

02-07-2020

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 24<sup>th</sup> 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 documents related to an application for taps for an RV Park located at 606 9<sup>th</sup> Street.
2. A copy of all documents related to an application for taps for an RV Park located at 902 Avenue M.
3. A copy of all documents related to an application for taps for an RV Park located at 1344 9<sup>th</sup> Street.
4. A copy of any order or board resolution providing for district-wide mandatory solid municipal waste (trash) collection.
5. A copy of any legal opinion or written advice of the District’s attorney regarding the legality of a Water Control and Improvement District organized under Chapter 51 of the Texas Water Code to require mandatory participation in district-wide solid municipal waste (trash) collection.

6. A copy of the minutes of meetings of the board of directors for the following dates:


April 19, 2016  
May 17, 2016  
September 26, 2016  
October 18, 2016  
November 15, 2016  
December 16, 2016  
January 17, 2017  
February 21, 2017

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

Sincerely,

*Original Signature on File*

Phillip David Haskett



SAN LEON MUNICIPAL UTILITY DISTRICT  
443 24TH STREET  
SAN LEON, TEXAS 77539  
281-339-1586 FAX: 281-339-1587  
EMAIL ADDRESS: [slmud1@slmud.org](mailto:slmud1@slmud.org)  
WEB PAGE: [www.slmud.org](http://www.slmud.org)

March 12, 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 7, 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.

1. A copy of all documents related to an application for taps for an RV Park located at 606 9<sup>th</sup> Street.
  - a. Attached.
2. A copy of all documents related to an application for taps for an RV Park located at 902 Avenue M.
  - a. Attached.
3. A copy of all documents related to an application for taps for an RV Park located at 1344 9<sup>th</sup> Street.
  - a. Attached.
4. A copy of any order or board resolution providing for district-wide mandatory solid municipal waste (trash) collection.
  - a. Attached is a copy of the board resolution applying to TCEQ for powers to conduct solid municipal waste collection.
5. A copy of any legal opinion or written advice of the District's attorney regarding the legality of a Water Control and Improvement District organized under Chapter 51 of the Texas Water Code to require mandatory participation in district-wide solid municipal waste (trash) collection.
  - a. Attached is the response from TCEQ granting the District authority to engage in solid municipal waste collection under Sections 51.331 & 51.332 of the Texas Water Code.
6. A copy of the minutes of meetings of the board of directors for the following dates:

April 19, 2016	November 15, 2016
May 17, 2016	December 16, 2016
September 26 2016	January 17, 2017
October 18, 2016	February 21, 2017

- a. Attached. We interpreted your request for minutes from September 26, 2016 to be in reference to the regular meeting that occurred on September 27, 2016, and therefore included that in the documents.

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,

A handwritten signature in black ink, appearing to read "Andrew Miller". The signature is fluid and cursive, with a large, sweeping initial "A" and a long, horizontal flourish at the end.

Andrew Miller  
District Manager  
San Leon MUD



SAN LEON MUNICIPAL UTILITY DISTRICT

P O BOX 5506  
SAN LEON TX 77539

Order Number

05625

09-13-2004

Service Order

Name: MC PHERSON, IAIN	Account Number: 25096502
Address: PO BOX 10	DEPOSIT DATE: NO DEPOSIT
Address:	BUS #:
City/St/Zip: BACLIFF TX	OWNERS NAME:
Svc. Address: 606 9TH	Telephone: 281-339-1822
Meter Number: 45337298	Location: THREE UNITS @ ADDRESS
Install Date:	Meter Type:
Last Service Date:	Last Service Code:
Last Reading Date: 09-01-04	Last Reading: 539
Average usage 1 1000/Gs per MONTH	
Present Balance: \$0.00	
Last payment \$0.00 on	Meter Size/Brand: 5/8" /

Special Instructions:

UPGRADE 3/4" WATER TAP TO 1" &  
4" SEWER TAP TO 6"  
NO PERMIT NEEDED (EXISTING)

Serviced By: <i>MA/WJS</i>	Payment Received:	Service Date: <i>10-19-04</i>	Customer Signature:
Parts Used:		Start Time: <i>9:00 AM</i>	Stop Time: <i>4:00 P.M.</i>
		Meter Reading:	Meter Number: <i>04359211</i>

Service Notes:

*Installed 1" water tap: 2" by 1" fast tap,  
8' of 1" Tubing, One 1" curb stop, One 1" meter,  
One 1" meter tail, One meter box  
Installed 6" sewer tap: One 6" tap saddle,  
One 6" single wye, One " clean-out, One 6" oval cap,  
20' of 6" PVC pipe*

**SAN LEON MUNICIPAL UTILITY DISTRICT  
APPLICATION FOR WATER AND/OR SEWER TAPS**

Name of Person Requesting Tap: Simon Pickering

Mailing Address: 4422 HWY 517 E  
Dickinson TX. 77539

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_  
Cell 281-678-5195

Name of Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_  
Cell \_\_\_\_\_

THE APPLICANT AND/OR CONTRACTOR STATE THAT TAPS ARE BEING REQUESTED FOR THE PROPOSED STRUCTURE DESCRIBED AS FOLLOWS:

Approximate square footage           /          

If a multi-unit construction is proposed, how many units are planned? yes  
NOTE: EACH UNIT REQUIRES A SEPARATE WATER & SEWER TAP

Address of Property: 902 Ave M San Leon  
Size of Water Meter Requested: 2" If request is larger than a standard size, please justify.  
Size of Sewer Tap Requested: 6"

IT IS AGREED AND UNDERSTOOD that before construction and prior to taps being obtained, a Building Permit must be issued by Galveston County, a New Construction Plumbing Inspection must be obtained from San Leon MUD and all fees associated with tapping lines must be paid in advance.

ADDITIONALLY, if main lines need to be extended to make a tap, an estimation of costs will be provided and must be paid prior to the installation of taps.

Applicant and/or Contractor are responsible for complying with all County, State and Federal Plumbing Codes. San Leon MUD Plumbing Requirements are in conjunction with, and in addition to, all County, State and Federal Plumbing Codes.

Dated this 8 day of 31, 2011. Signature: Simon Pickering

Amount Paid: 4400.00  
Cash or Check # Cash  
Received By: LC

I have received a copy of SLMUD Plumbing Requirements and Tap Procedures.  
Simon Pickering  
Signature

1025121070 / 4570



# BLDG. PERMIT

NO. 23271-11 DATE 8-25-11

ADDRESS 902 Ave M

DO NOT REMOVE THIS PERMIT UNTIL AFTER FINAL INSPECTION.  
PERMIT MUST BE POSTED WHERE PLAINLY VISIBLE FROM THE  
STREET, AND MAINTAINED IN LEGIBLE CONDITION UNTIL FINAL  
INSPECTION IS PASSED.

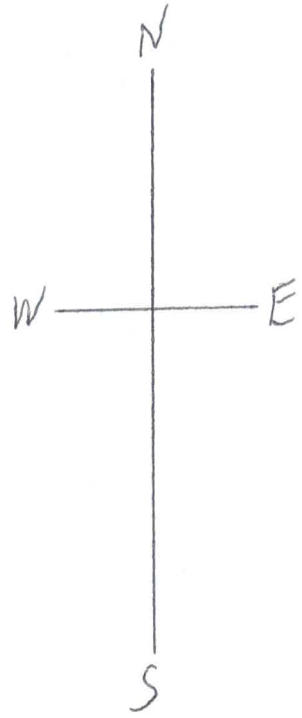
GALVESTON COUNTY  
BUILDING DEPT.

SIGNED

M. Cherry

Ave L

9th



sewer



water



Ave M



## DIG-TESS Locate Request

```

-----
Ticket Number: 112495536      Old Ticket:
Priority:       Normal        By:                Luis M
Source:        Voice         Hours Notice:      48
Type:          Normal        Date:              9/6/2011 2:48:13 PM
Sequence:      2
Map Reference:

```

## Company Information

```

-----
SAN LEON MUNICIPAL UTILITIES DISTR Type: Contractor
443 24TH ST                          Contact: CHARLES SINGLETON
SAN LEON, TX 77539                   Caller: CHARLES SINGLETON
Phone: (281) 339-1751                Caller Phone: (281) 339-1751
Fax: (281) 339-1587                  Callback: 0800 - 1700
Alt Contact:
Caller Email: CALLER DID NOT PROVIDE EMAIL

```

## Work Information

```

-----
State: TX                               Work Date: 09/08/11 at 1445
County: GALVESTON                       Type: EXCAVATION
Place: SAN LEON                          Done For: SAN LEON MUNICIPAL
Street: 902 AVENUE M
Intersection: 9TH ST
Nature of Work: INSTL WATER ANS SANITARY SEWER TAP
Explosives: No                           Deeper Than 16": Yes
White Lined: Yes                          Duration: 1 DAY
Mapsc0: KEYMAP 662,T

```

## Remarks

```

-----
WORKING FROM PROPERTY LINE TO PROPERTY LINE, IN THE ROAD R/W, AND BOTHE
SIDES OF THE STREET. AREA IS MAREKD WITH WHITE PAINT.

```

## Members

```

-----
Code Name                               Added Manually
-----
GTK VERIZON - TX - GULF DISTRICT        No

```

TAC 16-1-18: Ticket life = 14 work days near pipelines, including service lines; if pipeline is damaged report to DIG TESS ASAP and Railroad Comm. within 10 days.

