunteer Fire Department 337 12th Street, San Leon, Texas. Constituting a quorum, the following members of the Board were present, to-wit:

Joe Manchaca, President	Kenneth Bishop, Treasurer
Kelly Neason, Asst. Secretary	Keith Gossett, Secretary

Not Present: Tyson Kennedy, Vice President

Also present were, Janice Hoffman, Office Manager, Steve Don Carlos, District's Attorney, Hal Walker, District's Engineer, and Perry Larvin, Security.

Not Present: Ken Keller, Field Superintendent
 Andrew Miller, District Manager

Call Meeting to Order:

Meeting called to order at 6:30 pm.

Comments from District Residents:

David Haskett said that Andrew Miller told him that when they were talking about videotaping the meetings that the town hall meetings last year were videotaped by him and that the MUD meetings are normally audiotaped by Janice Hoffman. David Haskett asked if the audio taping of the meeting were on digital and if so he is requesting copies put on a CD. David Haskett asked, the order calling the election, has it been circulated to the Board for them to see it? Steve DonCarlos said the only thing that the order has on it is the times, dates and locations of the election and to approve calling the election of two (2) Directors for May 2, 2020. Robert Vaughn asked if he wanted a copy of the minutes where would he obtain any open records. Joe Manchaca said on the website; if it's not on the web site, then you can make a request at the water office. David Haskett brought it to Janice Hoffman's attention that the date on the minutes for November meeting is incorrect and has October 16, 2019 and should be November 20, 2019. David Jetelina asked about the election and said there ARE two young ladies in the area who are interested in being the election judge and clerk. Steve DonCarlos stated they need to go to the County Clerks Election Division and ask for Susan Williams.

Consider and Approve on Order Calling Directors Election for May 2, 2020;

Steve DonCarlos said before you take a vote this also includes entering in a contract with Galveston County Clerk to run the elections. Kelly Neason made the motion to approve to call a Director's Election for May 2, 2020, seconded by Keith Gossett. All in favor, motion carried unanimously.

Discuss and Approve Proposed Development near 2437 Ave. D for Mark Putnam;

Mark Putnam said that it was originally platted by metes and bounds for about twenty (20) mobile homes and he even had the District install a six-inch sewer tap and two (2) one-inch water taps. Mark Putnam said that he is going to need retention, so he is down to sixteen (16) lots. Joe Manchaca said that if it is a single family home and not going to bring them in all at once; get with Andrew Miller to make sure the plans are approved, most important is to get your retention, plumbing inspections before you cover and keep the Board posted.

Approve the Minutes of the Regular Meeting for November 20, 2019;

Ken Bishop made the motion to approve of the Minutes of the Regular Meeting for November 20, 2019, with the correction made to the date, seconded by Kelly Neason. All in favor, motion carried unanimously.

Consider and Approve the Engineer's, Report and the Final Pay Est. No. 6 from C. F. McDonald Electric Inc.;

Hal Walker presented the Engineer's Report to the Board. WWTP Expansion: FEMA raised the Base Flood Elevation from 11 feet to 14 feet, so Costello has been working on the structural and mechanical drawings to make sure structures can accommodate the flood elevation changes; reviewing the drawings and waiting for the electrical engineer. Spoke with Louis Herrin with TCEQ regarding the need to replace the existing 24" effluent line with a 48". Since there is nothing flowing into that line during a storm surge due to hurricane evacuations, Mr. Herrin said the District does not have to replace that line. Final Schedule was added to the report; the first advertisement will go out on the 13th of February and the second will go out on 20th of February, we hope to have the bid opening 12th of March, award the contract and final signatures by the 15th of April and pre-construction meeting by the 22nd of April. Emergency Generator: The project is complete and the contractor has submitted the final Pay Est. No. 6 in the amount of \$28,946.90, work appears to be performed according to the drawing and the specifications and recommends final payment to McDonald. Keith Gossett made the motion to approve the Engineer's Report and the Final Pay Est. No. 6 from C. F. McDonald Electric Inc., seconded by Ken Bishop. All in favor, motion carried unanimously. David Haskett asks if the District was adding a belt press in with the construction at the WWTP or stay with the sludge haul. Joe Manchaca stated that the Board will be approving a new sludge hauler in this meeting and it will be their responsibility as to how they are going to haul the sludge. Purchasing and maintaining your own belt press is costly.

Consider and Approve the Field Superintendent's Report;

Joe Manchaca said Ken Keller was not present at the meeting and if anyone had questions to contact him. Joe Manchaca said that the District has been experiencing several large line breaks, so if you have experienced low pressure, it is due to the line break being repaired. The District is in the process of upgrading lines and valve maintenance. Kelly Neason made the motion to approve the Field Superintendent's Report, seconded by Keith Gossett. All in favor, motion carried unanimously.

District Manager's Report;

Andrew Miller was not present at the meeting and if anyone had questions regarding his report to contact him.

Consider and Approve Reimbursement Resolution from the Bond Funds;

Ken Bishop made the motion to approve the Reimbursement Resolution from the 2019 Bond in the amount of \$155,880.10, seconded by Kelly Neason. All in favor, motion carried unanimously.

Discuss, Consider and Approve Sludge/Waste Haul Contract;

Joe Manchaca said there were two companies that gave bids for the District's sludge hauler, Trinity and Magna-Flow. Keith Gossett made the motion to approve to go with Trinity for the District's sludge hauler, subject to counsel reviewing the contract, seconded by Ken Bishop. All in favor, motion carried unanimously.

Discuss, Consider and Approve Trash Company for the District Residents;

Joe Manchaca discussed the three (3) companies that gave bids for trash service for District residents, Texas Pride, Waste Management and Decker. There were many discussions regarding the bids for trash service for District residents. Dennis Decker commented that today is the 15th of January based on what was approved gives two (2) weeks; will offer the District that we will go with Decker's contract with the current price through the end of February to have an additional thirty (30) days to be able to make preparations for the drop in revenue. Joe Manchaca stated that would not be a problem. Ken Bishop made the motion to approve to go Texas Pride, subject to counsel reviewing the contract, seconded by Kelly Neason. All in favor, motion carried unanimously.

Consider and approve rules regarding recordings of District meetings in accordance with Section 551.023;

Tabled

Consider and Approve the Office Manager's Report;

Janice Hoffman presented the Office Manager's Report to the Board. Ken Bishop made the motion to approve the Office Manager's Report; seconded by Keith Gossett. All in favor, motion carried unanimously.

Consider and Approve the 4th Quarter Investment Report Ending December 31, 2019;

Keith Gossett made the motion to approve of the Third Quarter Investment Report Ending December 31, 2019, seconded by Kelly Neason. All in favor, motion carried unanimously.

Discuss and Follow up on Outstanding Issues;

There were no outstanding issues.

Director's Report;

There were no Directors Reports.

Executive Session Pursuant to Section 551.071/551.072 and 551.074 of the Texas Government Code;

There was no Executive Session. David Haskett had questions on Executive Session and when the Board returns to regular session; do you address and take a vote on what was discussed in executive session. Joe Manchaca said most of the time Executive Session is discussions only if the Board decides what was discussed in Executive Session would be an item that needs to be voted on, they return to Regular Session and vote on it.

Adjourn Meeting;

Kelly Neason made the motion to adjourn the meeting at 7:39 pm, seconded by Keith Gossett. All in favor, motion carried unanimously.

Approved:


Joe Manchaca
President, Board of Directors

Attest:


Keith Gossett
Secretary, Board of Directors

San Leon Municipal Utility District

Operations Report for January 2020

Water Treatment Plant

GCWA Received: 20,106,000
 Pumped into system: 21,000,000
 Meters billed: 10,189,000
 Gallons lost (leaks/flushing): 7,213,450
 Accountability: 17%

Active meters: 2,875

9 bacteriological samples taken and tested
 (8 distribution, 1 well); all results were good,
 no coliform organisms found

Wastewater Treatment Plant

	<u>Permitted</u>	<u>Actual</u>
Flow	<0.95 MGD	1.262 MGD
BOD	158 lbs/day	17.4 bs/day
TSS	158 lbs/day	9.3 lbs/day
DO	2.0 mg/L	7.5 mg/L
CL ²	1.0 min - 4.0 max	1.1 min - 3.9max

Total flow: gallons 39,128,000
 Daily average flow: 1.262 MGD
 Average solids level: 321 mg/L
 Sludge hauled: 0 tankers & 9 containers
 Total rainfall: 6.14 inches

MGD: Million gallons per day
 mg/L: Milligrams per liter

Distribution & Collection

Taps, Inspections, & Extensions

Water Taps:2	Water Taps YTD: 2
Sewer Taps: 2	Sewer Taps YTD: 2
Inspections: 6	Inspections YTD: 6
Line extensions:0	Extensions YTD: 0

Account Activity

Active Accounts: 2,875
 Taps & Payments: 2 taps, \$3,000 collected
 Inspections & Fees: 6 inspections, \$375
 Capacity Fee: n/a
 Lock-off for non-payment: 127 accounts
 Locked-off accounts paid: 54 accounts
 Pulled meters & fees: 0 pulled, \$0 collected

Service Orders

ken	3
leo	25
randy	45
Mack	18
Anthony	27
Taps	3
Connects	19
Disconnects	12
Occupants change	9
Pool fills	0
Reconnects	0
After Hours	2
Water/Sewer Taps:	3
Plumbing Inspection:	13

