

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

May 15, 2019

STATE OF TEXAS :

COUNTY OF BRAZORIA :

The Board of Directors of Varner Creek Utility District of Brazoria County, Texas convened in regular session, open to the public in the back office of the Columbia Lakes Resort Cottages at 180 Freeman Blvd., Columbia Lakes, West Columbia, Texas within the boundaries of the District on the 15th day of May 2019 at 9am. and the roll was called of the duly constituted officers and members of the Board,
to-wit:

Allan Sassin	President
Gene Pell	Vice-President / Financial Director
Becky Carroll	Secretary/Treasurer
Wayne Pollard	Asst. Secretary/Treasurer
Ray Sauer	Director

Also present were the following: Debra Lanehart, 1st Capital Business Services, LLC; Morris Ryder, Ryder & Co.; Doug Roesler, Baker & Lawson; Don Womble & DC Bean, CLHOA Security; Randall Weeks, resident. All members were present, thus constituting a quorum.

Director Sassin called the meeting to order at 9:00am

Minutes are presented in order of the stated agenda even though actual order of topics were discussed out of agenda order.

A. SECURITY

General Report given by Mr. Womble: Mr. Womble reported that an Arrest Warrant has been issued, but not served on Mr. Gronski for his repeated levee violations.

B. SEWER AND WATER BILLING AND COLLECTION REPORTS

Billing for the month of April 2019:
Read dates March 18 – April 12, 2019.
Pumpage: 5,359,000
Consumption: 4,163,000
Accountability: 78%

The cut-off list was presented with a cut-off date of May 29, 2019.

B. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

Director Carroll made a motion to accept the water and sewer reports, seconded by Director Sauer and the vote was unanimous.

Director Sauer made the motion to approve the cut off list, seconded by Director Pell the vote was unanimous.

C. OPERATOR'S REPORT

1. Update on maintenance: December

- Bacteriological samples were good .
- Mowed and weeded pump stations and levee, North Ditch.
- Cleaned storm drains
- Repaired water lines on Riverside and Prescott
- Replacing Fire Hydrant bolts that have rusted
- Rebuild of the Instrument Panel Cabinet completed.
- 3 water and 2 sewer taps done
- Sandbags and Sand stocked for use as needed Pumps staged to be used as needed.

Motion to accept the Operator's report made by Director Sauer and seconded by Director Pell and the vote was unanimous.

D. ENGINEER'S REPORT

1-3. Doug Roesler reported that the low bid for the Replacement/Slip Line of the Freeman Boulevard Culverts was made by Vernor Materials for \$177,920.20.

Motion to award the Freeman Boulevard Culvert project to Vernor Materials for the Bid Price of \$177,920.20 made by Director Sauer, seconded by Director Carroll and the vote was unanimous.

The Relocation of the Positive Closure Valves Project had no bidders respond to the initial advertising. The project will be re-advertised. There will be a three-week period after re-advertising for vendors to submit bids.

Smart Meter Project will go out for bids within the week.

4. East pump station property: B&L has had no response to the District's offer.

5. Crappie Pond Access Easement: No Action

Motion to accept the report made by Director Pell and seconded by Director Carroll. The vote was unanimous.

E. LEGAL/FINANCIAL ADVISORS

No action taken on the Street Sweeping.

F. ADMINISTRATORS REPORT

1. Debra Lanehart informed the Board that tests of the system have been done and we have had no issues. The District used the system to send updates on the recent high water from the Brazos and Varner Creek.

2. Update on utility billing services:

Motion to approve water service deposit form and letter to residents regarding the change to billing services made by Director Carroll, seconded by Director Pollard and the vote was unanimous.

3. Motion to approve distribution and publication of the Consumer Confident Report for 2018 made by Director Sauer, seconded by Director Pell and the vote was unanimous.

Motion to set Public Hearing on the Consumer Confident Report for June 19, 2019 at 9:00am made by Director Carroll, seconded by Director Sauer and the vote was unanimous.

4. Debra Lanehart presented to Standby Collection reports for April 2019. April collections totaled \$2,520.

Motion to accept the Standby Collections report made by Director Sauer seconded by Director Pell and the vote was unanimous.

5. Debra Lanehart presented the Administrator's report reviewing account monies, transfers and balances in the District's Operating, Capital Projects, and Debt Service accounts for the month of April 2019.

Motion made by Director Pollard to accept the Cash Balance Report, seconded by Director Carroll and the vote was unanimous.

6. Brazoria County Appraisal District distributed the Certificate of 2019 Estimated Value for the District. The total estimated net taxable value is \$184,685,899.

7. Tax Assessor/Collector's report for April was presented. Current year levy paid was \$10,418.86.

Motion to accept the Tax Assessor/Collector's report made by Director Sauer, seconded by Director Carroll and the vote was unanimous.

8. Budget Report for April 2019 was presented. Revenues to-date are \$257,640.10 or

26.24% of the 2019 Budgeted revenue amount of \$982,000. Expense to-date total \$265,204.62 or 27.01% of the 2019 Budgeted expenses amount of \$982,000.

Motion to accept the Budget Report for April was made by Director Sauer, seconded by Director Pollard and the vote was unanimous.

9. Debra Lanehart provided list of checks with \$94,447.86 out of the Operating account to be approved, sixteen checks totaling \$41,379.76 out of Capital Projects Fund for Bond Projects.

Motion to approve check list made by Director Carroll, seconded by Director Pell and the vote was unanimous

G. MINUTES

Director Sauer made the motion to accept the minutes from the April 17, 2019 regular meeting with the correction of Mr. Weeks first name from David to Randall. The motion was seconded by Director Carroll and the vote was unanimous.

H. TRUST PROPERTIES: NONE

There being no other business to come before the Board, Director Sauer made a motion to adjourn. The motion was seconded by Director Carroll and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)