## DIG-TESS Locate Request

```

-----
Ticket Number: 112494848      Old Ticket:
Priority:       Normal         By:                   Chelsea S
Source:        LSN            Hours Notice:        48
Type:          Normal         Date:                9/6/2011 2:01:29 PM
Sequence:      1
Map Reference:

```

## Company Information

```

-----
SAN LEON MUD                               Type:                Contractor
443 24TH ST                                Contact:             CHARLES SINGLETON
SAN LEON, TX 77539                         Caller:              CHARLES SINGLETON
Phone:          (281) 339-1586              Caller Phone:        (281) 339-1586
Fax:            (281) 339-1587              Callback:            0800 - 1700
Alt Contact:   (281) 339-1751
Caller Email:

```

## Work Information

```

-----
State:         TX                    Work Date:           09/08/11 at 1415
County:        GALVESTON             Type:                EXCAVATION
Place:         SAN LEON CDP           Done For:            SAN LEON MUD
Street:        9TH ST
Intersection:  E BAYSHORE DR
Nature of Work: REPAIR OF FIRE HYDRANT
Explosives:    No                    Deeper Than 16":    Yes
White Lined:   No                    Duration:            1 DAY
Mapsco:        KEYMAP 662,Q

```

## Remarks

```

-----
LONESTAR TICKET: 249111452
ORIGINAL FILE: XOC SX1_249111452R0_GDENVR
WORK DATE: 9/8/2011 10:15:00 AM
MARK ENTIRE RD RIGHT OF WAY OF 9TH ST FROM E BAYSHORE DR GOING N 25FT AND
ENTIRE RD RIGHT OF WAY OF E BAYSHORE DR FROM 9TH ST GOING E 25FT

```

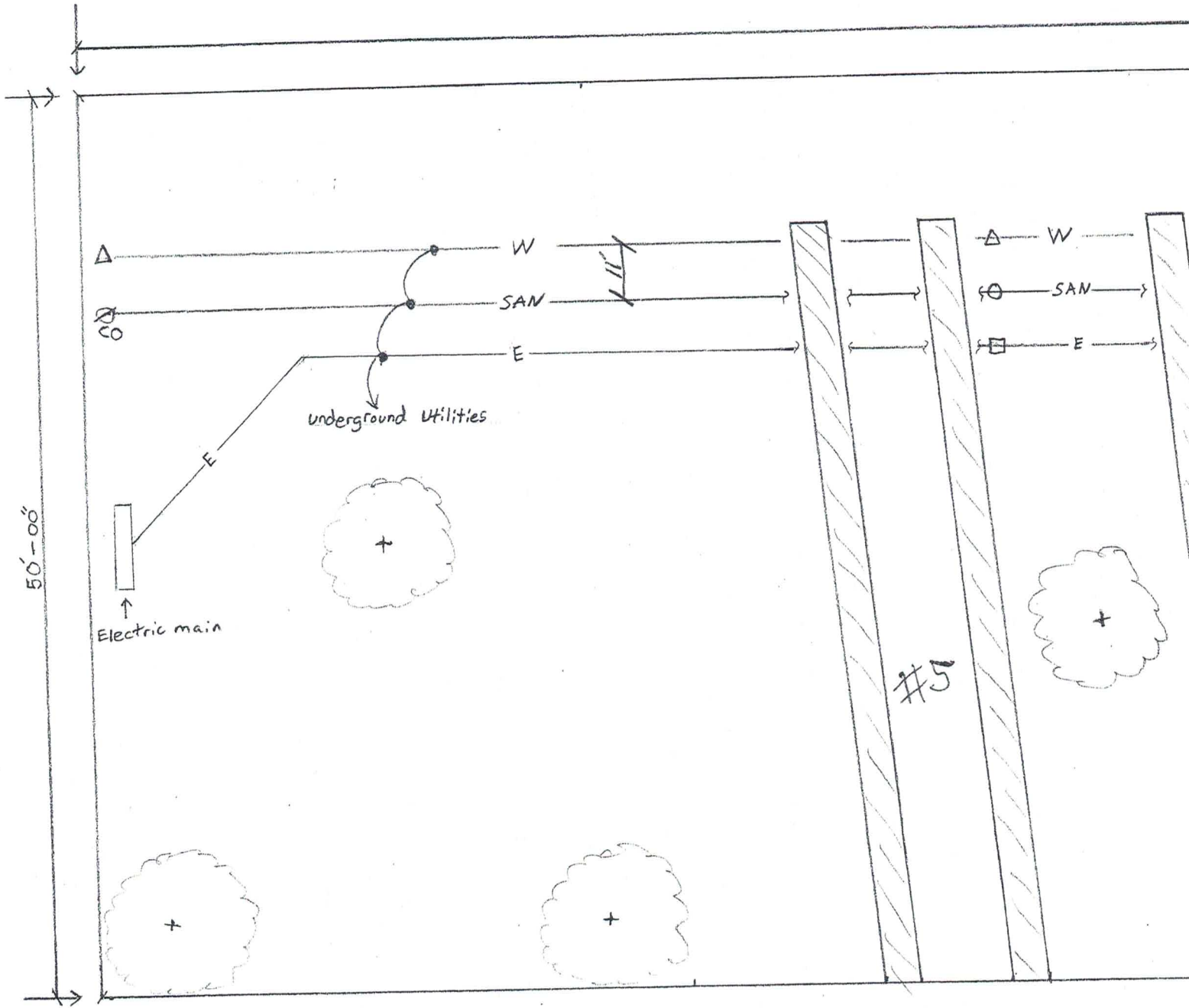
## Members

```

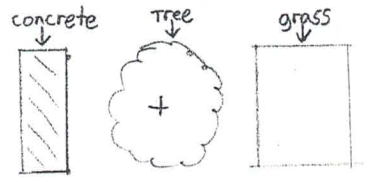
-----
Code  Name                                     Added Manually
-----
GTK   VERIZON - TX - GULF DISTRICT              No

```

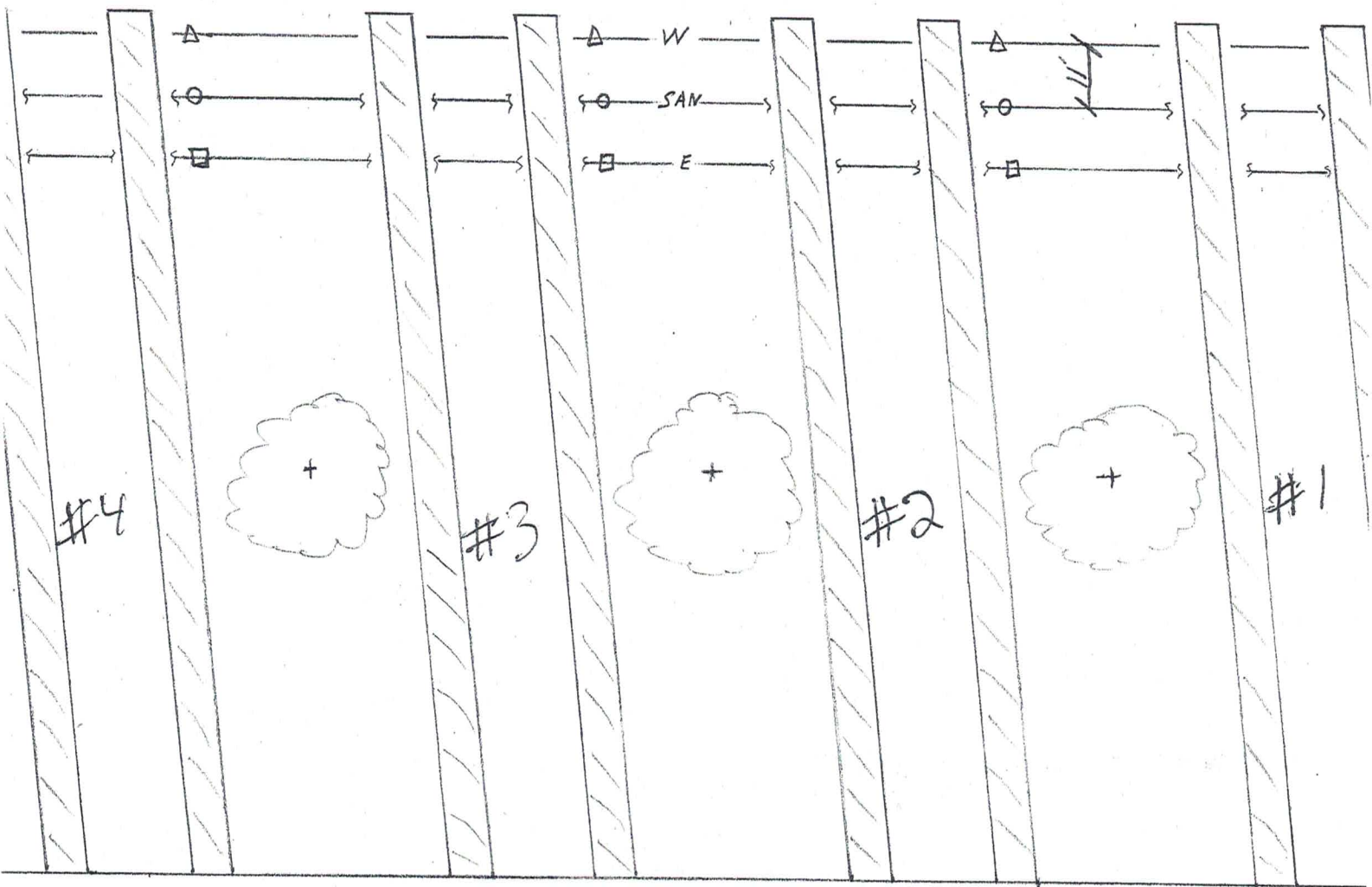
TAC 16-1-18: Ticket life = 14 work days near pipelines, including service lines; if pipeline is damaged report to DIG TESS ASAP and Railroad Comm. within 10 days.



property line



135'-00"



135'-00"



SAN LEON MUNICIPAL UTILITY DISTRICT  
APPLICATION FOR WATER AND/OR SEWER TAPS

Name of Person Requesting Tap: Nichdas Dylewski  
Mailing Address: 825 20th St  
SAN LEON TX 77539  
Valid US Driver License/ID# 35869129  
Phone: Home same Work 520-204-4249  
Name of Contractor: Simon Pickering  
Mailing Address: 4422 HWY 517 e.  
Dickinson TX 77539  
Phone: 281-678-5195 Home \_\_\_\_\_ Work \_\_\_\_\_

THE APPLICANT AND/OR CONTRACTOR STATE THAT TAPS ARE BEING REQUESTED FOR THE PROPOSED STRUCTURE DESCRIBED AS FOLLOWS:

Approximate square footage \_\_\_\_\_  
upgrade for (Park RV) — 9  
If a multi-unit construction is proposed, how many units are planned? 9  
NOTE: EACH UNIT REQUIRES A SEPARATE WATER & SEWER TAP

Address of Property: 1344 9th street San Leon TX 77539  
Size of Water Meter Requested: 2" if request is larger than a standard size, please justify.  
Size of Sewer Tap Requested: 6"

IT IS AGREED AND UNDERSTOOD that before construction and prior to taps being obtained, a Building Permit must be issued by Galveston County, a New Construction Plumbing Inspection must be obtained from San Leon MUD and all fees associated with tapping lines must be paid in advance.

ADDITIONALLY, if main lines need to be extended to make a tap, an estimation of costs will be provided and must be paid prior to the installation of taps.

Applicant and/or Contractor is responsible for complying with all County, State and Federal Plumbing Codes. San Leon MUD Plumbing Requirements are in conjunction with, and in addition to, all County, State and Federal Plumbing Codes.