Monthly Water Audit

Month: Jan 2020		UN METERED	
		LOSS	METER READS
Meters	5%	509,450.000	10,189,000.000
Fire Department		200,000	
Hydrants Flushing		2,504,000	1,000 X 10 MIN
Water Leaks		4,000,000	leak at the bridge
Stolen Water		0	
Galveston Co.		0	
Not Metered Total		7,213,450.000	
GCWA		20,106,000	1/1/20 - 1/31/20
Water Office Meters		21,000,000	1/1/20 - 1/31/20
Water Meter Use		10,189,000	
Difference		10,811,000.000	
		Total % of	3,597,550.000
		Unaccounted for water	17%



Gulf Coast Water Authority

3630 FM 1765

Texas City, Texas 77591

409.935.2438

fax 409.935.4158

TO: SAN LEON MUNICIPAL UTILITY DISTRICT
443 24TH STREET
SAN LEON, TX 77539

INVOICE NO. 2020 6419 DATE: 02/03/2020

RAW WATER CHARGE	\$ 17,614.69
CAPITAL CHARGE	10,082.36
OPERATING BUDGET	13,769.41
DISTRIBUTION SYSTEMS - CAPITAL	
NORTH LINE	1,927.88
BAYSHORE	<u>1,280.34</u>

TOTAL DUE FOR CURRENT MONTH \$ 44,674.68

JANUARY

METER READING

	<u>KG</u>
12/31/2019	114,754
1/31/2020	<u>134,860</u>
Usage	20,106

1/6/2020
2/4/2020

REMIT TO: GULF COAST WATER AUTHORITY
3630 FM 1765
TEXAS CITY, TX 77591

SAN LEON MUNICIPAL UTILITY DISTRICT
MONTHLY ACTIVITY REPORT
FOR THE MONTH OF January 2020

A/R ACTIVITY

OF ACTIVE ACCOUNTS..... 2875
TAP PAYMENTS 2/ \$3000
INSPECTION FEES 6/\$375
LINE EXTENSION.....0

DELINQUENT ACCOUNTS

LOCK-OFFS FOR NON-PAY..... 127
LOCK-OFFS PAID.....54
PULL METER/SVC TAMP. FEES 0

NO LOCK OFF FOR NON PAYMENT DUE TO THE HOLIDAYS

SERVICE ORDERS DEC. 19TH. THROUGH JAN. 15TH., 2020

KEN	3
LEO	25
RANDY	45
MACK	18
ANTHONY	27
OTHER	4
TAPS	3
LINE EXTENSION	0
CONNECTS	19
DISCONNECTS	12
OCCUPANT CHANGES	9
POOL FILLS	0
RECONNECTS	0
AFTER HOURS	2
RE-READ	2
LOCATE & MARK TAPS	3

TOTAL: 172

CUSTOMER COMPLAINTS:

137 13TH. ST.	REPLACE METER BOX
116 19TH. ST.	TURN ON FOR TESTING
732 12TH. ST.	CHECK FOR LEAK
137 13TH. ST.	CHECK FOR LEAK
1631 25TH. ST.	CHECK METER
915 25TH. ST.	CHECK FOR LEAK
335 27TH. ST.	INSTALL NEW METER BOX
1028 14TH. ST.	CHECK FOR LEAK
2379 AVE. L	MAKE SURE WATER IS ON
802 28TH. 1/2 ST.	TEMP TURN OFF FOR REPAIRS
2621 AVE H	CHECK FOR LEAK
801 12TH. ST.	CHECK FOR LEAK
1429 24TH. ST. UNIT A	LOCATE AND MARK TAPS
915 8TH. ST.	LEAK ON CUSTOMER SIDE
1522 AVE. K	FLUSH LINE
925 9TH. ST.	SEWER BACK-UP
550 24TH. ST. #25	LOCATE AND MARK
312 25TH. 1/2	LOCATE AND MARK
1025 9TH. ST.	REPLACE METER BOX
1501 AVE. I	REPLACE CURBSTOP
310 12TH. ST.	REPLACE CURBSTOP
811 27TH. ST.	CHECK FOR LEAK
1138 SUNSET	REPAIR CLEAN OUT

SERVICE ORDERS DEC. 19TH. THROUGH JAN. 15TH., 2020

PROFILED METERS:

634 6TH. ST.
414 14TH. ST.
341 3RD. ST.
801 12TH. ST.
1196 24TH. ST.
137 13TH. ST.
2247 BROADWAY
1525 25TH. ST. UNIT A

MAIN REPAIRS:

833 23RD. ST.	HYDRANT MAINTENANCE
443 24TH. ST.	HYDRANT MAINTENANCE
731 23RD. ST.	HYDRANT MAINTENANCE

VIOLATIONS:

340 4TH. ST.	POSSIBLE RV VIOLATION
1244 10TH. ST.	THEFT OF SERVICE
514 8TH. ST.	THEFT OF SERVICE
2385 BROADWAY	THEFT OF SERVICE
530 13TH. 1/2 UNIT A	THEFT OF SERVICE
310 12TH. ST.	THEFT OF SERVICE
230 10TH. ST. UNIT A	THEFT OF SERVICE
1202 AVE. B	THEFT OF SERVICE
531 14TH. ST.	THEFT OF SERVICE
2373 AVE. L	THEFT OF SERVICE
2589 CLIFF	THEFT OF SERVICE
2507 CLIFF	THEFT OF SERVICE
840 29TH. ST. UNIT A	THEFT OF SERVICE
911 29TH. ST.	THEFT OF SERVICE
2249 BROADWAY	THEFT OF SERVICE
2371 AVE. L	THEFT OF SERVICE
318 TENNYSTON	THEFT OF SERVICE
800 7TH. ST.	THEFT OF SERVICE

METER INSTALLATION / TAPS:

2230 AVE L	INSTALL NEW METER
116 19TH. ST.	INSTALL NEW METER
2851 BROADWAY	INSTALL NEW METER
2373 AVE. L	RE-INSTALL METER
340 4TH. ST.	RE-INSTALL METER
514 8TH. ST.	RE-INSTALL METER
737 5TH. ST.	REPLACE TAIL PIECE

SERVICE ORDERS DEC. 19TH. THROUGH JAN. 15TH., 2020

625 18TH. ST.	INSTALL NEW METER
1027 13TH. ST.	INSTALL NEW TAPS
247 8TH. ST. UNIT B	INSTALL NEW TAPS
247 8TH. ST. UNIT A	INSTALL NEW TAPS

PULL METER:

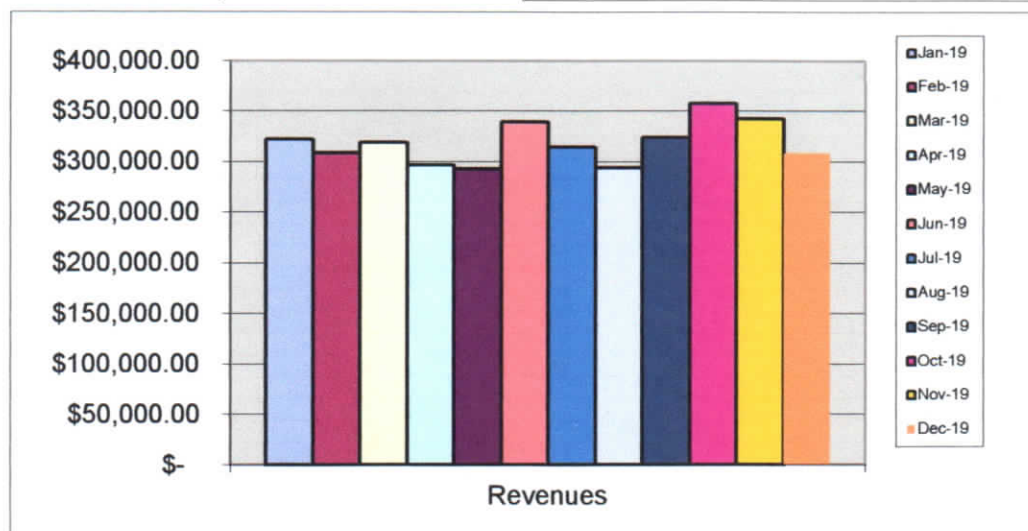
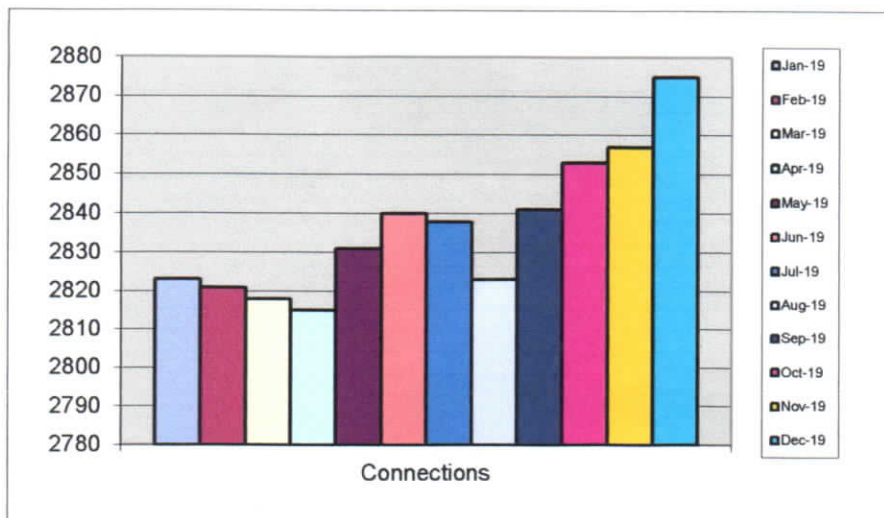
1244 10TH. ST.	THEFT OF SERVICE / REPLACE CURBSTOP
514 8TH. ST.	THEFT OF SERVICE
2385 BROADWAY	THEFT OF SERVICE
530 13TH. 1/2 UNIT A	THEFT OF SERVICE
310 12TH. ST.	THEFT OF SERVICE
230 10TH. ST. UNIT A	THEFT OF SERVICE
1202 AVE. B	THEFT OF SERVICE
531 14TH. ST.	THEFT OF SERVICE
2373 AVE. L	THEFT OF SERVICE
2589 CLIFF	THEFT OF SERVICE
2507 CLIFF	THEFT OF SERVICE
840 29TH. ST. UNIT A	THEFT OF SERVICE
911 29TH. ST.	THEFT OF SERVICE
340 4TH. ST.	PULL TAP
2249 BROADWAY	THEFT OF SERVICE
2371 AVE. L	THEFT OF SERVICE
318 TENNYSTON	THEFT OF SERVICE
800 7TH. ST.	THEFT OF SERVICE

