02-10-2020

Phillip David Haskett P.O. Box 1941 – Mailing Address 142 Fifteenth Street League City, TX 77574 832-245-0834

Andrew Miller Public Information Officer San Leon Municipal Utility District 443 24th Street San Leon, TX 77539

Texas Public Information Act Request

Mr. Miller,

This request to the San Leon Municipal Utilities District (hereinafter the "District") for public information is made pursuant to the Texas Government Code, Title 5, Subtitle A, Chapter 552, Subchapter A, Sect. 552.001, et sec. (hereinafter the "TPIA").

I request that the items listed below be provided in digital PDF format if so created or maintained in that format.

Pursuant to the Texas Public Information Act, as amended, please provide the following public records:

1. A copy of all employment contracts or modifications of existing employment contracts executed by the Board after July 1st, 2010 for the following individuals:

Janice Hoffman Kenneth Keller Andrew Miller

2. A ledger of all payments made to or for these three individuals including: salary, payroll and/or employer taxes; retirement fund contributions; and any expense reimbursements including personal use of vehicles after July 1st, 2010. Please provide itemized invoices for any expense reimbursements.

3. A copy of any surety bond obtained pursuant to Texas Water Code Section 49.057(e) for all office or field staff who routinely handles the funds of the District, or manages the property inventory of the District, and any insurance policy obtained in lieu of such a bond pursuant to Section 49.057(i).

4. A copy of all certificates of completion of training required by the Public Funds Investment Act, Texas Government Code, Chapter 2256, for any current board member or current District employee, and any person who acted as District treasurer since July 1, 2010. 5. A copy of any current agreement with the Galveston County Tax Assessor and Collector Cheryl E. Johnson or any other tax assessor and collector authorized by Texas Water Code Section 49.059(e). In the event any tax assessor and collector other than the current Galveston County Tax Assessor and Collector Cheryl E. Johnson is or has been employed since July 1, 2010, please provide a copy of the surety bond required by Section 49.059(c) for that person or entity.

6. A copy of the resolution regarding tax assessment and collection services considered and approved by the District on January 16, 2019, and any similar resolutions passed since July 1, 2010.

7. A copy of all resolutions establishing limits for reimbursement of fees of offices passed by the board of directors since August 1, 2005 pursuant to Texas Water Code Section 49.060(a-1).

8. A copy of all verified statements and/or invoices for reimbursement of fees of office, and for reimbursement of actual expenses, submitted pursuant to Texas Water Code Section 49.060(c) for all currently serving directors, and copies checks or receipts for payment of such applications or invoices.

I can be reached at the telephone number listed above. Please advise when these records will be available for pick up at your offices.

Phillip David Haskett

Sincerely,



April 15, 2020

Phillip David Haskett P.O. Box 1941 League City, TX 77574

Dear Mr. Haskett:

We have received your records request under the Texas Public Information Act, dated February 10, 2020. As previously communicated with you, we work to respond to all open records requests while still maintaining our day-to-day operations with our limited staff, so I appreciate the patience you've exhibited as we've worked towards fulfilling this request. Your request is outlined below, along with our responses and supporting documentation.

- A copy of all employment contracts or modifications of existing employment contracts executed by the Board after July 1st, 2010 for the following individuals: Janice Hoffman Kenneth Keller Andrew Miller
 - a. The District does not use written contracts for employment purposes.
- A ledger of all payments made to or for these individuals including: salary, payroll and/or employer taxes; retirement fund contributions; and any expense reimbursements including personal use of vehicles after July 1st, 2010. Please provide itemized invoices for any expense reimbursements
 - a. All relevant salary information is disclosed in our annual audits; we have attached the audits for the time frame you've requested sans the years already in possession through previous information requests. Attached are the expense reimbursement ledgers and supporting documentation for the requested time frame for the noted individuals; please note that no reimbursements were on file for Mr. Keller.
- 3. A copy of any surety bond obtained pursuant to Texas Water Code Section 49.057(e) for all office or field staff who routinely handle the funds of the District, or manages the property inventory of the District, and any insurance policy obtained in lieu of such a bond pursuant to Section 49.057(i).
 - a. Attached.
- 4. A copy of all certificates of completion of training required by the Public Funds Investment Act, Texas Government Code, Chapter 2256, for any current board member or current District employee, and any person who acted as District treasurer since July 1,2010.
 - a. Attached.

- 5. A copy of any current agreement with the Galveston County Tax Assessor and Collector Cheryl E. Johnson or any other tax assessor and collector authorized by Texas Water Code Section 49.059(e). In the event any tax assessor and collector other than the current Galveston County Tax Assessor and Collector Cheryl E. Johnson is or has been employed since July 1, 2010, please provide a copy of the surety bond required by Section 49.059(c) for that person or entity. a. Attached.
- 6. A copy of the resolution regarding tax assessment and collection services considered and approved by the District on January 16, 2019, and any similar resolutions passed since July 1, 2010.
 - a. Attached.
- 7. A copy of all resolutions establishing limits for reimbursement of fees of offices passed by the board of directors since August 1, 2005 pursuant to Texas Water Code Section 49.060(a-1).
 - a. The District has continued to be advised by our attorney of the limits reflected in the referenced statutes; no formal resolution has been adopted by the District.
- 8. A copy of all verified statements and/or invoices for reimbursement of fees of office, and for reimbursement of actual expenses, submitted pursuant to Texas Water Code Section 49.060(c) for all currently serving directors, and copies checks or receipts for payment of such applications or invoices.
 - a. In the interest of releasing the bulk of documents outlined under this request on the timeframe previously communicated to you, we have included a ledger for all payments to current directors as well as itemized reimbursements for expenses; if you would still like to receive the individual statements for the director's fees which are clearly delineated in the ledger based on their constant rate and cash account number, please let us know and we'll begin the process of pulling those files from storage.

If you have any additional questions regarding the matter, please let me know and I will do my best to work with you to come to a satisfying conclusion for your inquiry.

Sincerely,

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Andrew Miller District Manager San Leon MUD

Note: the volume of documents included in this response exceeded the storage capacity for our website; if you are interested in the documents in question, please contact the District Manager.