Dated this 15 day of June, 2016. Signature: [Signature]  
Amount Paid: 10420.00 I have received a copy of SLMUD Plumbing Requirements and Tap Procedures.  
Cash or Check # CASH  
Received By: [Signature] Signature \_\_\_\_\_

1085143002  
ACCOUNT #

RECEIVED

Sq# 6690

JUN 15 2016

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN LEON MUNICIPAL UTILITY DISTRICT**

WHEREAS, at its meeting on September 24, 2014, the Board of Directors of the SAN LEON MUNICIPAL UTILITY DISTRICT instructed the District's attorney to seek the approval of the Texas Commission on Environmental Quality for the increase of the District's powers pursuant to Tex. Water Code §51.332 in order to allow the District to institute a district wide system of solid waste collection and disposal and control of storm water; and

WHEREAS, the Texas Commission on Environmental Quality has requested a formal resolution verifying this request,

NOW, THEREFORE, BE IT RESOLVED:

That the Board of Directors of the SAN LEON MUNICIPAL UTILITY DISTRICT hereby formally request that the Texas Commission on Environmental Quality accept its Application, conduct a public hearing, and approve the increase of the District's powers pursuant to Tex. Water Code §51.332 in order to allow the District to institute a district wide system of solid waste collection and disposal and exercise all other powers under Tex. Water Code §51.331.

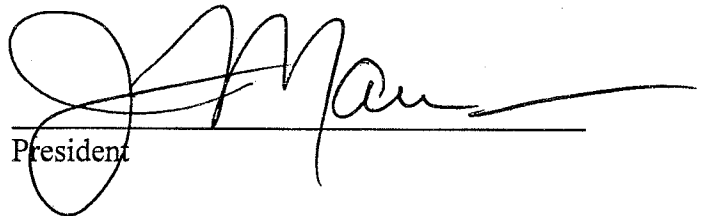
SIGNED the 24 day of SEPTEMBER, 2014.



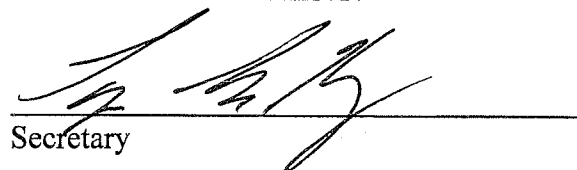
ATTEST:

  
Secretary

SAN LEON MUNICIPAL UTILITY DISTRICT

  
President

THIS IS A CERTIFIED COPY OF THE  
ORIGINAL DOCUMENT.

  
Secretary

# TEXAS COMMISSION ON ENVIRONMENTAL QUALITY



THE STATE OF TEXAS  
COUNTY OF TRAVIS  
I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY  
OF A TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
DOCUMENT, WHICH IS FILED IN THE PERMANENT RECORDS

JUL 08 2015

OF THE COMMISSION, GIVEN UNDER MY HAND AND THE  
SEAL OF OFFICE ON

*Bridget C. Bohan*  
BRIDGET C. BOHAN, CHIEF CLERK  
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

## AN ORDER AUTHORIZING THE ACQUISITION OF THE AUTHORITY TO DISPOSE OF WASTE AND CONTROL STORM WATER BY SAN LEON MUNICIPAL UTILITY DISTRICT OF GALVESTON COUNTY

An application by San Leon Municipal Utility District of Galveston County (District) was presented to the Executive Director of the Texas Commission on Environmental Quality (TCEQ) for consideration of approval pursuant to TEX. WATER CODE §§ 51.331 and 51.332 requesting the acquisition of authority to dispose of waste and control storm water. The TCEQ has jurisdiction to consider this matter, and the following Findings of Fact and Conclusions of Law are appropriate after examining the application and supporting documentation.

### FINDINGS OF FACT

1. The application of the District requesting waste disposal and storm water control powers was filed with the TCEQ, and the statutory filing fee was paid.
2. The Executive Director of the TCEQ has investigated the District.
3. The application and accompanying documents have been examined. A memorandum was prepared on the project dated June 4, 2015, a copy of which is attached and made a part hereof.


### CONCLUSIONS OF LAW

1. The TCEQ has jurisdiction to consider this application and is authorized to make and enter its Findings of Fact, Conclusions of Law, and Orders with respect to the addition of waste disposal and storm water control powers to the District.
2. The Executive Director of the TCEQ has investigated the District, and the TCEQ has found it legally organized and feasible. The proposed improvements have been shown to be of benefit to the District and the land included within the District.
3. The application meets the requirements of TEX. WATER CODE §§ 51.331 and 51.332. The District's application to acquire waste disposal and storm water control powers should be approved in accordance with TEX. WATER CODE §§ 51.331 and 51.332, subject to the requirements of the TCEQ and general laws of the State of Texas relating to the exercise of such powers.

NOW, THEREFORE, BE IT ORDERED BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY that the request by San Leon Municipal Utility District of Galveston County to acquire road powers is approved in accordance with TEX. WATER CODE §§ 51.331 and 51.332, subject to the requirements of the TCEQ and general laws of the State of Texas relating to the exercise of such powers.

The provisions of this Order are deemed severable and any finding of invalidity of any provision of this Order by a court of competent jurisdiction shall not affect the other provisions of this Order.

Issue Date: June 30, 2015



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For the Commission

# Texas Commission on Environmental Quality

## TECHNICAL MEMORANDUM

*FOR*  
*J 6/4/15*  
**To:** Justin P. Taack, Manager  
Districts Section

**Date:** June 4, 2015

*J 6/4/15*  
**Thru:** Seyed Miri, P.E., Leader  
Districts Creation Review Team

*J 6/4/15*  
**From:** Ren Berra  
Districts Creation Review Team

**Subject:** San Leon Municipal Utility District of Galveston County; Application for Approval of Waste Disposal and Storm Water Control Powers; Pursuant to Texas Water Code §§ 51.331–51.332.  
TCEQ Internal Control No. D-10092014-009 (TC)  
CN: 600636765 RN: 101451979

### A. GENERAL INFORMATION

The Texas Commission on Environmental Quality (TCEQ) received a request from San Leon Municipal Utility District of Galveston County's (District) attorney, on behalf of the District, requesting approval for the acquisition of authority to dispose of waste and control storm water as provided in Texas Water Code (TWC) §§ 51.331 and 51.332. These additional powers, as described in TWC § 51.331, allow a water control and improvement district to collect, transport, process, dispose, and control all domestic, industrial, or communal wastes, whether fluids, solids, or composites and to gather, conduct, divert, and control local storm water or other local harmful excesses of water.

The District, containing approximately 3,200 acres, is located in eastern Galveston County along the western side of Galveston Bay and north of Dickinson Bay. The District is approximately 35 miles southeast of downtown Houston and 5 miles north of Texas City. The District is located in the extraterritorial jurisdiction of the City of Texas City.

The District was created and organized by HB 1082, Acts of the 59<sup>th</sup> Legislature, Regular Session, 1965, as a water control and improvement district according to the terms and provisions of § 59, Article XVI of the Texas Constitution. Acts of the 62<sup>nd</sup> Legislature, Regular Session, 1971, added to the principal powers granted to and exercised by water control and improvement districts the authority to dispose of waste and control storm water, TWC §§ 51.331 and 51.332.

Proper notice of the application was published on May 11 and May 18, 2015 in the *Galveston County Daily News*, a newspaper regularly published or circulated in Galveston County, the county in which the district is proposed to be located. Proper notice of the application was posted on May 14, 2015, on the bulletin board used for posting legal notices in Galveston County. Accordingly, the notice requirements of 30 Texas Administrative Code (30 TAC) § 293.15 have been satisfied.

Application material states that: (1) many of the District's residents do not have curbside solid waste collection; (2) there is a high volume of solid waste collection truck traffic; (3) there is unauthorized dumping of solid waste in commercial receptacles, in residential receptacles, and/or in empty common area lots; and (4) residents are currently paying up to \$40 per month for curbside solid waste pickup.

According to additional submitted application material, a preliminary investigation has been made by the District to determine the cost of monthly residential solid waste pickup service, and, from information available at this time, it is estimated to be in the range of \$12 to \$16 per month.

Since the District was created prior to the enactment of TWC § 51.331(a), the District is requesting approval of its assumption of additional powers in accordance with TWC § 51.332(a) in order to offer possible relief of an economic burden on residents and enhancement of state water quality.

## **B. CONCLUSIONS**

1. Based on a review of the application and supporting documents, the District's acquisition of the authority to dispose of waste and control storm water is considered necessary.
2. The recommendation is made under authority delegated by the Executive Director of the TCEQ.

## **C. RECOMMENDATION**

Grant the District's request to acquire the authority to dispose of waste and control storm water as provided in TWC §§ 51.331 and 51.332, subject to the requirements imposed by the TCEQ and the general laws of the State of Texas relating to the exercise of such powers.

## **D. ADDITIONAL INFORMATION**

The applicant's professional representatives are:

Attorney: Mr. Stephen H. DonCarlos – Reid Strickland & Gillette, L.L.P.  
Engineer: Mr. Ron Bavarian, P.E. – Freese & Nichols Inc.



MINUTES OF REGULAR MEETING OF  
SAN LEON MUNICIPAL UTILITY DISTRICT

THE STATE OF TEXAS           §  
  §  
COUNTY OF GALVESTON       §

The Board of Directors (the "Board") of the San Leon Municipal Utility District (the "District") met in regular session, open to the public, on Tuesday, April 19, 2016 at 5:00 p.m. at the District's regular meeting place at the District Office, 443 24th Street, San Leon, Texas. Constituting a quorum, the following duly-elected members of the Board were present, to-wit:

Joe Manchaca, President	Tyson Kennedy, Vice President
Julie Hall, Secretary	Kenneth Bishop, Treasurer
Kelly Neason, Asst. Secretary	

Also present were Janice Hoffman, Office Manager, Ken Keller, Field Superintendent, Steve DonCarlos, District's Attorney, Hal Walker, District's Engineer, and Ross Strickland, Security.

**Call Meeting to Order:**

Meeting called to order at 5:00 pm.