LINE EXTENSIONS:

PLUMBING INSPECTIONS:

927 5TH. ST.	SEWER LINE
805 BROADWAY	
1434 24TH. ST.	REPAIRS
2851 BROADWAY	CONNECTION TO METER
415 14TH. ST.	REPAIRS
915 8TH. ST.	REPAIRS
927 5TH. ST.	ROUGH-IN
2724 AVE. D #4	ROUGH-IN
2724 AVE. D #3	ROUGH-IN
436 5TH. ST.	SERVICE LINE
1220 25TH. ST.	SERVICE LINE AND TOP OUT
1034 26TH. ST.	
2863 BROADWAY	SEWER LINE

	Revenues	Connections
Jan-19	\$ 321,750.75	2823
Feb-19	\$ 308,501.14	2821
Mar-19	\$ 319,068.03	2818
Apr-19	\$ 296,784.67	2815
May-19	\$ 292,694.27	2831
Jun-19	\$ 339,252.65	2840
Jul-19	\$ 314,432.55	2838
Aug-19	\$ 294,033.74	2823
Sep-19	\$ 324,173.02	2841
Oct-19	\$ 357,829.74	2853
Nov-19	\$ 342,292.02	2857
Dec-19	\$ 307,936.11	2875
Jan-20	\$ 298,832.99	2875



January 2020

GENERAL OPER FUND	TP OP	TEX 1ST OP	TFB OP ACCRU	TEX 1ST P/R	AMOCO SVG.	AMOCO/18	TOTALS
BEGINNING GL BALANCE	\$ 1,130,046.97	\$ 207,882.74	\$ 1,015.61	\$ 28,616.20	\$ 250.29	\$ 213,740.81	\$ 1,581,552.62
REVENUES							
DEPOSIT RECEIPTS	\$ -	\$ 301,349.85	\$ -	\$ -	\$ -	\$ -	\$ 301,349.85
INTEREST	\$ 1,528.41	\$ 249.32	\$ 0.09	\$ 7.49	\$ 0.01	\$ 154.30	\$ 1,939.62
M/O TAX DEPOSITS	\$ -	\$ 302,405.16	\$ -	\$ -	\$ -	\$ -	\$ 302,405.16
PR TRANSFER	\$ -	\$ -	\$ -	\$ 51,163.74	\$ -	\$ -	\$ 51,163.74
REIMB FROM BOND	\$ -	\$ 155,880.10	\$ -	\$ -	\$ -	\$ -	\$ 155,880.10
REV CK RETURN FEE	\$ -	\$ 6.00	\$ -	\$ -	\$ -	\$ -	\$ 6.00
	\$ 1,131,575.38	\$ 967,773.17	\$ 1,015.70	\$ 79,787.43	\$ 250.30	\$ 213,895.11	\$ 2,394,297.09
EXPENSES							
PAYROLL ENTRIES	\$ -	\$ -	\$ -	\$ (51,163.74)	\$ -	\$ -	\$ (51,163.74)
ACCTS PAYABLE	\$ -	\$ (316,184.52)	\$ -	\$ -	\$ -	\$ -	\$ (316,184.52)
TRANSFERS PAYROLL	\$ -	\$ (51,163.74)	\$ -	\$ -	\$ -	\$ -	\$ (51,163.74)
RET CKS	\$ -	\$ (697.98)	\$ -	\$ -	\$ -	\$ -	\$ (697.98)
MERCH CHRG	\$ -	\$ (1,133.89)	\$ -	\$ -	\$ -	\$ -	\$ (1,133.89)
ENDING GL BALANCE	\$ 1,131,575.38	\$ 598,593.04	\$ 1,015.70	\$ 28,623.69	\$ 250.30	\$ 213,895.11	\$ 1,973,953.22
OUTSTANDING CKS	\$ -	\$ 57,790.40	\$ -	\$ 831.13	\$ -	\$ -	\$ 58,621.53
DEPOSIT IN TRANSIT	\$ -	\$ (1,305.65)	\$ -	\$ -	\$ -	\$ -	\$ (1,305.65)
ENDING BANK BALANCE	\$ 1,131,575.38	\$ 655,077.79	\$ 1,015.70	\$ 29,454.82	\$ 250.30	\$ 213,895.11	\$ 2,031,269.10

CUSTOMER DEP FUND	TP DEP	TEX 1ST DEP	TOTALS
BEGINNING GL BALANCE	\$ 227,575.74	\$ 163,688.78	\$ 391,264.52
REVENUES			
DEPOSIT RECEIPTS	\$ -	\$ 4,750.00	\$ 4,750.00
INTEREST	\$ 307.83	\$ 49.34	\$ 357.17
	\$ 227,883.57	\$ 168,488.12	\$ 396,371.69
EXPENSES			
FINAL REFUNDS	\$ -	\$ (3,025.00)	\$ (3,025.00)
ENDING GL BALANCE	\$ 227,883.57	\$ 165,463.12	\$ 393,346.69
OUTSTANDING CKS	\$ -	\$ 1,950.60	\$ 1,950.60
ENDING BANK BALANCE	\$ 227,883.57	\$ 167,413.72	\$ 395,297.29

DEBT SERVICE FUND	TP TAX	TS D/S	TEX 1ST D/S	TOTALS
BEGINNING GL BALANCE	\$ 1,414,680.10	\$ 257,731.81	\$ 268,643.51	\$ 1,941,055.42
REVENUES				
INTEREST	\$ 2,172.81	\$ 339.57	\$ 260.66	\$ 2,773.04
D/S TAX DEPOSITS	\$ -	\$ -	\$ 743,147.36	\$ 743,147.36
WIRE TRSR	\$ 600,000.00	\$ -	\$ -	\$ 600,000.00
	\$ 2,016,852.91	\$ 258,071.38	\$ 1,012,051.53	\$ 3,286,975.82
EXPENSES				
2017 BOND PYMT	\$ -	\$ -	\$ -	\$ -
2013 BOND PYMT	\$ -	\$ -	\$ -	\$ -
2012 BOND PYMT	\$ -	\$ -	\$ -	\$ -
WIRE TRSR	\$ -	\$ -	\$ (600,000.00)	\$ (600,000.00)
ENDING GL BALANCE	\$ 2,016,852.91	\$ 258,071.38	\$ 412,051.53	\$ 2,686,975.82
OUTSTANDING CKS	\$ -	\$ -	\$ -	\$ -
ENDING BANK BALANCE	\$ 2,016,852.91	\$ 258,071.38	\$ 412,051.53	\$ 2,686,975.82

BOND 2017 FUNDS	TS BOND 2017	TEX 1ST 2017 BOND	TOTALS
BEGINNING GL BALANCE	\$ 311,538.92	\$ 581,310.09	\$ 892,849.01
REVENUES			
INTEREST	\$ 410.47	\$ 316.76	\$ 727.23
	\$ 311,949.39	\$ 581,626.85	\$ 893,576.24
EXPENSES			
PAYABLES	\$ -	\$ (29,601.21)	\$ (29,601.21)
ENDING GL BALANCE	\$ 311,949.39	\$ 552,025.64	\$ 863,975.03
OUTSTANDING CKS	\$ -	\$ -	\$ -
ENDING BANK BALANCE	\$ 311,949.39	\$ 552,025.64	\$ 863,975.03