**Workshop:**

**Discussion Regarding Changes to the Rate Order:**

J. Manchaca started the discussion with; is the District in compliance with TCEQ line/connections requirements. On any new installations the District is in compliance, but with the old installations, the guidelines have been followed. The TCEQ regulations for this is on page 69, chapter 290 in the Public Drinking Water section (maximum number of connections and line sizes). This needs to be put into the Rate Order. There were discussions regarding capacity/impact fees on any multi-units and RV Parks, raising the capacity fees to \$500 instead of \$150, what the District needs to do if they want to raise the fees to a higher amount and retention ponds. J. Manchaca said in this meeting we have established that we need to put into the rate order the line and connection requirements from TCEQ; no two (2) inch line extensions and a \$500.00 capacity fee per space instead of \$150.00. K. Keller asked about the limit on RV spaces that the District should have that an RV Park cannot have under 10 spaces. S. DonCarlos said that may be getting into the statue that was changed for RV Parks, but will look into this.

**Comments from District Residents:**

Josh Whinery was questioning taps at 800 block of 22<sup>nd</sup> as to when they might be installed. K. Keller said the crew installed the sewer tap and there were issues with the water tap which needed a short line extension that took longer than expected and the property is so close to Factory Bayou and the tide is still up; the field crew will be out first thing in the morning as long as the tide goes down. W. Jakubas asked about a clean out in the ditch on 9<sup>th</sup> Street. K. Keller said that it was temporary, the line was deep so we had the get contractors to come out make the tap and the District field crew make the push under the road. W. Jakubas said the restaurant survived the storm by shutting the valve off. There were no comments from District residents.



**Approve Changes discussed in the Workshop:**

Ken Bishop made the motion to approve the changes discussed in the Workshop for the capacity fees and the addition to the line/connection requirements to the rate order, seconded by Julie Hall. All in favor, motion carried unanimously.

**Discuss, Act and Approve to Appoint a New Board Member, Swear in New Board Member and Appointment of Investment Officer for District:**

J. Manchaca said that Kelly Neason would be a good representative for the District. Kelly Neason was sworn in as a member of the Board of Directors of the San Leon Municipal Utility District. K. Bishop made the motion to appoint Ken Bishop as Treasurer/Investment Officer, Tyson Kennedy as the Vice President, Julie Hall as the Secretary, Kelly Neason as the Assistant Secretary, seconded by Julie Hall. All in favor, motion carried unanimously.

**Consider and Approve Insurance with AquaSurance for the District:**

Tabled until next meeting.

**Discuss, Consider and Approve a Proposed Development at 2724 Ave D for Adrihan (Tony) Hajderlli:**

Tony Hajderlli said he is going to be building small houses, one per year. J. Manchaca said you're going to have to have plans stamped by an architect with your drainage, plumbing and the county will approve those. You need get your drainage approved by the county and TCEQ. You will have new capacity fees that changed in tonight's meeting. K. Keller said that the meters need to be out on the right of way. When you come in to apply for taps, the office will give you the document to show you what you need to do. No action was taking at this meeting.

**Discuss, Consider and Approve a Proposed RV Park at 1344 9<sup>th</sup> for N. Dylewski:**

Simon Pickering presented the proposed for Nicholas Dylewski; this will be a small nine (9) space RV Park. J. Manchaca said you will need the have an official stamped drawings, the county will approve the drawings with any type of retention. Once you've ran your lines to the street, the District needs to approve the plumbing. When you apply for the taps there will be other fees that will apply, the office will give you the document to show you what you need to do. No action was taking at this meeting.

**Approve the Minutes of the Regular Meeting, March 15, 2016:**

Julie Hall made the motion to approve the Minutes of the Regular Meeting, March 15, 2016, seconded by Ken Bishop. All in favor, motion carried unanimously.

**Consider and Approve the Engineer's Report and the Pay Estimates No. 22 from Schier Construction Company, Inc.:**

Hal Walker presented the Engineer's Report to the Board. Drainage Improvements; the contract has been awarded to T-Construction in the amount of \$72,332.00. Received the bonds and insurance documents and had already been given to S. DonCarlos for review and received his approval. There was a pre-construction meeting scheduled for 2:00 pm today and was canceled due to the floods and will be re-scheduled for next week. Elevated Storage Tank; Schier Construction submitted pay estimate #22 in the amount of \$14,166.00, most of it has a lot to do with the motor control center and mostly electrical work. Brings the project up to 95% complete. In regard to the booster pumps; the parts have been received and they're in the process of assembly. Manhole Replacement at 24<sup>th</sup> & Ave L Lift Station; attached to the report is an itemized construction cost of \$118,000.00. There was much discussion regarding the manhole replacement at 24<sup>th</sup> and Ave L Lift Station. Waste Water Discharge Permit Renewal; work continues and needs to reach TCEQ by May 5, 2016. Series 2013 Bond Funds; updated spreadsheet attached to the report.



J. Manchaca said the GLO did approve a contract for the electrical and slowly going through the stages. Ken Bishop made the motion to approve of the Engineer's Report and the Pay Estimate No. 22 in the amount of \$14,166.00 for Schier Construction Company, Inc., seconded by Tyson Kennedy. All in favor, motion carried unanimously.

**Consider and Approve the Field Superintendent's Report:**

Ken Keller presented the Field Superintendent's Report. There is a sheet attached to the report of the progress with the I & I, they're about 50% complete and we will have AAA come out and smoke test again to make sure there are no other leaks in that area. Accountability is good. K. Keller updated the Board regarding the extra RV attached. Julie Hall made the motion to approve the Field Superintendent's Report, seconded by Ken Bishop. All in favor, motion carried unanimously.

**Consider, Discuss and Approve to Replace Bar Screens at the WWTP:**

Ken Keller presented the quote and for the replacement of the bar screens at the WWTP. Ken Bishop made the motion to approve the Field Superintendent's Report, seconded by Tyson Kennedy. All in favor, motion carried unanimously.

**Consider and Approve the Office Manager's Report and Budget Comparison:**

J. Hoffman presented the Office Manager's Report and Budget Comparison to the Board. Tyson Kennedy made the motion to approve the Office Manager's Report and Budget Comparison, seconded by Julie Hall. All in favor, motion carried unanimously.

**Amending Resolution and Signature Cards for all of the Fund Accounts for the District:**

Ken Bishop made the motion to approve the Amending Resolution and Signature Cards for all of the Fund Accounts for the District, seconded by Julie Hall. All in favor, motion carried unanimously.

**Consider and Approve 1<sup>st</sup> Quarter Investment Report Ending March 31, 2016:**

Julie Hall made the motion to approve the 1<sup>st</sup> Quarter Investment Report Ending March 31, 2016, seconded by Tyson Kennedy. All in favor, motion carried unanimously.

**Director's Report:**

There were no Director's Report to approve.

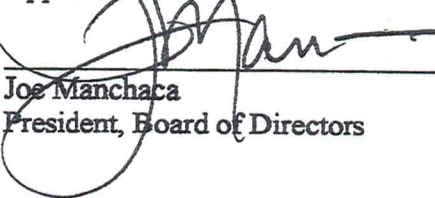
**Executive Session Pursuant to Section 551.071/551.072 and 551.074 of the Texas Government Code:**

There was no Executive Session.

**Adjourn Meeting:**

Ken Bishop made the motion to adjourn the meeting at 6:42 pm, seconded by Julie Hall. All in favor, motion carried unanimously.

Approved:

  
\_\_\_\_\_  
Joe Manchaca  
President, Board of Directors

Attest:

  
\_\_\_\_\_  
Julie Hall  
Secretary, Board of Director

MINUTES OF REGULAR MEETING OF  
SAN LEON MUNICIPAL UTILITY DISTRICT

THE STATE OF TEXAS           §  
  §  
COUNTY OF GALVESTON       §

The Board of Directors (the "Board") of the San Leon Municipal Utility District (the "District") met in regular session, open to the public, on Tuesday, May 17, 2016 at 6:30 p.m. at the District's regular meeting place at the District Office, 443 24th Street, San Leon, Texas. Constituting a quorum, the following duly-elected members of the Board were present, to-wit:

Joe Manchaca, President	Tyson Kennedy, Vice President
Julie Hall, Secretary	Kelly Neason, Asst. Secretary
Kenneth Bishop, Treasurer	

Also present were Janice Hoffman, Office Manager, Ken Keller, Field Superintendent, Steve DonCarlos, District's Attorney, Hal Walker, District's Engineer, Chris Lane, District's Financial Advisor Harry Peyton, AquaSurance and Perry Larvin, Security.

**Call Meeting to Order:**

Meeting called to order at 6:30 pm.

**Comments from District Residents:**

Dennis Decker talked about purchasing Quality Waste and the rumors about Decker being the only trash pickup in this area. J. Hoffman said that she called two trash services and they both said they were not talking new customers. There were discussions regarding Decker's services and their rate increase, with no notice to their customers. There were no other comments from District residents.

**Consider and Approve Insurance with AquaSurance for the District:**

H. Peyton with AquaSurance presented the District's Insurance Proposal to the Board. Julie Hall made the motion to approve the Insurance Proposal from AquaSurance, as presented, seconded by Tyson Kennedy. All in favor, motion carried unanimously.

**Discuss and Approve RV Park Requirements:**

There were discussions regarding the new capacity fees, to following the guidelines for the State of Texas Fire Marshall, how many RV's to a park and classification of an RV park. S. DonCarlos said that K. Keller talked about classifying RV Park as 10 or more RV's; the State Legislative regulations and Water Code for RV parks. The Board has the authority to make rules on how the Multi/RV Parks are hooked to the District's system. No action taken, discussions only.

**Discuss, Consider and Approve a Proposed RV Park at 835 11<sup>th</sup> St. for Theresa**

**Waggoner:**

No action was taking at this meeting.



**Discuss, Consider and Approve a Proposed Line Ext. at 23<sup>rd</sup> and Ave H for Philip Tharp III;**

There was much discussion regarding the line extension at 23<sup>rd</sup> and Ave H. There was much discussion regarding the letter from Susan Milton. K. Keller said he will get the contractors out to look at the location and get a quote. No action was taking at this meeting.

**Approve the Minutes of the Regular Meeting, April 19, 2016;**

Ken Bishop made the motion to approve the Minutes of the Regular Meeting, April 19, 2016, seconded by Tyson Kennedy. All in favor, motion carried unanimously.

**Consider and Approve the Engineer's Report and the Pay Estimates No. 23 from Schier Construction Company, Inc.;**

Hal Walker presented the Engineer's Report to the Board. Manhole Replacement at 24<sup>th</sup> and Ave L; H. Walker passed out the estimate from the contractor regarding the manhole at 24<sup>th</sup> and Ave L is a probable cost to replace the manhole. The cost for the bid is in the range, in the amount of \$72,375.00 and is still within the \$75,000.00, so we won't have to go out for bids, AEI's estimate from last month was about \$93,000.00. If something was to come up and there would be a changed order is that a violation? S. DonCarlos recommends that District go out for bids, it would be safer. There were discussions regarding Galveston County helping with the cost of the manhole since it is in county right of way. TxDOT Drainage Line Relocates; pre-construction was on April 25<sup>th</sup> and representatives were there from AEI, T-Construction, TxDOT and the District. Received the notice to proceed and already started construction. There will be a secondary meeting to discuss other issues. There were questions regarding the line break. Elevated Storage Tank; Schier Construction submitted Pay Estimate No. 23 in the amount of \$102,069.00 work performed up to the end of April and is 98% complete. WWTP Discharge Permit Renewal; submitted the documents on time. Digital Drawing and Storage; there are drawing that AEI received when they were first hired by the District, does the Board want these drawings back, AEI can deliver them back. If not, AEI has copied them to digital storage. The Board requested them to be returned to the District. Updated on Series 2013 Bonds. Ken Bishop made the motion to approve of the Engineer's Report and the Pay Estimate No. 23 in the amount of \$102,069.00 for Schier Construction Company, Inc., seconded by Julie Hall. All in favor, motion carried unanimously.

**Consider and Approve the Field Superintendent's Report;**

Ken Keller presented the Field Superintendent's Report. Doing well on the I&I project, repair several clean outs and taps. We will be doing smoke testing in that same area again to make sure all of the leaks have been repaired. K. Keller said he found a major leak at the end of 24th near Dickbay and took about two (2) hours to repair. Ken Bishop made the motion to approve the Field Superintendent's Report, seconded by Tyson Kennedy. All in favor, motion carried unanimously.

**Consider and Approve the Office Manager's Report and Budget Comparison;**

J. Hoffman presented the Office Manager's Report and Budget Comparison to the Board. Tyson Kennedy made the motion to approve the Office Manager's Report and Budget Comparison, seconded by Kelly Neason. All in favor, motion carried unanimously.

**Discuss and Approve Drainage Authority for the San Leon Municipal Utility District;**

S. DonCarlos said that when the District ask to do get authority from the State to do solid waste collection, with it comes the authority to gather, conduct, avert and control local storm water or other local harmful excesses of water. The District has a broad authority when it comes to controlling storm water. Tabled.

**Director's Report:**

J. Manchaca discussed Clean Harbors and regarding GLO funding on the electrical and mezzanine for the Elevated Storage Tank. No Director's Report to approve.

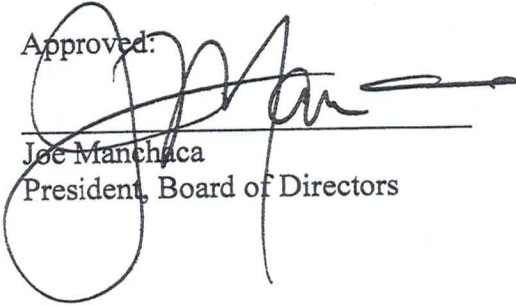
**Executive Session Pursuant to Section 551.071/551.072 and 551.074 of the Texas Government Code:**

There was no Executive Session.

**Adjourn Meeting:**


Ken Bishop made the motion to adjourn the meeting at 7:34 pm, seconded by Julie Hall. All in favor, motion carried unanimously.

Approved:



\_\_\_\_\_  
Joe Manchaca  
President, Board of Directors

Attest:



\_\_\_\_\_  
Julie Hall Kelly Neason  
Asst. Secretary, Board of Director



MINUTES OF REGULAR MEETING OF  
SAN LEON MUNICIPAL UTILITY DISTRICT

THE STATE OF TEXAS           §  
  §  
COUNTY OF GALVESTON       §

The Board of Directors (the "Board") of the San Leon Municipal Utility District (the "District") met in regular session, open to the public, on Tuesday, September 27, 2016 at 6:30 p.m. at the District's regular meeting place at the District Office, 443 24th Street, San Leon, Texas. Constituting a quorum, the following duly-elected members of the Board were present, to-wit:

Joe Manchaca, President	Julie Hall, Secretary
Kelly Neason, Asst. Secretary	Kenneth Bishop, Treasurer

Not Present; Tyson Kennedy, Vice President

Also present were Janice Hoffman, Office Manager, Ken Keller, Field Superintendent, Steve DonCarlos, District's Attorney, Hal Walker, District's Engineer, Chris Lane, District Financial Advisor, Tim Applewhite and Steve Booker, District's Auditors and Perry Larvin, Security.

**Call Meeting to Order:**

Meeting called to order at 6:30 pm.

**Comments from District Residents:**

W. Jakubas said that the WWTP's discharge of treated water is going into the bay; what is the difference between San Leon MUD and Clean Harbor? J. Manchaca stated that this is treated waste water that goes through a process and is not full of the type of chemicals, hard metals and several of different things that Clean Harbor has. The District does comply with TCEQ's monitoring and testing. Dawn King said she is the president of the Dickinson Chamber of Commerce and said that she hear San Leon was wanting to possibly incorporate; that incorporation is the best thing do and if you need any information or need her help to just give her a call. There were no other comments from District residents.

**Conduct a Public Hearing concerning Adoption of the District Tax Rate:**

Public hearing open, J. Manchaca asked if there were any questions or comments regarding the tax rate. There were no other questions or comments regarding the Tax Rate.

**Close Public Hearing:**

Closed Public Hearing.

**Adopt a District Tax Rate for 2016/2017:**

Kelly Neason made the motion to adopt the 2016/2017 tax rate to stay the same as last years, seconded by Julie Hall. All in favor, motion carried unanimously.

**Consider and Approve Audit for Fiscal Year End June 30, 2016:**

T. Applewhite and Stephen Booker, the District's Auditor explained the audit to the Board. Ken Bishop made the motion to approve the Audit for Fiscal Year Ending June 30, 2016, seconded by Julie Hall. All in favor, motion carried unanimously.

**Consider and Approve a Proposed RV Park at the 900 Blk. of 17<sup>th</sup> St. for James Skelton:**

Mr. Skelton was not at this meeting and this item was tabled.



**Approve the Minutes of the Regular Meeting, August 23, 2016;**

Ken Bishop made the motion to approve the Minutes of the Regular Meeting, August 23, 2016, seconded by Julie Hall. All in favor, motion carried unanimously.

**Consider and Approve the Engineer's Report and the Final Pay Estimate No. 25 from Schier Construction Company, Inc.;**

Hal Walker presented the Engineer's Report and the Final Pay Estimate No. 25 to the Board. Elevated Storage Tank; Schier Construction has submitted Pay Estimate No. 25 and final in the amount of \$287,842.00 for the work performed up to the end of June and work appears to be complete. Manhole At 24<sup>th</sup> & Ave L; continuing to work on the replacement designs. Treatment Plant Permit; today is the last day of the 30 day comment period for the public, case closed and will issue the final draft. TCEQ Compliance; attached is a spreadsheet that compares the rain fall and flow of the treatment plant, so the Treatment Plant looks good, with no violations like last year. J. Manchaca said he met with GLO will possibly release the funds early 2017 for the electrical and mezzanine on the Elevated Storage Tank. Capital Improvements; AEI recommends a workshop to discuss prioritizing and finance. 2016 Rate Study; no changes. Updated spreadsheet on the Series 2013 Bond funds attached to Engineers Report. Ken Bishop made the motion to approve of the Engineer's Report and the Final Pay Estimate No. 25 in the amount of \$287,842.00 for Schier Construction Company, Inc., seconded by Kelly Neason. All in favor, motion carried unanimously.

**Consider and Approve the Field Superintendent's Report;**

Ken Keller presented the Field Superintendent's Report to the Board. Water consumption is lowering gradually. I & I and smoke testing is going strong. K. Keller discussed a new project on 23<sup>rd</sup> and Broadway to repair and replace the sewer line. Started a new maintenance program on the hydrants. Julie Hall made the motion to approve the Field Superintendent's Report, seconded by Ken Bishop. All in favor, motion carried unanimously.

**Consider and Approve a new Mini Excavator for the District;**

Ken Keller presented the cost for a new mini excavator to the Board. Julie Hall made the motion to approve the Field Superintendent's Report, seconded by Kelly Neason. All in favor, motion carried unanimously.

**Discuss, Consider and Approve a new Project at 2300 Block of Broadway;**

There were discussions regarding the new project on 2300 block of Broadway. Tabled until next month; K. Keller needs to get bids.

**Consider and Approve the Office Manager's Report and to Amend the 2016-2017 Budget;**

J. Hoffman presented the Office Manager's Report and to Amend the 2016-2017 Budget to the Board. There was discussions to amend the 2016-2017 Budget. J. Manchaca stated that the Board may need to modify the 2016-2017 Budget in a few months. There was much discussion regarding the new billing software and the convenience fee for online payment. The Board made a decision to do away with the convenience fee once we are on Tyler's software. Ken Bishop made the motion to approve the Office Manager's Report and to amend the 2016-2017 Budget, seconded by Kelly Neason. All in favor, motion carried unanimously.

**Discussion and Approval of Changes to Water Conservation Status in San Leon;**

J. Manchaca said since there has been a positive change in the water conservation, this item will be tabled.

**Discuss and Approve next steps in Mandatory Trash Service:**

J. Manchaca started the discussion regarding the trash service for the District. There were several request for trash service bids sent out and only three (3) responded; Decker, AmeriWaste and Residential Recycling. J. Manchaca said that we will move forward on this and send out mailers to the District Residents. Kelly Neason made the motion to move forward with the mandatory trash service, seconded by Ken Bishop. All in favor, motion carried unanimously.

**Director's Report:**

J. Manchaca started the discussion regarding the Emergency Management meeting on water/waste water and the two (2) case studies on contamination. J. Manchaca discussed the importance of the NIMS courses (FEMA/Homeland Security) and that the board needs to at least take two (2) of them. The District needs to take a look at the security. No Director's report to approve.

**Recess into Executive Session Pursuant to Section 551.071/551.072 and 551.074 of the Texas Government Code:**

Recess into Executive Session at 7:39 pm.

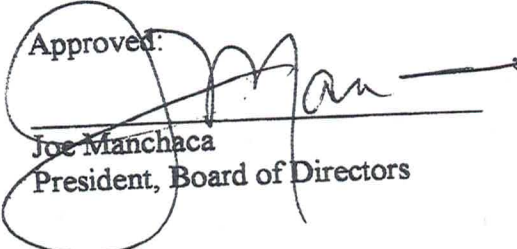
**Return to Regular Session and Act on Matters Discussed in Executive Session:**

Returned to Regular Session at 7:56 pm and acted on matters discussed in Executive Session. There was nothing to approve, discussions only.