BOND 2019 FUNDS	TS BOND 2019	TEX 1ST 2019 BOND	TOTALS
BEGINNING GL BALANCE	\$ 19,668,466.59	\$ 910,265.94	\$ 20,578,732.53
REVENUES			
INTEREST	\$ 25,914.68	\$ 457.02	\$ 26,371.70
	\$ 19,694,381.27	\$ 910,722.96	\$ 20,605,104.23
EXPENSES			
PAYABLES	\$ -	\$ (20,230.31)	\$ (20,230.31)
REIM TO GENERAL FUNDS	\$ -	\$ (155,880.10)	\$ (155,880.10)
ENDING GL BALANCE	\$ 19,694,381.27	\$ 734,612.55	\$ 20,428,993.82
OUTSTANDING CKS	\$ -	\$ -	\$ -
ENDING BANK BALANCE	\$ 19,694,381.27	\$ 734,612.55	\$ 20,428,993.82

	G/L BALANCE	BANK BALANCE
GENERAL OPER FUND	\$ 1,973,953.22	\$ 2,031,269.10
CUSTOMER DEP FUND	\$ 393,346.69	\$ 395,297.29
DEBT SERVICE FUND	\$ 2,686,975.82	\$ 2,686,975.82
BOND 2017	\$ 863,975.03	\$ 863,975.03
BOND 2019	\$ 20,428,993.82	\$ 20,428,993.82
TOTALS	\$ 26,347,244.58	\$ 26,406,511.06

SAN LEON MUD
Income Statement
For the Seven Months Ending January 31, 2020

	Current Month	Year to Date
Revenues		
Water Tap Fees	\$ 1,500.00	\$ 63,500.00
Sewer Tap Fees	\$ 1,500.00	\$ 61,500.00
Penalty	\$ 2,356.69	\$ 11,953.51
Inspection Fees	\$ 375.00	\$ 5,190.00
Water Service	\$ 113,908.74	\$ 843,811.20
Sewer Service	\$ 85,541.42	\$ 636,671.05
Reconnection Fees	\$ 700.00	\$ 4,375.00
Return Check/T-Tech Fees	\$ 180.00	\$ 660.00
Line Extentions	\$ -	\$ 70,650.00
Misc Income (see attached)	\$ 2,516.86	\$ 26,200.90
Interest/Dividend Income	\$ 2,296.79	\$ 18,485.05
Maint. & Operat. Tax	\$ 302,405.16	\$ 521,013.23
Street Light Revenue	\$ 10,957.49	\$ 73,981.01
VFD Revenue	\$ 31,387.13	\$ 199,181.49
Trash/Garbage	\$ 49,465.53	\$ 333,026.44
Reimbersement	\$ 155,880.10	\$ 155,880.10
Total Revenues	\$ 760,970.91	\$ 3,026,078.98

Expenses		
Salaries	\$ 50,930.02	\$ 412,738.76
Alliance Payroll Serv.	\$ 201.65	\$ 1,646.75
Payroll Tax Expense	\$ 3,820.92	\$ 30,801.68
Employee Pension Expense	\$ 1,284.96	\$ 10,160.05
State Unemployment Taxes	\$ 50.90	\$ 59.05
Auditing Fees	\$ -	\$ 24,500.00
Bank/Global/TTech Charges	\$ 1,127.89	\$ 7,029.95
Auto & Vehicle Expense	\$ 25.50	\$ 2,289.89
Equipment Expense	\$ 3,153.15	\$ 36,236.46
Chemicals Expense	\$ 2,827.96	\$ 12,176.23
Pest Control	\$ 94.00	\$ 650.00
Computer Expenses	\$ 3,443.83	\$ 26,610.54
Conferences & Seminars	\$ -	\$ 1,535.00
Dues & Subscriptions	\$ -	\$ 675.00
Annual Support Serv Agreements	\$ -	\$ 72.00
Education Courses/Materia	\$ 420.00	\$ 4,620.00
Life/Dental/LTD/STD Ins.	\$ 1,168.99	\$ 9,320.06
Group Insurance - Health	\$ 15,283.71	\$ 109,899.20
Laboratory Fees	\$ 1,814.00	\$ 9,161.70
Filing/Posting Agendas/Notices	\$ -	\$ 138.00
Advertised Legal Notices	\$ 900.00	\$ 6,443.40
Laboratory Equip./Supplies	\$ -	\$ 4,907.68
License Expense	\$ -	\$ 222.00
Permits	\$ -	\$ 46.20
Mileage/Lodging Exp	\$ 657.67	\$ 2,303.80
Misc Expense	\$ -	\$ 11,831.82
Fuel & Lube	\$ -	\$ 4,702.93
Small Hand Tools/Tools	\$ -	\$ 2,675.17

SAN LEON MUD
Income Statement
For the Seven Months Ending January 31, 2020

Office Supplies	\$ 983.03	\$ 10,814.58
Printing	\$ 210.00	\$ 4,343.00
Postage	\$ 1,534.69	\$ 10,895.90
Shipping/Handling Expense	\$ -	\$ 2,075.59
Security System Monitoring	\$ 237.50	\$ 646.04
Legal Fees	\$ 1,675.00	\$ 10,482.76
Engineering Fees	\$ -	\$ 123,543.15
Rentals and Leases	\$ 4,788.39	\$ 10,820.80
Social Security Assessment Fee	\$ -	\$ 35.00
Water Line Ext.	\$ -	\$ 43,120.00
Sewer Line Ext.	\$ -	\$ 37,145.20
Director Per Diems	\$ 415.56	\$ 5,365.31
WTP - Repair/Expense	\$ 962.93	\$ 17,689.30
WWTP - Repair/Expense	\$ 213.59	\$ 15,967.36
Repair & Maintenance-Water	\$ 4,337.30	\$ 63,160.62
Repair & Maintenance-Sewer	\$ 472.87	\$ 52,724.92
Sludge System Expenses	\$ 14,494.73	\$ 79,386.63
Safety Equip/Supplies/Training	\$ 582.01	\$ 2,577.13
Contracted Services	\$ 96,445.00	\$ 617,473.92
Water - Tap Exp	\$ -	\$ 50,000.00
Sewer - Tap Exp	\$ -	\$ 48,049.98
Consumable Supplies & Material	\$ 28.56	\$ 1,148.51
Testing (Employee Drug)	\$ -	\$ 53.00
Telephone	\$ 1,156.97	\$ 7,785.19
Mobile/Comm Exp	\$ 381.27	\$ 9,297.43
Tax Collection Expense	\$ -	\$ 4,996.56
Uniform Expense	\$ 1,167.23	\$ 6,430.51
Street Light Expense	\$ 5,846.71	\$ 48,248.10
Security/Locks @ Entryways	\$ 100.00	\$ 17,293.96
Waste Disposal	\$ 50,712.54	\$ 352,090.03
Utilities	\$ 9,201.76	\$ 72,635.24
TCEQ Permit	\$ -	\$ 13,768.98
Water Assess. Fee	\$ 12,412.57	\$ 12,412.57
Lawn Service	\$ -	\$ 12,150.00
VFD Expense	\$ 31,387.00	\$ 199,183.00
GCWA - Dist Sys - Cap - North	\$ 1,927.88	\$ 13,395.86
GCWA - Dist Sys - Cap - Bayshr	\$ 1,280.34	\$ 8,977.98
GCWA - Capital Charge	\$ 10,082.36	\$ 69,124.70
GCWA - Raw Water Charge	\$ 17,614.69	\$ 122,209.24
GCWA - Operating Budget	\$ 13,769.41	\$ 95,713.45
Total Expenses	\$ 371,627.04	\$ 3,006,684.82
Net Income	\$ 389,343.87	\$ 19,394.16

SAN LEON MUD**General Ledger****For the Period From Jan 1, 2020 to Jan 31, 2020**

Filter Criteria includes: 1) IDs from 34510 to 34510. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account Account	Date	Referen	Jrn	Trans Description	Debit Amt	Credit A	Balance
34510	1/1/20			Beginning Balance			-23,684.0
Misc Inc	1/6/20	JAN 20	CR	MISC. INCOME - DEC 2019 PRINCIPAL DIVIDE		55.00	
	1/10/2	JAN 20	CR	MISC. INCOME - DEC 2019 FINALS APPLIED		2,461.86	
				Current Period Change		2,516.86	-2,516.86
	1/31/2			Ending Balance			-26,200.9

SAN LEON MUD
Check Register
For the Period From Jan 1, 2020 to Jan 31, 2020

Check #	Date	Payee	Cash Acct	Amount
4934	1/10/20	CENTERPOINT ENERGY	10400	\$ 153.07
4935	1/10/20	WORLDWIDE POWER PRODUCTS	10400	\$ 2,448.50
4936	1/10/20	WASTE MANAGEMENT OF SOUTH TEXAS	10400	\$ 285.04
4937	1/10/20	TERMINIX PROCESSING CENTER	10400	\$ 94.00
4938	1/10/20	EAGLE POINT PRESS	10400	\$ 450.00
4939	1/10/20	EASTEX ENVIRONMENTAL LAB	10400	\$ 907.00
4940	1/10/20	GENSOLUTIONS LLC	10400	\$ 1,132.80
4941	1/10/20	BIRD NEST SERVICES, INC.	10400	\$ 219.00
4942	1/10/20	DECKER DISPOSE-ALL & RECYCLING SERVICES	10400	\$ 50,427.50
4943	1/10/20	CINTAS CORPORATION #081	10400	\$ 967.63
4944	1/10/20	ROCKET FRANCHISING, INC.	10400	\$ 312.93
4945	1/10/20	TEXAS COMMISSION ON ENVIRONMENTAL	10400	\$ 12,412.57
4946	1/10/20	CORPORATE QUALITY	10400	\$ 210.00
4947	1/10/20	CARDMEMBER SERVICE	10400	\$ 491.05
4948	1/10/20	ACE BACLIFF BUILDERS SUPPLY	10400	\$ 1,036.78
4949	1/10/20	OFFICE DEPOT CREDIT PLAN	10400	\$ 865.57
4950	1/10/20	DXI INDUSTRIES, INC.	10400	\$ 1,273.50
4951	1/10/20	ASCO	10400	\$ 605.83
4952	1/10/20	O'REILLY AUTOMOTIVE, INC.	10400	\$ 114.20
4953	1/10/20	RED'S TIRE SERVICE	10400	\$ 25.50
4954	1/10/20	WATER, SEWER REPAIR & MORE	10400	\$ 36,000.00
4955	1/10/20	GARY BROWNING	10400	\$ 14.55
4956	1/10/20	ERROR COMPUTER REPAIR, LLC	10400	\$ 500.00
4957	1/10/20	GULF COAST WATER AUTHORITY	10400	\$ 44,674.68
4958	1/24/20	AFLAC	10400	\$ 364.09
4959	1/24/20	DENTAL SELECT	10400	\$ 577.10
4960	1/24/20	ALWAYS CARE BENEFITS, INC.	10400	\$ 91.62
4961	1/24/20	FIDELITY SECURITY LIFE INS. COMPANY	10400	\$ 573.80
4962	1/24/20	BLUE CROSS BLUE SHIELD OF TEXAS	10400	\$ 14,709.91
4963	1/24/20	SUPERIOR WASTE SOLUTIONS	10400	\$ 14,494.73
4964	1/24/20	TYLER TECHNOLOGIES, INC	10400	\$ 2,412.50
4965	1/24/20	D & G COMMUNICATIONS, INC.	10400	\$ 185.00
4966	1/24/20	MATHESON TRI-GAS	10400	\$ 179.89
4967	1/24/20	SAM'S CLUB	10400	\$ 46.41
4968	1/24/20	COMCAST	10400	\$ 312.33
4969	1/24/20	FRONTIER	10400	\$ 1,156.97
4970	1/24/20	REID, STRICKLAND, GILLETTE	10400	\$ 1,675.00
4971	1/24/20	VERIZON WIRELESS	10400	\$ 196.27
4972	1/24/20	EASTEX ENVIRONMENTAL LAB	10400	\$ 907.00
4973	1/24/20	SAVOIE A/C	10400	\$ 1,300.32
4974	1/24/20	WATER, SEWER REPAIR & MORE	10400	\$ 35,990.00
4975	1/24/20	R. S. SMOKE TEST & MULTI SERVICES	10400	\$ 24,455.00
4976	1/24/20	L & S ELECTRICAL SERVICES, LLC	10400	\$ 110.00
4977	1/24/20	DOCTOR COOL & PROFESSOR HEAT, INC.	10400	\$ 749.00
4978	1/24/20	CINTAS CORPORATION #081	10400	\$ 312.01
4979	1/24/20	WORLDWIDE POWER PRODUCTS	10400	\$ 2,160.00
4980	1/24/20	ASAP SECURITY SERVICES	10400	\$ 237.50
4981	1/24/20	MP2 ENERGY	10400	\$ 14,895.40
4982	1/24/20	SEABREEZE	10400	\$ 450.00
4983	1/24/20	GALVESTON COUNTY EMERGENCY	10400	\$ 270.00
4984	1/24/20	PURCHASE POWER	10400	\$ 1,520.99
4985	1/24/20	FORTILINE, INC.	10400	\$ 4,017.50
4986	1/24/20	ANDREW MILLER	10400	\$ 657.67
4987	1/24/20	AMERICAN FUNDS SERVICE CO.	10400	\$ 2,010.74
4988	1/24/20	CASH	10400	\$ 313.30
4989	1/24/20	DXI INDUSTRIES, INC.	10400	\$ 1,343.50
4990	1/24/20	USABLE LIFE	10400	\$ 500.27
4991	1/30/20	SAN LEON VFD	10400	\$ 31,387.00

Total

\$ 316,184.52

5.67	\$0.00	\$0.00	\$625.00	\$9,500.00	\$1,706.82	\$0.00	\$0.00	\$0.00										\$11,831.82	\$1,690.26
5.67	\$1,413.00	\$0.00	\$1,211.25	\$0.00	\$1,228.68	\$850.00	\$0.00	\$0.00										\$4,702.93	\$671.85
3.33	\$116.42	\$96.41	\$449.95	\$1,379.87	\$455.58	\$176.94	\$0.00	\$0.00										\$2,675.17	\$382.17
10.00	\$1,717.35	\$890.90	\$1,237.49	\$1,840.78	\$2,632.42	\$1,512.61	\$983.03	\$0.00										\$10,814.58	\$1,544.94
1.67	\$1,686.00	\$583.00	\$0.00	\$0.00	\$178.00	\$1,686.00	\$210.00	\$0.00										\$4,343.00	\$620.43
16.67	\$1,684.40	\$1,520.99	\$3,058.18	\$0.00	\$1,597.64	\$1,500.00	\$1,534.69	\$0.00										\$10,895.90	\$1,556.56
3.33	\$564.92	\$327.50	\$168.79	\$496.25	\$424.84	\$93.29	\$0.00	\$0.00										\$2,075.59	\$296.51
3.33	\$45.00	\$45.00	\$45.00	\$183.54	\$45.00	\$45.00	\$237.50	\$0.00										\$646.04	\$92.29
10.00	\$1,562.50	\$1,450.00	\$1,937.50	\$0.00	\$2,412.50	\$1,445.26	\$1,675.00	\$0.00										\$10,482.76	\$1,497.54
10.00	\$8,031.08	\$2,064.55	\$0.00	\$2,073.46	\$37,146.40	\$1,577.92	\$0.00	\$0.00										\$50,893.41	\$7,270.49
00	\$23,098.81	\$25,128.10	\$0.00	\$24,422.83	\$0.00	\$0.00	\$0.00	\$0.00										\$72,649.74	\$10,378.53
10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00										\$0.00	\$0.00
16.67	\$164.40	\$169.14	\$169.14	\$141.90	\$5,215.93	\$171.90	\$4,788.39	\$0.00										\$10,820.80	\$1,545.83
17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00	\$0.00	\$0.00										\$35.00	\$5.00
16.67	\$20,460.00	\$0.00	\$14,520.00	\$0.00	\$0.00	\$8,140.00	\$0.00	\$0.00										\$43,120.00	\$6,160.00
3.33	\$0.00	\$7,040.00	\$30,105.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00										\$37,145.20	\$5,306.46
00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00										\$0.00	\$0.00
3.33	\$2,537.46	\$554.10	\$554.10	\$138.52	\$415.57	\$750.00	\$415.56	\$0.00										\$5,365.31	\$766.47
00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00										\$0.00	\$0.00
3.33	\$1,537.84	\$2,998.81	\$2,538.29	\$625.86	\$2,185.65	\$6,839.92	\$962.93	\$0.00										\$17,689.30	\$2,527.04
10.00	\$0.00	\$3,860.58	\$84.00	\$1,576.00	\$3,034.60	\$7,198.59	\$213.59	\$0.00										\$15,967.36	\$2,281.05
00.00	\$34,570.93	\$6,371.33	\$4,956.95	\$982.52	\$11,572.41	\$369.18	\$4,337.30	\$0.00										\$63,160.62	\$9,022.95
3.33	\$7,574.33	\$3,989.27	\$20,686.16	\$5,917.95	\$8,045.39	\$6,038.95	\$472.87	\$0.00										\$52,724.92	\$7,532.13
00.00	\$12,196.60	\$12,601.05	\$10,309.95	\$8,018.85	\$0.00	\$21,765.45	\$14,494.73	\$0.00										\$79,386.63	\$11,340.95
5.00	\$119.05	\$484.52	\$47.88	\$266.25	\$1,077.42	\$0.00	\$582.01	\$0.00										\$2,577.13	\$368.16
00.00	\$48,790.00	\$28,300.00	\$86,250.00	\$90,075.42	\$90,795.50	\$176,818.00	\$96,445.00	\$0.00										\$617,473.92	\$88,210.56
33.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00										\$0.00	\$0.00
00.00	\$6,000.00	\$12,000.00	\$4,000.00	\$7,000.00	\$8,000.00	\$13,000.00	\$0.00	\$0.00										\$50,000.00	\$7,142.86
00.00	\$5,000.00	\$11,000.00	\$4,000.00	\$7,000.00	\$8,049.98	\$13,000.00	\$0.00	\$0.00										\$48,049.98	\$6,864.28
1.67	\$13.48	\$345.26	\$112.90	\$343.59	\$253.83	\$50.89	\$28.56	\$0.00										\$1,148.51	\$164.07
1.83	\$0.00	\$53.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00										\$53.00	\$7.57
33.33	\$1,272.47	\$1,111.70	\$843.02	\$0.00	\$1,132.96	\$2,268.07	\$1,156.97	\$0.00										\$7,785.19	\$1,112.17
5.00	\$197.99	\$7,488.12	\$513.75	\$268.66	\$250.57	\$197.07	\$381.27	\$0.00										\$9,297.43	\$1,328.20
16.67	\$0.00	\$1,723.21	\$0.00	\$0.00	\$0.00	\$3,273.35	\$0.00	\$0.00										\$4,996.56	\$713.79
3.33	\$728.36	\$965.38	\$1,133.58	\$16.99	\$1,499.00	\$919.97	\$1,167.23	\$0.00										\$6,430.51	\$918.64
10.00	\$5,827.32	\$5,780.67	\$5,724.62	\$7,461.14	\$5,882.86	\$11,724.78	\$5,846.71	\$0.00										\$48,248.10	\$6,892.59
6.67	\$0.00	\$100.00	\$200.00	\$100.00	\$3,562.63	\$13,231.33	\$100.00	\$0.00										\$17,293.96	\$2,470.57
50.00	\$50,142.50	\$49,587.99	\$50,423.17	\$49,667.50	\$51,064.38	\$50,491.95	\$50,712.54	\$0.00										\$352,090.03	\$50,298.58
33.33	\$8,827.68	\$9,527.64	\$8,777.30	\$8,860.91	\$9,543.11	\$17,896.84	\$9,201.76	\$0.00										\$72,635.24	\$10,376.46
10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,768.98	\$0.00	\$0.00	\$0.00										\$13,768.98	\$1,967.00
10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,412.57	\$0.00										\$12,412.57	\$1,773.22
10.00	\$1,300.00	\$0.00	\$2,700.00	\$3,550.00	\$2,600.00	\$2,000.00	\$0.00	\$0.00										\$12,150.00	\$1,735.71
16.67	\$22,848.00	\$21,816.00	\$29,850.00	\$30,620.00	\$32,544.00	\$30,118.00	\$31,387.00	\$0.00										\$199,183.00	\$28,454.71
10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00										\$0.00	\$0.00
33.33	\$1,894.78	\$1,894.78	\$1,894.78	\$1,927.88	\$1,927.88	\$1,927.88	\$1,927.88	\$0.00										\$13,395.86	\$1,913.69
33.33	\$1,285.54	\$1,285.54	\$1,285.54	\$1,280.34	\$1,280.34	\$1,280.34	\$1,280.34	\$0.00										\$8,977.98	\$1,282.57
16.67	\$9,598.42	\$9,598.42	\$9,598.42	\$10,082.36	\$10,082.36	\$10,082.36	\$10,082.36	\$0.00										\$69,124.70	\$9,874.96
83.33	\$17,250.16	\$17,250.16	\$17,250.16	\$17,614.69	\$17,614.69	\$17,614.69	\$17,614.69	\$0.00										\$122,209.24	\$17,458.46
33.33	\$13,545.27	\$13,545.27	\$13,545.27	\$13,769.41	\$13,769.41	\$13,769.41	\$13,769.41	\$0.00										\$95,713.45	\$13,673.35
10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00										\$0.00	\$0.00
10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00										\$0.00	\$0.00
341.67	\$416,940.94	\$366,044.09	\$419,134.71	\$430,313.70	\$463,598.76	\$539,025.58	\$371,627.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,006,684.82	\$429,526.40
8.33	-\$59,097.74	\$9,091.89	-\$80,279.05	-\$61,463.06	-\$63,690.06	-\$114,511.69	\$389,343.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,394.16	\$1,616.18