**Adjourn Meeting:**

Kelly Neason made the motion to adjourn the meeting at 7:56 pm, seconded by Ken Bishop. All in favor, motion carried unanimously.

Approved:

  
\_\_\_\_\_  
Joe Manchaca  
President, Board of Directors

Attest:

  
\_\_\_\_\_  
Julie Hall  
Secretary, Board of Director



MINUTES OF REGULAR MEETING OF  
SAN LEON MUNICIPAL UTILITY DISTRICT

THE STATE OF TEXAS           §  
  §  
COUNTY OF GALVESTON       §

The Board of Directors (the "Board") of the San Leon Municipal Utility District (the "District") met in regular session, open to the public, on Tuesday, October 18, 2016 at 5:00 p.m. at the District's regular meeting place at the District Office, 443 24th Street, San Leon, Texas. Constituting a quorum, the following duly-elected members of the Board were present, to-wit:

Joe Manchaca, President       Julie Hall, Secretary  
Kenneth Bishop, Treasurer   Kelly Neason, Asst. Secretary

Not Present: Tyson Kennedy, Vice President

Also present were Janice Hoffman, Office Manager, Ken Keller, Field Superintendent, Steve DonCarlos, District's Attorney, Hal Walker, District's Engineer, Oscar Gutierrez, Commercial Benefits and Perry Larvin, Security.

**Call Meeting to Order:**

Meeting called to order at 5:00 pm.

**Workshop:**

**Discussion Regarding Rates, Trash Service and Capital Improvements Plan:**

J. Manchaca started the discussion regarding the trash service, cost and what services the three (3) companies provide. There were discussions regarding putting a draft together with the cost at \$13.25 to \$17.00, are you in favor or not, to check yes or no, to let the residents know that the cost could change and then send out to the residents. There was much discussion regarding the trash pickup. J. Manchaca discussed the revenues and expenses being in the red for the past months and the bulk of the expense are due to repairs that are being made on the system; we cannot keep on going into the red every month. H. Walker discussed the tentative figure of the Capital Improvements Plan with anticipated work that needs to be done. There is some items that needs to be address; waste water treatment plant rehabilitation, inflow and infiltration, sanitary sewer and water plant modifications. J. Manchaca asked, we do have surplus of funds left over? H. Walker said yes, now that the elevated storage tank is done there is a surplus of funds. J. Manchaca discussed the funds coming from GLO for the controls in the Tower and how much more funds will be needed to finish the electrical. J. Manchaca said the District is looking at about 2.5 million on anticipated repairs and work that needs to be done, do we want to consider, with C. Lane's guidance, what the District is looking at if we were to sale additional bonds. There were discussions regarding possibility raising the customer rates additional \$21.00 more a month. J. Manchaca stated the system is becoming more aged with all of the demands that have been put on it. W. Gamble, with AEI Engineering, discussed the Rate Analysis Summary given to the Board. J. Manchaca said we need to give Chris Lane the information on the rate analysis, the Capital Improvements Plan and any other information she needs to look into what the Board needs to do and to decide in the next Board meeting.



**Consider and Approve items discussed in the Workshop:**

Kelly Neason made the motion to approve to supply the rate study and capital improvement plan numbers to Chris Lane, the District's Financial Advisor and to create a draft document of a questionnaire to the residents regarding trash service that was discussed in the Workshop, seconded by Julie Hall. All in favor, motion carried unanimously.

**Comments from District Residents:**

Susan Hart started the discussion regarding the work at 2900 Block of Broadway and Galveston County not responding to her calls; she made a call to TCEQ. There were no comments from District residents

**Consider and Approve Health Insurance for the District Employees:**

O. Gutierrez stated there is an increase with Blue Cross Blue Shield is about 30% higher as of December 1, 2016. O. Gutierrez said United Healthcare is comparable with Blue Cross Blue Shield. There was much discussion regarding the employee's health insurance. Ken Bishop made the motion to approve the recommendations of O. Gutierrez with United Health, PPO plan, seconded by Kelly Neason. All in favor, motion carried unanimously.

**Consider and Approve a Proposed RV Park at the 1219 12<sup>th</sup> Street for Dale Ward:**

Dale Ward said he wants to put an R. V. Park at 1219 12<sup>th</sup> Street (existing R. V. Park). J. Manchaca you will fall under the same subject of requirements as any of the other R. V. Parks; better drawing of the proposed park, K. Keller needs to make sure that there is adequate lines, which is a minimum of six inch line in front of the property, make sure there is adequate fire protection and to go to the County and get a valid permit and any drainage requirements. K. Keller will need to inspect all of the plumbing before you have it covered and you need to past any other State guidelines. There were discussions regarding the proposed R. V. Park at 1219 12<sup>th</sup> Street. No action was taking at this meeting.

**Approve the Minutes of the Regular Meeting, September 27, 2016:**

Kelly Neason made the motion to approve the Minutes of the Regular Meeting, September 27, 2016, seconded by Ken Bishop. All in favor, motion carried unanimously.

**Consider and Approve the Engineer's Report:**

Hal Walker presented the Engineer's Report to the Board. The Board needed to sign final acceptance on the project for the Elevated Storage Tank. Manhole at Ave L and 24<sup>th</sup> Street; sent a set a plans to the County of Galveston and to Ken Keller for review and comment. Sent a transmittal summary letter to TCEQ describing what the project is and we are anticipating authorization within the next month. Waste Water Permit; has gone before the Executive Directors for signatures. TCEQ Compliance; the agreed order should be sign within this month. Capital Improvement Plan; discussed in the Workshop. Rate Study Analysis; discussed in the Workshop. Updated spreadsheet on the Series 2013 Bond funds attached to Engineers Report; there is a surplus of \$799,000 for project that were performed, which includes construction funds and engineering funds. J. Manchaca ask if the District can use the surplus of funds for other projects. S. DonCarlos said yes, but we would have to get TCEQ approval. Julie Hall made the motion to approve of the Engineer's Report, seconded by Ken Bishop. All in favor, motion carried unanimously.

**Consider and Approve the Field Superintendent's Report:**

Ken Keller presented the Field Superintendent's Report to the Board. Water accountability is at 10%. K. Keller said is getting a new I & I crew together instead of AAA, the contractors the District is using now. There were discussions regarding the new I & I contractor and the smoke testing. Julie Hall made the motion to approve the Field Superintendent's Report, seconded by Ken Bishop. All in favor, motion carried unanimously.



**Discuss, Consider and Approve a new Project at 2300 Block of Broadway:**

There were discussions regarding the new project on 2300 block of Broadway. Tabled until next month; K. Keller said he did not receive any bids yet and should have them by next meeting. Tabled until next meeting.

**Consider and Approve the Office Manager's Report and Budget Comparison:**

J. Hoffman presented the Office Manager's Report and Budget Comparison to the Board. Kelly Neason made the motion to approve the Office Manager's Report and Budget Comparison, seconded by Julie Hall. All in favor, motion carried unanimously.

**Consider and Approve the 3rd Quarter Investment Report Ending Sept. 30, 2016:**

Ken Bishop presented the Third Quarter Investment Report Ending Sept. 30, 2016 to the Board. Julie Hall made the motion to approve the 3<sup>rd</sup> Quarter Investment Report, seconded by Kelly Neason. All in favor, motion carried unanimously.

**Director's Report:**

K. Neason ask if there was something we can put an action item or a follow up list; something we can put on the minutes or as an agenda item. No Director's report to approve.

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

Recess into Executive Session at 7:40 pm.

**Return to Regular Session and Act on Matters Discussed in Executive Session:**

Returned to Regular Session at 8:06 pm and acted on matters discussed in Executive Session. There was nothing to approve, discussions only.

**Adjourn Meeting:**

Kelly Neason made the motion to adjourn the meeting at 8:06 pm, seconded by Ken Bishop. All in favor, motion carried unanimously.

Approved:

  
\_\_\_\_\_  
Joe Manchaca  
President, Board of Directors

Attest:

  
\_\_\_\_\_  
Julie Hall  
Secretary, Board of Director

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 Tuesday, November 15, 2016 at 5:00 p.m. at the District's regular meeting place at the District Office, 443 24th Street, San Leon, Texas. Constituting a quorum, the following duly-elected members of the Board were present, to-wit:

Joe Manchaca, President	Tyson Kennedy, Vice President
Julie Hall, Secretary	Kenneth Bishop, Treasurer
Kelly Neason, Asst. Secretary	

Also present were Janice Hoffman, Office Manager, Ken Keller, Field Superintendent, Steve DonCarlos, District's Attorney, Hal Walker, District's Engineer, Chris Lane, District's Financial Advisor and Perry Larvin, Security.

**Call Meeting to Order:**

Meeting called to order at 5:00 pm.

**Workshop:**

**Discussion Regarding Rates, Trash Service and Capital Improvements Plan:**

J. Manchaca discussed the revenues and expenses and the bulk of the expense are due to repairs that are being made on the system. There are items that need to be address; waste water treatment plant rehabilitation, inflow and infiltration/sanitary sewer lines, the rehab of main water lines and water plant modifications. There were discussions regarding the sale of Bonds or possibly raising the rates to the customers. H. Walker discussed the tentative figure of the Capital Improvements Plan with anticipated work that needs to be done. J. Manchaca said the District is looking at close to 2 million on anticipated repairs and work that needs to be done. J. Manchaca stated the system is becoming more aged with all of the demands that have been put on it. C. Lane discussed the Estimated Summary of Cost sheets given to the Board regarding a 2.6 million Bond sale. J. Manchaca said we need to sale 3 million Bond and C. Lane said she will run the numbers again for the next meeting. H. Walker discussed the Rate Analysis Summary given to the Board. There were many discussions regarding the Rate Analysis Summary.

**Comments from District Residents:**

There were no comments from District residents.

**Consider and Approve items discussed in the Workshop:**

Ken Bishop made the motion to proceed with the sale of three (3) million in Bonds and for AEI to finalize their Capital Improvement Program, as well as our Rate Study discussed in the Workshop, seconded by Julie Hall. All in favor, motion carried unanimously.

**Approve the Minutes of the Regular Meeting, October 18, 2016:**

Kelly Neason made the motion to approve the Minutes of the Regular Meeting, October 18, 2016, seconded by Ken Bishop. All in favor, motion carried unanimously.