SAN LEON MUNICIPAL UTILITY DISTRICT

ENGINEER'S REPORT

FOR

FEBRUARY 19, 2020

CI Project NO. 2018145-000-DS

Prepared on 02/12/2020

This report provides the District with current information regarding updates, progress, or documentation on the projects below as authorized by the District.

1) WWTP EXPANSION DESIGN

Plans are near completion. A set of plans should arrive prior to the Board meeting for the District's review by the District Manager, Field Superintendent and Plant Operator. The Project Manual and plans are currently undergoing an inhouse Quality Assurance / Quality Control (QA/QC) review. If there are no changes by the District then advertising will occur on February 27 and March 5th. A pre-bid conference will follow on the March 12th at the wastewater plant. Bids will be opened on March 26th at the Costello Office.

2) UTILITY MASTER PLAN UPDATE

No work performed since the previous meeting.

Prepared by:

Harry B. "Hal" Walker, P.E.

Senior Project Manager

TBPE Firm Registration No. 280

Blackboard

T: 202-462-4863
F: 202-462-4863

1111 19th Street NW
Washington DC 20036 USA
Blackboard.com

January 8, 2019

San Leon Municipal Utility District
443 24th Street
San Leon, TX 77539
RE: BLACKBOARD QUOTE# 894581623-293330(1-8-2019) SH
GSA Contract Number GS-35F-0554M

2019 Contract

Company Information

Blackboard, Inc.
1111 19th Street NW
9th Floor
Washington DC 20036

DUNS Number: 01-613-1430
Tax ID Number: 52-2081178
CAGE Number: 1QLN4
GSA Contract Number: GS-35F-0554M

PLEASE FAX ALL ORDERS TO 818-450-0425
Prices Valid until March 1, 2019

*If you have any questions concerning this proposal, please contact Russ Hefner at 910-315-4648.
Please direct all contracting related questions to Snaevar Hreinsson at 202-303-9333.*

To Whom It May Concern:

Service Summary: The Blackboard Connect for Government service allows government leaders to provide notices, direction, and reassurance to reach thousands of constituents in minutes without having to invest in or maintain hardware, software, or additional phone lines. Now, you can reach your entire community—quickly and reliably—with voice, text, and email messages.

Services include:

- An integrated communications suite, including Priority Communication, Community Outreach and Interactive Survey
- Voice, text/SMS Pager and Email delivery to multiple communication devices
- Geo-Calling feature lets you target recipients using a map
- 24/7/365 proactive Client Care support
- Unlimited use for a fixed, annual fee
- Initial set-up, training and refresher training sessions included
- Delivery to up to 10 phones, 10 SMS phones, 2 pagers and 4 email addresses per contact
- Superior call routing, throttling, and load balancing expertise
- Fully hosted and managed Software as a Service (SaaS) — no maintenance required
- Message delivery tracking with comprehensive reporting
- Delivery to Social Media (Facebook & Twitter)
- Delivery to RSS and CAP Feeds

Please take special note of Blackboard's GSA Contract Number on page one. **The PO submitted by your organization should reference this number.** If the PO does not reference Blackboard's GSA Contract Number this will delay issuance of your invoice and a new PO will need to be submitted to Blackboard.

If you have any questions or require additional information, please feel free to contact me at 202-303-9375. We look forward to meeting your online teaching and learning needs!

Warmest Regards,

Bill Jones
Deputy General Counsel
Blackboard Inc.

Quote Summary

All products and services quoted are available through Blackboard's GSA Schedule GS-35F-0554M and pursuant to the Terms of Conditions thereof.

Renewal Term: March 1, 2019 – February 28, 2020

SIN #	Product Code	Product Name	Renewal Term	GSA Price	Net Price
132-32	BC-STND	Blackboard Connect for Government Service up to 2500 recipients	3/1/2019 – 2/28/2020 2/29/2020	\$1.91 per recipient	\$4,775.00
132-32	BC-CARE	Blackboard Connect Support	3/1/2019 – 2/28/2020 2/29/2020	\$957.13	\$957.13
TOTAL					\$5,732.13

Please state in the task order/purchase order the following:

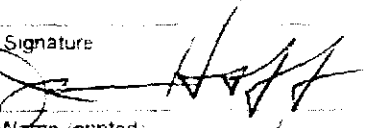
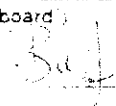
- The product description, list prices, reductions, and extended prices.
- The term "open market item(s)" next to any above indicated items.
- Reference Blackboard GSA Schedule# **GS-35F-0554M**
- Reference and attach this quote.

**Note: If you do not remit a PO for payment, this quote will need to be signed by both Parties.

Quote Details

Notes

1. Net pricing for Blackboard Connect Service and Support applies only for the term specified.
2. Blackboard Connect Service and Support are billed annually in advance.
3. This contractor and all covered subcontractors shall abide by the requirements of 29 CFR Part 741, 41 CFR § 60-1.4(a), Appendix A to Subpart A, 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

Customer: San Leon Municipal Utility District	Blackboard (Blackboard)
Signature: 	Signature: 
Name (printed): Janice Hoffman	NAME JONES
Title (printed): Office Manager	DEPUTY GENERAL COUNSEL
Date: 2/21/19	Title (printed): 2/21/2019
	Date:

Blackboard

Blackboard Inc.
3815 River Crossing Parkway, Suite
200
Indianapolis, IN 46240 USA
Phone: +1 202.463.4860
Fax: +1.312.236.7251
Email: operations@blackboard.com
Tax ID: 52-2081178

Renewal Confirmation Notice

CUSTOMER INFORMATION:

Billing Address:

San Leon Municipal Utility District
Accounts Payable 443 - 24th Street
San Leon, TX 77539
USA

Date: 10/15/2019
Customer No: 345124
Document No: CSF000317014

Customer Primary Contact: Janice Hoffman

RENEWAL PRODUCTS AND SERVICES:

Qty	Product Code	Product Description	Start Date	End Date	Price (USD)
1	BC-CARE	Blackboard Connect Care Annual Fee	03/01/2020	02/28/2021	954.51
2500	BC-STND	Blackboard Connect Unlimited Emergency and Outreach Messaging Service per Recipient License Fee, 1 - 5,000 Recipients	03/01/2020	02/28/2021	4,761.95

Renewal Amount (USD) 5,716.46

RENEWAL CONFIRMATION:

Per the terms of your contract currently in place for Blackboard products and/or services, the next renewal period starts on **03/01/2020**. Per the terms of your contract, this license may be automatically renewed 30 days prior to this renewal period start date.

You will be invoiced for products and/or services for the total above upon receipt of this form unless other arrangements are made. Please note that taxes are not included in the total Renewal Amount and will be added, where applicable, when invoiced. If you are exempt from paying sales tax, include your current state tax exemption certificate or forward to exemptcerts@blackboard.com.

Please complete the following to ensure accurate billing:

- Billing information is accurate: _____ (please initial or note corrections)
- Purchase Order No. _____ - OR - My organization does not require a Purchase Order _____ (please initial)
- Please send this completed renewal confirmation notice and the accompanying purchase order, unless a purchase order is indicated as not required above, via any one of the following methods by **12/21/2019**:
 - Email: operations@blackboard.com
 - Fax: +1.312.236.7251
 - Mail: Blackboard Inc., 3815 River Crossing Parkway, Suite 200, Indianapolis, IN 46240, USA

District Manager Report

February 16, 2020

Regional Agencies

Gulf Coast Water Authority (GCWA): GCWA was recently notified that the Brazos River Authority would be releasing some of their stored water as multiple retention points are nearing capacity. There are several capital improvement projects in progress, with only one at the facility and the rest in a distribution line other than ours. GCWA is working with all customers to allocate the additional capacity as a result of their recent rerating and will be facilitating inter-agency sale of unneeded capacity to interested parties, chiefly Galveston. As a reminder, there are plans to construct another treatment plant as well as continue improve the existing facility, so in the event there are additional needs in the future there will be capacity available for San Leon. TCEQ recently approved GCWA's schedule for annual chlorine maintenance, which will be happening April 12th through April 27th. They will be providing social media artwork and fliers to distribute the information to the community as there may be an increased chlorine smell during the maintenance period. The next GCWA meeting is not on the calendar yet, but will be dealing with their 2020-2021 budget.

Galveston County: 14th Street has been undergoing improvements following the addition of 1,600 feet into the county maintenance logs. We been coordinating with their crews to ensure existing taps, hydrants, and valves are preserved or relocated with care. With the upcoming election, we have also been in constant communication with the Galveston County Elections division to ensure compliance and a smooth setup process for early voting and regular voting within District boundaries.

Texas Commission for Environmental Quality (TCEQ): The EPA's proposed changes to the Lead and Copper Rules were open to public comment through Wednesday, February 12th. There are currently over 55,000 comments that will be considered and potential revisions to the rules will be done. Overall, the responses have been positive, with some concern for underprivileged communities that would be negatively impacted due to lack of resources to meet the increased standards, as well as the decreased incentive to replace service lines that may contribute to lead and copper excursions. A FEMA sponsored Disaster Management class was held in the Woodlands this month and many scenarios were roleplayed and discussed. Several books were handed out as class materials to assist utilities with analyzing and bolstering their infrastructure ahead of natural disasters, as well as having prompt response plans in the even of a natural disaster.

Texas General Land Office: A conference call February 4th provided some insight into an upcoming program that will release nearly \$4 billion in community development block grants that are intended to bolster infrastructure against natural disasters. Projects will be scored and reviewed on several criteria, but the key takeaway is that utility districts are not going to require county sponsorship to access these monies. 3 applications can be submitted per entity, with grants being awarded from a minimum of \$3 million to a maximum of \$100 million per project. We are continuing to research this program, but firmly believe that we will have a significant advantage in the

application process and will be continuing to monitor the GLO for additional information, including when the application process will be opened up.

Attorney General: We continue to work with the Attorney General on the costs associated with a request made under the Public Information Act from Philip Haskett.

Association of Water Board Directors: The recent AWBD Midwinter Conference was held in Dallas this past month and featured very insightful sessions, including a discussion on cybersecurity from an FBI agent who works in their cybercrimes division. He made clear that hackers are not always looking to target specific entities because of their size or accessibility, but many times are simply looking for vulnerabilities in any system they encounter, so districts shouldn't rely on their size as a defense. The recent American Water Infrastructure Act of 2018 includes evaluation of cyber-defenses and requests that mitigation steps be evaluated and implemented where feasible.

Facilities and Distribution

Water treatment plant: No significant updates.

Sewer treatment plant: Due to contractor issues, the facility has been running harder than usual, but the staff have done an excellent job of keeping the effluent within permitted parameters. The new sludge hauling company arrived on site February 12th and is poised to bring the operations of the facility back down to normal levels.

Collection & distribution: As mentioned last month, our existing meter reading software will no longer be receiving technical support as of this coming July. We are having a meeting with our supplier this month to determine next steps, be that upgrades to the existing system or complete replacements of our infrastructure. A manhole at 14th & Avenue K was discovered to have significant amounts of inflow, so repairs are scheduled. Repairs have been delayed due to inclement weather. We are continuing a repair schedule for the valves in our system as funds are available.

Consultants

Attorney: No significant updates.

Engineer: We continue to work with Costello regarding the sewer treatment plant expansion. We also recently helped complete the documentation for the insurance policy renewal for the facilities.

District Services: We are continuing to work on fine-tuning the Payscale application for salary and benefits benchmarking; if any board member is interested in reviewing the data, we are able to set up additional log-ins. Impact Waste was served notice of termination following continued issues with service; Trinity is now handling sludge haul and disposal for the District. Trash service with Decker had reached the end of the existing contract, but was extended until the end of February to facilitate the transition to Texas Pride Disposal. A timeline for the transition, including return of Decker's bins and distribution of Texas Pride's, will be mailed out and distributed through online channels as well as we near the end of the month. Our website will be

undergoing a refreshed look as CivicPlus updates the layout and begins assisting the District with maintaining compliance with any future legislation regarding requirements for utility district websites.

Community Engagement

Resident communications: There was some property damage during the delivery of the new trash bins, including the culvert in front of the office and a mailbox on Broadway. Texas Pride assumed liability for the damages and will be paying for the repairs; we've already replaced the resident's mail box to their satisfaction and will be repairing the culvert once the weather has improved. Several properties complained of high bills, so we conducted surveys of the properties, including daily monitoring of meter reads and distribution of dye tablets to test toilets for leaks. There were multiple discussions with residents regarding the 2" water line restrictions and how improvements could be made to facilitate additional taps. A letter was received from Bay Casa HOA requesting additional information on the transition; several specific questions were responded to, as well as an assurance given that there would be constant communication throughout the transition period.

Public relations: The article for local publication this month walked through the history of trash service in San Leon and discussed the upcoming transition to Texas Pride Disposal.

Public Information Act (PIA) requests: We have completed 6 PIA requests this month and received additional requests to bring our outstanding PIA requests to 8. We continue to work on these requests as we have opportunity while still maintaining our day-to-day operations.

Tap requests: 27 taps requested; 18 were ok with existing infrastructure, 9 were unavailable as is and were quoted for line extensions/improvements. Discussions were also had regarding permitting of individual wells and the process for procuring on-site septic systems as some areas do not have existing sewer infrastructure.

Upcoming Projects

We continue to review and update our GIS. The Payscale compensation comparison tool continues to be fine-tuned and updated as information becomes available. We anticipate being able to more diligently pursue interviewing new staff to come on as a dedicated construction crew to bring additional work in-house versus contracting work to third-party vendors.



License and Service Agreement

Date: December 17, 2019

Client: San Leon Municipal Utility District

Client Address: 443 24th Street, San Leon, TX 77539

Phone: (281) 339-1586

This License and Service Agreement ("Agreement") sets forth the agreed upon terms and conditions under which CivicPlus, LLC ("CivicPlus") will provide the Services, as outlined and defined in the attached Exhibit A – Statement of Work ("SOW").

Term and Termination

1. This agreement shall be for an Initial Term of 18 months, commencing at signing, and shall automatically renew, for any number of one-year Renewal Terms unless or until terminated by either party.
2. Either party may terminate the Services by providing the other party with at least 60 days written notice prior to the renewal date.
3. Client may terminate this Agreement at any time if CivicPlus is found in default of any obligation defined within this Agreement which has not been cured within thirty days after receipt of written notice of such default.
4. Notwithstanding the above, in the event this Agreement or the Services are terminated, any outstanding invoices for Services performed shall become due in full and any outstanding fees for annual services shall be prorated from the beginning of the renewal term to the date of termination.

Intellectual Property & Ownership

5. This Agreement is not a sale of CivicCMS Content Management System (the "CMS") and its associated applications and modules. CivicPlus provides a right of use to the client during the period of this agreement. Rights are non-transferable.
6. The Client will own the graphic designs and web content that are incorporated into the CMS; ownership assumes all invoices for development have been paid by the Client. Client will assume full responsibility for website, software or module content maintenance and administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content.
7. Regarding the CMS, Client may not: a) license, sublicense or in any way commercially exploit or make it available to any third party, b) make derivative works based upon it, c) reverse engineer or access it in order to build a similar product, copy features or functions, or share it with third parties, or d) copy any ideas, features, functions or graphics.
8. The CivicPlus name, the CivicPlus and CivicCMS logo, and the products and modules associated with these services provided are trademarks of CivicPlus, and no right or license is granted to use them.