**Consider and Approve the Engineer's Report;**

Hal Walker presented the Engineer's Report to the Board. Manhole Replacement on 24<sup>th</sup>; design is completed, started advertising for bids today and will accept the bid in the next meeting. Waste Water Treatment Plant Permit Renewal; it has been authorized by TCEQ, received it on October 24<sup>th</sup> and will expire November 1, 2018. TCEQ Compliance; it was discussed at the Commission Agenda meeting on October 19<sup>th</sup>, and went into effect giving the District 365 days to comply with the order. Capital Improvements Plan and the Rate Study; was discussed in the Workshop and will make some updates for the next meeting. Series 2013 Bonds; will verify the numbers on the spreadsheet for the next meeting. Julie Hall made the motion to approve of the Engineer's Report, seconded by Ken Bishop. All in favor, motion carried unanimously.

**Consider and Approve the Field Superintendent's Report;**

Ken Keller presented the Field Superintendent's Report to the Board. K. Keller said he didn't have a number for the water billed because of the new billing software; we are trying to get the readings to integrate onto the laptop to be read. K. Keller said that he is having 2 insta-valves installed because of the water outage due to a 3/4" water tap turning into a full-blown leak on 800 block of 24<sup>th</sup>. I & I updated spreadsheet attached to the Field Superintendent's report. Ken Bishop made the motion to approve the Field Superintendent's Report, seconded by Julie Hall. All in favor, motion carried unanimously.

**Discuss and Consider and Approve Contractors Installation of a 3" Compound Water Meter at Big Spot R. V. Park;**

Tabled.

**Discuss Contractors Services;**

Tabled.

**Consider and Approve the Office Manager's Report and Budget Comparison;**

J. Hoffman presented the Office Manager's Report and Budget Comparison to the Board. Ken Bishop made the motion to approve the Office Manager's Report and Budget Comparison, seconded by Julie Hall. All in favor, motion carried unanimously.

**Consider and Approve Ratification of Gulf Coast Water Authority Contract and all Amendments;**

Julie Hall made the motion to approve Ratification of Gulf Coast Water Authority and all Amendments, seconded by Tyson Kennedy. All in favor, motion carried unanimously.

**Discuss and Consider sanleon.org Domain Name;**

T. Kennedy has a sanleon.org domain name and someone contacted him to purchase the domain. He asked if the District sees any need to keep this domain. Nothing to approve.

**Director's Report;**

J. Manchaca update the Board regarding the GLO funding for the electrical in the tower. The County has approved additional services to the roads in San Leon. Center Point has been installing LED street lights and will be done by the end of the year 2016. No Director's report to approve.

**Discuss and Follow up on Outstanding Issues;**

No outstanding issues to follow up on or discuss.

**Presentation from Trash Vendors/Select and Approve Trash Vendor;**

Trash Contractors Presentation – **Decker, Dennis Decker;** Office is in Bacliff, Texas. Decker currently services approximately 1250 of the residents in San Leon, most of those are once a week and about 250 are twice a week. Pickup days for the once a week are Tuesday and Wednesday and the twice a week, Saturday is added. If Decker gets the contract with San Leon Decker would propose to service all of San Leon on Wednesday and Saturday.



Decker has been in business for 9 years. Decker is capable of doing the business. Current fleet of about 8 trucks, 2 of those are used in San Leon. Average age of Decker's equipment is 2006. In Decker's proposal also offers recycling service. What Decker does for the community currently is; by-weekly at the office in Bacliff, recycling containers are set out from 8 am to 2 pm every other Saturday. If Decker gets the contract with San Leon would upgrade the equipment. This would be a total pickup; what that means is the bulk items will be picked up on the second day. **Ameriwaste:** Office is in Alvin, Texas. Ameriwaste proposal is for twice a week service, heavy trash is on the second pickup day. There is recycling is also on the proposal for the residents that want to do the recycling. Ameriwaste has a fleet of 23 trucks, little over 50 employees, several backup units, currently service over 11 contracts. Most of Ameriwaste staff has been with the company for 12 years they have been in business. Average age of Ameriwaste trucks are about 7 years old and there is on-site maintenance to take care of the trucks. **Residential Recycling:** Based out of Tomball, Texas. Residential currently has 13 trucks. Average age of Residential trucks are 3 to 4 years old. How Residential will proceed to service San Leon residents; there will be a 3 truck operation, there will be a yard picked out in the area. There would have to be a start time with Residential in March 2017, to be able to have to necessary steps in place to service San Leon. Residential Recycling started out as a recycling company for about 8 years and just started doing trash pickup about 3 years ago. **Impact Waste, Kevin Ellis;** just purchased companies out of Beaumont, Texas, Industrial Transportation Waste/Emperor Sanitation and merged the two companies together. Impact has 19 trucks and the average age of the trucks are 3 to 5 years old. Impact will be providing twice a week service and heavy trash pickup. Impact has a recycling program on a case by case bases. Impact is going to have adopt a highway program, at no cost to the District. Background check on all of Impacts employees. J. Manchaca stated the Trash Vendors have until Friday, November 18<sup>th</sup> by 11:30 am to modify your proposal. District has a deadline of November 21<sup>st</sup> for the residents send or bring their surveys to the office by 5 pm. The Trash Vendors; a decision will be made once all of the surveys are counted.

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

Recess into Executive Session at 6:59 pm.


**Return to Regular Session and Act on Matters Discussed in Executive Session;**

Returned to Regular Session at 7:33 pm and acted on matters discussed in Executive Session. Kelly Neason made the motion to stop at \$50,000 and to ratify any other amounts that have already been paid on legal services regarding Clean Harbors, seconded by Julie Hall. All in favor, motion carried unanimously. Ken Bishop made the motion to approve the Employee Christmas Bonus discussed in Executive Session, to give the employees their bonus early, seconded by Julie Hall. All in favor, motion carried unanimously.

**Adjourn Meeting;**

Ken Bishop made the motion to adjourn the meeting at 7:45 pm, seconded by Tyson Kennedy. All in favor, motion carried unanimously.

Approved:

  
\_\_\_\_\_  
Joe Manchaca  
President, Board of Directors

Attest:

  
\_\_\_\_\_  
Julie Hall  
Secretary, Board of Director

MINUTES OF SPECIAL MEETING OF  
SAN LEON MUNICIPAL UTILITY DISTRICT

THE STATE OF TEXAS

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COUNTY OF GALVESTON

The Board of Directors of the San Leon Municipal Utility District met in Special Meeting, open to the public, Friday, December 16, 2016 at 11:30 a.m. at the District's regular meeting place at the District Office, 443 24th Street, San Leon, Texas. Constituting a quorum, the following duly-elected members of the Board were present, to-wit:

Joe Manchaca, President

Julie Hall, Secretary

Kelly Neason, Assistant Secretary

Tyson Kennedy, Vice President

Kenneth Bishop, Director

Also present were Janice Hoffman, Office Manager, Ken Keller, Field Superintendent, and Steve DonCarlos, District's Attorney.

**Call Meeting to Order**

Meeting called to order at 11:30 a.m.


**Discuss, Consider and Approve the Trash Vendor for the District:**

J. Manchaca started the discussion regarding the trash vendors. T. Kennedy wanted to know what the final outcome on the census sent out to the residents. There were 523 for, 195 against and after the deadline on the 21<sup>st</sup> there were maybe 100 or more, but those were not counted. There were discussions regarding the commercial trash service. There were discussions regarding recycling. J. Manchaca stated the service will be for residential only; the commercial accounts will not be included. There were two (2) commercial customers at the meeting that had comments regarding the trash service. Tyson Kennedy made a motion to approve Decker as the District's Mandatory Trash Collection Service for the next three (3) years, based on the 73% positive response from the voters in San Leon to start in February 2017 billing, seconded by Julie Hall. All in favor, motion carried unanimously.

**Adjourn Meeting:**

Ken Bishop made the motion to adjourn the meeting at 12:20 pm, seconded by Julie Hall. All in favor, motion carried unanimously.

Approved:

  
\_\_\_\_\_  
Joe Manchaca  
President, Board of Directors

Attest:

  
\_\_\_\_\_  
Julie Hall  
Secretary, Board of Directors



MINUTES OF REGULAR MEETING OF  
SAN LEON MUNICIPAL UTILITY DISTRICT

THE STATE OF TEXAS           §  
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COUNTY OF GALVESTON       §

The Board of Directors of the San Leon Municipal Utility District met in regular session, open to the public, on Tuesday, January 17, 2017 at 6:30 p.m. at the District's regular meeting place at the District Office, 443 24th Street, San Leon, Texas. Constituting a quorum, the following duly-elected members of the Board were present, to-wit:

Joe Manchaca, President	Tyson Kennedy, Vice President
Julie Hall, Secretary	Kenneth Bishop, Treasurer
Kelly Neason, Asst. Secretary	

Also present were Janice Hoffman, Office Manager, Ken Keller, Field Superintendent, Steve DonCarlos, District's Attorney, Hal Walker, District's Engineer, Chris Lane, District's Financial Advisor and Perry Larvin, Security.

**Call Meeting to Order:**

Meeting called to order at 6:30 pm.

**Consider and Approve Decker's Contract for Trash Service for the District:**

The Board was given a copy of the contract with Decker to review. J. Manchaca asked Dennis Decker, was there any issues with being ready for February 1<sup>st</sup>. Dennis Decker stated the only issue he will have is getting a complete supply of carts, they will be ready to start by February 1<sup>st</sup>; he should have 25% to 30% of the carts out to the customers and should have 100% of the carts out by the 15<sup>th</sup> of February. Julie Hall made the motion to approve Decker's Contract for Trash Service for the District residents, seconded by Ken Bishop. All in favor, motion carried unanimously.

**Comments from District Residents:**

There were discussions regarding the trash service and contract with Decker Disposal. Phyllis Windrup discussed the pond in the back of Bay Casa and the issues regarding the owner of the property by the pond and Galveston County. There were discussions regarding the drainage on Bayshore. There were discussions only nothing to approve.

**Approve the Minutes of the Regular Meeting, November 15, 2016 and the Special Meeting, December 16, 2016:**

Tyson Kennedy made the motion to approve the Minutes of the Regular Meeting, November 15, 2016 and Special Meeting December 16, 2016, seconded by Ken Bishop. All in favor, motion carried unanimously.

**Consider and Approve the Engineer's Report:**

Hal Walker presented the Engineer's Report to the Board. Manhole Replacement at 24<sup>th</sup> and Ave. L; accepted the bids on the 8<sup>th</sup> of January from three (3) contractors submitted bids. Reliance Construction Services submitted the lowest bid in the amount \$109,702.00; there is an alternate bid of \$4,000.00 for the spray lining the interior of the manhole. There was much discussion regarding the contractor bids for replacement of the manhole at 24<sup>th</sup> and Ave. L.