Billing & Payment Terms

9. Exhibit A outlines the Statement of Work for the website development and ongoing services. The Initial Term fees associated with the SOW are waived by CivicPlus as part of a limited time promotional offering. Client acknowledges such promotion may not be extended to other entities without the explicit written consent of CivicPlus.
10. Renewal Term Annual Services shall be invoiced on the first day of any Renewal Term. Annual services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase at the beginning of the second renewal term.
11. If at any time after the client approves the design and layout, the client chooses not to go live with their new website, the client will be obligated to pay CivicPlus \$500 to help offset project expenses incurred.
11. The Client shall only pay those expenses which are specifically defined in this agreement or defined in writing and approved as an addendum to this agreement.
12. If the Client's account exceeds 90 days past due, the web service may be temporarily removed from service until the Client's account is made current. Client will be given 30 days' notice prior to any removal of the website for non-payment.
13. The Client will be invoiced electronically through email. Upon request CivicPlus will mail invoices and the Client will be charged a \$5.00 convenience fee.

Taxes

14. It is CivicPlus' policy to pass through sales tax in those jurisdictions where such tax is required. If the Client is tax-exempt, the Client must provide CivicPlus proof of their tax-exempt status, within fifteen (15) days of contract signing, and this agreement will not be taxed. If the Client's state taxation laws change, the Client will begin to be charged sales tax in accordance with their jurisdiction's tax requirements and CivicPlus has the right to collect payment from the Client for past due taxes

Marketing

15. Client allows CivicPlus to display a "Government Websites by CivicPlus" insignia, and web link at the bottom of their web pages.
16. Client agrees to allow CivicPlus to include a reference(s) to the Client's website on the CivicPlus corporate website. This may include a mention of the Client, a picture of the Client's home page, and/or a case study of the Client's project.

Liability

17. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier or other service provider whose facilities or services are used in furnishing any portion of the service received by the Client.
18. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Client or any entity employed/contracted on the Client's behalf.



19. Client agrees that it is solely responsible for any solicitation, collection, storage, or other use of end-users' Personal Data on any website or online service provided by CivicPlus. Client further agrees that CivicPlus has no responsibility for the use or storage of end-users' Personal Data in connection with the website or the consequences of the solicitation, collection, storage, or other use by Client or by any third party of Personal Data.
20. To the extent it may apply to any service or deliverable of any SOW, user logins are for designated individuals chosen by Client ("Users") and cannot be shared or used by more than one User. Client will be responsible for the confidentiality and use of User's passwords and user names. Client will also be responsible for all Electronic Communications, including those containing business information, account registration, account holder information, financial information, Client Data, and all other data of any kind contained within emails or otherwise entered electronically through any CivicPlus Property or under Client's account. CivicPlus will act as though Client will have sent any Electronic Communications it receives under Client's passwords, user name, and/or account number. Client shall use commercially reasonable efforts to prevent unauthorized access to or use of any CivicPlus Property and shall promptly notify CivicPlus of any unauthorized access or use of any CivicPlus Property and any loss or theft or unauthorized use of any User's password or name and/or user personal information.
21. Client shall comply with all applicable local, state, and federal laws, treaties, regulations, and conventions in connection with its use of any CivicPlus Property.

Indemnification

22. To the extent allowed by law, CivicPlus agrees to indemnify and hold Client harmless from any and all claims for bodily injury, death, personal injury and property damage and for any other expenses (including attorney's fees) which arise out of the negligent actions or omissions of CivicPlus during the performance of this Agreement.

Force Majeure

23. Neither party will be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such causes may include, but not be limited to, acts of God or the public enemy, freight embargoes, power outages, and unusually severe weather; but the failure or delay must be beyond its control and without its fault or negligence and shall only be for the period causing the delay.

Miscellaneous

24. At all times and for all purposes hereunder, CivicPlus is an independent contractor and not an employee of the Client.
25. Any and all modifications of the services and/or terms of this agreement, shall be accomplished by an amendment, which must be approved in writing by both parties.
26. The invalidity, in whole or in part, of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.



27. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and consent to the terms & conditions of this Agreement.

Client

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:



Standard Website Services

Exhibit A

Initial Services

Phase 1: Website Design

- Choose a Design Template
- Create Subpage Design & Layout

Phase 2: Site Implementation

- Identify Global Navigation, Cascading Navigation, Mega-Menus & Related Links
- Implement Design within CMS

Phase 3: Content Development

- Create up to 50 Webpages/Files

Phase 4: User Training

- Onsite User training sessions: Group & Individual, as needed

Phase 5: Website Deployment

- Final Site Review and Link Checking
- Install & Activate related modules
- DNS Activities

Total Project Cost:

No Cost



Annual Services

Exhibit A

Hosting

- Secure Hosting in domestic data center
- Shared Web/SQL Server
- Redundant ISP
- 24/7 Monitored facility
- Redundant Power supplies with back-up generator
- Daily backups off-site
- 99.9% Uptime
- Intrusion Detection & Prevention

Support

- 24/7 Emergency Support
- One (1) Designated Support User
- Unlimited Number of Content Editors
- Unlimited User Support, 8am to 7pm EST, Monday – Friday
- Personnel dedicated solely to User Support
- Same day response (24 Hour Window)
- Online Training Documentation
- Monthly User Tutorials

CMA Application & Modules

- Annual CMS Usage License
- Periodic CMS Upgrades
- Core Drupal Upgrades, as Applicable
- Periodic Module Upgrades
- Install Service Patches, as Applicable

Annual Cost

No Charge Initial 18 Months
(\$2,000/Year After 18 Months)

Included in your website package:

- Apache Solr Search Appliance
- Google Analytics for Traffic Statistics
- E-Subscriber Mail Lists
- Online Web Forms
- Online Monthly User Webinars
- No Limit as to the Number of Pages You Can Add Over Time

AUDIO/VIDEO RECORDING POLICY FOR THE
SAN LEON MUNICIPAL UTILITY DISTRICT

Audio recording devices, video cameras and taking photographs (also referred to collectively as "devices") are allowed in the District Board Room, but courtesy and safety rules must be observed. Such devices cannot cause a safety hazard. No equipment of any kind may be set up in the walkways or allowed to block exits. Such devices shall not be allowed to block the view of other persons attending the meeting. In addition, the following rules apply:

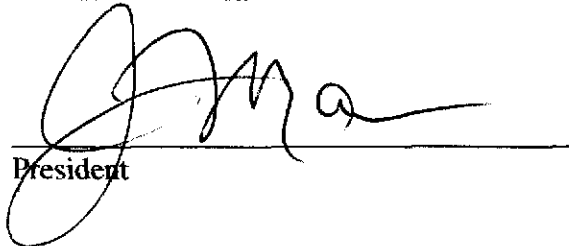
- (a) All citizens or individuals wishing to video record or take photographs of a public meeting using any type of video recording device or camera device shall remain away from the Board Members seating area and must stay in the audience seating area after the commencement of the Board meeting.
- (b) No person shall be allowed to use flash photography in the Board Room during a Board meeting.
- (c) The presiding officer shall have the authority to determine whether the intensity and/or duration of supplemental lighting is such that it disturbs the proceedings of the Board and upon making a determination, require that the use of such lighting be discontinued.
- (d) All citizens or individuals wishing to audio record a public meeting using a hand held audio device may place the recording device on the table of the Board members seating area before the Board meeting begins and remove the device only after adjournment of the Board meeting. Any recording device placed on the table shall not be activated before the meeting commences. The presiding officer may determine where in the Board members seating area a recording device can be placed. No person shall be allowed to approach the Board members seating area after commencement of the meeting and will be subject to the provisions of section (k), herein.
- (e) All audio and video recording activities and the taking of photographs must be open and obvious. Using hidden devices to record a public meeting is prohibited.
- (f) All equipment, such as tripods, lights, cables and other such equipment shall be set up before the commencement of the meeting and taken down after adjournment, so as not to disrupt the proceedings.
- (g) Individuals and any audio, video or photographic equipment engaged in audio or video recording and the taking of photographs shall not block the view or otherwise interfere with the other members of the audience, and shall be in a location that does not interfere with the ability of other members of the audience to listen and to observe the proceedings.
- (h) All individuals engaged in audio or video recording and the taking of photographs of public meetings shall comply with all applicable laws regarding taping, reproduction or use of information. All violations of any legal requirements, another person's rights or any other violation

is strictly the responsibility of the person recording or taking photographs. The District shall not bear any responsibility for violations committed by the person recording or taking photographs at the meeting.

- (i) Audio or video recording and taking photographs shall not be allowed during executive or closed sessions.
- (j) Any audio or video recording device must only be activated at the commencement of the official meeting to record official discussions only and shall be turned off immediately at the conclusion of the meeting.
- (k) Individuals choosing to disregard the rules or who interfere with the meeting under this section shall be escorted out of the Board Room and barred from addressing the Board or from further attendance at the meeting.

PASSED AND APPROVED by the Board of Directors of the San Leon Municipal Utility District on this 19th day of February 2020.

SAN LEON MUNICIPAL UTILITY DISTRICT



President

ATTEST:



Secretary