TCEQ Compliance; the agreed order went into effect on October 19, 2016. Since the previous violation; it's been almost two years and there haven't been any excursions, other than a lot of rain fall. 2016 report for the rain fall and I & I is attached to the Engineer's Report. The Rate Study was recently updated and emailed to the Board. The New Bond Series 2017 report is approximately 30% complete and should have it ready by the next Board meeting. Updated spreadsheet on the Series 2013 Bonds is attached to the report. Refreshed spreadsheet on the Capital Improvements is attached to the report. Ken Bishop made the motion to approve of the Engineer's Report, seconded by Tyson Kennedy. All in favor, motion carried unanimously.

**Review, Discuss, Consider and Approve the Bids and Award the Contract for the Replacement of the Manhole at 24<sup>th</sup> and Ave L;**

Tyson Kennedy made the motion to approve to accept the bid from Reliance Construction Services for the replacement of the manhole at 24<sup>th</sup> and Ave. L, seconded by Kelly Neason. All in favor, motion carried unanimously.

**Resolution Approving the Preparation of the Bond Application and Bond Counsel Fee Agreement;**

Ken Bishop made the motion to approving the Preparation of the Bond Application and the Bond Counsel Fee Agreement, seconded by Kelly Neason. All in favor, motion carried unanimously.

**Review and consideration the Rate Study Analysis and to modifications the District's Water and Sewer Rates;**

Tabled until next meeting.

**Consider and Approve the Field Superintendent's Report;**

Ken Keller presented the Field Superintendent's Report to the Board. K. Keller said that he didn't have the water consumption through the meters; the office is still working on the new software and hopes to have it for next meeting. Julie Hall made the motion to approve the Field Superintendent's Report, seconded by Ken Bishop. All in favor, motion carried unanimously.

**Consider and Approve the Office Manager's Reports for November and December 2016 and Budget Comparison;**

J. Hoffman presented the Office Manager's Reports for November and December 2016 and Budget Comparison to the Board. Ken Bishop made the motion to approve the Office Manager's Report and Budget Comparison, seconded by Julie Hall. All in favor, motion carried unanimously.

**Consider and Approve the 4<sup>th</sup> Quarter Investment Report Ending December 31, 2016;**

Julie Hall made the motion to approve the 4<sup>th</sup> Quarter Investment Report Ending December 31, 2016, seconded by Tyson Kennedy. All in favor, motion carried unanimously.

**Consider and Approve to change the NSF Check Fee Charge in the Rate Order;**

J Hoffman said one of the customers complained about the NSF fee of \$40.00 and should not be more than \$30.00 and she called and talked with Texas First Bank about the fee. S. DonCarlos said that is correct, that \$30.00 is the limit. Julie Hall made the motion to approve changing the \$40.00 NSF check fee to \$30.00, seconded by Tyson Kennedy. All in favor, motion carried unanimously.

**Discuss, Consider and Approve Blackboard's Contract and Renewal;**

Tabled until next meeting.

**Discuss and Approve of Reimbursement Resolution for the I and I invoices from the Bond Funds to the Operating Funds;**

Ken Bishop mad the motion to approve the Reimbursement Resolution for the I and I invoices from the Bond Funds to the Operating Funds in the amount of \$567,827.83, seconded by Kelly Neason. All in favor, motion carried unanimously.



**Director's Report:**

J. Manchaca updated the Board regarding the current battle with Clean Harbors. J. Manchaca said nothing to update on the GLO funding for the electrical in the tower. No Director's report to approve.

**Discuss and Follow up on Outstanding Issues:**

No outstanding issues to follow up or discuss.

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

**Code:**

There was no Executive Session.


**Adjourn Meeting:**

Tyson Kennedy made the motion to adjourn the meeting at 7:58 pm, seconded by Ken Bishop. All in favor, motion carried unanimously.

Approved:

  
\_\_\_\_\_  
Joe Manchaca  
President, Board of Directors

Attest:

  
\_\_\_\_\_  
Julie Hall  
Secretary, Board of Director

MINUTES OF REGULAR MEETING OF  
SAN LEON MUNICIPAL UTILITY DISTRICT

THE STATE OF TEXAS

§

COUNTY OF GALVESTON

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The Board of Directors of the San Leon Municipal Utility District met in regular session, open to the public, on Tuesday, February 21, 2017 at 6:30 p.m. at the District's regular meeting place at the District Office, 443 24th Street, San Leon, Texas. Constituting a quorum, the following duly-elected members of the Board were present, to-wit:

Joe Manchaca, President	Tyson Kennedy, Vice President
Julie Hall, Secretary	Kenneth Bishop, Treasurer
Kelly Neason, Asst. Secretary	

Also present were Janice Hoffman, Office Manager, Steve DonCarlos, District's Attorney and Hal Walker, District's Engineer.

Not Present: Ken Keller, Field Superintendent

**Call Meeting to Order:**

Meeting called to order at 6:30 pm.

**Comments from District Residents:**

Mr. Munoz said he had a problem with the trash service. There were discussions only nothing to approve.

**Discussion from Valarie Hawley regarding Beautification/Earth Day:**

Valarie Hawley wanted to thank the Board for getting the trash service for the residents. There were discussions regarding Earth Day and possibly San Leon MUD getting involved with this and get San Leon cleaned up. Impact stated this could be something they could get involved with. There was much discussion regarding cleaning up San Leon.

**Consider and Approve a Proposed RV Park along FM 517 & 26<sup>th</sup> St. for Shawn Clift:**

Chance Bennett said that he is here representing Shawn Clift regarding a proposed RV park. Mr. Bennett was given a copy of the RV Park requirements and said he did talk with Sean Welch at the county and he was okay with the project. J. Manchaca said to get with K. Keller on the size of the main lines and to get with the VFD to make sure the road going into the park is adequate enough so that the fire trucks could get in there if necessary. There were discussions regarding the proposed R. V. Park at FM 517 & 26<sup>th</sup> Street. No action was taken at this meeting.

**Consider and Approve of 4 lots at Ave. M & 10<sup>th</sup> St. to put 4 RV's on for Willard Stinson:**

Willard Stinson was given a copy of the RV Park requirements. J. Manchaca discussed what needs to be done; that you fall under the same subject of requirements as any of the other R. V. Parks; better drawing of the proposed park, K. Keller needs to make sure that there is adequate lines, which is a minimum of six inch line in front of the property, make sure there is adequate fire protection and to go to the County and get a valid permit and any drainage requirements. K. Keller will need to inspect all of the plumbing before you have it covered. There were discussions regarding the proposed R. V. Park at Ave. M & 10<sup>th</sup> Street. No action was taken at this meeting.



**Present, Consider and Approve two (2) Proposed Real Estate Projects for San Leon Construction Services:**

Dale Brown said that he is trying to get water and sewer to Cindy Palmer Lane and Ave. G. for development of (15) fifteen container homes. Gordon Johnson had a miniature model of a container home to show the Board and discuss the plans for these homes. Joe Manchaca said if it is a county road the District can run lines down the road; if it is a private road, you will have to run your lines out to the street where the main lines are. You need to contact Ken Keller to asset what is there. If the lines are not there, the cost of line extensions will be at the developer's expense. No action was taken at this meeting.

**Discuss and Possibly Approve Garbage Exemptions for Disabled Customers:**

Tabled until Workshop meeting.

**Approve the Minutes of the Regular Meeting Minutes, January 17, 2017:**

Tyson Kennedy made the motion to approve the Minutes of the Regular Meeting, January 17, 2017, seconded by Ken Bishop. All in favor, motion carried unanimously.

**Consider and Approve the Engineer's Report:**

Hal Walker presented the Engineer's Report to the Board. Manhole at Ave L and 24<sup>th</sup>, brought the contracts to have the Board sign and performed the bond and insurance compliance for review; sent it over to S. DonCarlos and he found it in order. Series 2017 Bond; sent a copy to the Board for review. The report is about 80% complete. Capital Improvement Plan; spreadsheet attached to the report. Kelly Neason made the motion to approve of the Engineer's Report, seconded by Ken Bishop. All in favor, motion carried unanimously.

**Review and consideration the Rate Study Analysis and to modifications the District's Water and Sewer Rates:**

Tabled until Workshop meeting.

**Consider and Approve the Field Superintendent's Report:**

Field Superintendent's Report. J. Hoffman said they did get meter consumption for K. Keller's report for the accountability. Ken Bishop made the motion to approve the Field Superintendent's Report, seconded by Julie Hall. All in favor, motion carried unanimously.

**Consider and Approve a new Vender for waste removal services for the Waste Water Treatment Plant:**

Tony Broussard with Impact discussed the proposal given to the Board. J. Manchaca said we need to get more numbers regarding the waste removal at the Waste Water Treatment Plant. Tabled until next meeting.

**Consider and Approve the Office Manager's Report and Budget Comparison:**

J. Hoffman presented the Office Manager's Report and Budget Comparison to the Board. Ken Bishop made the motion to approve the Office Manager's Report and Budget Comparison, seconded by Kelly Neason. All in favor, motion carried unanimously.

**Discuss, Consider and Approve Blackboard's Contract and Renewal:**

Ken Bishop made the motion to approve to renew the contract with Blackboard Connect, seconded by Julie Hall. All in favor, motion carried unanimously.

**Director's Report:**

J. Manchaca updated the Board regarding the current battle with Clean Harbors. Went to court on the first day of February regarding Clean Harbors. There were several people from San Leon community. J. Manchaca said the update on the GLO funding for the electrical in the tower is still in consideration. No Director's report to approve.

**Discuss and Follow up on Outstanding Issues:**

No outstanding issues to follow up or discuss.

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

**Code:**

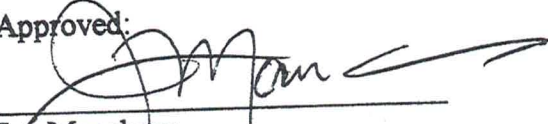
There was no Executive Session.

**Adjourn Meeting:**

Kelly Neason made the motion to adjourn the meeting at 7:58 pm, seconded by Tyson Kennedy.

All in favor, motion carried unanimously.

Approved:

  
\_\_\_\_\_  
Joe Manchaca  
President, Board of Directors

Attest:

  
\_\_\_\_\_  
Julie Hall  
Secretary, Board of Director