

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

June 19, 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 19th day of June 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 and Steve Matula, Baker & Lawson; Don Womble & DC Bean, CLHOA Security; Randall Weeks, resident. All members were present, except Director Carroll, 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. Public Hearing Annual Water Quality Report 2018 (CCR)

No Residents in attendance with questions about the CCR.

Director Pollard made the motion to close the Public Hearing. Director Sauer seconded the motion and the vote was unanimous.

B. SECURITY

General Report given by Mr. Womble: Mr. Womble reported that several residents have been identified from the camera images of golf carts and vehicles on the levee. After discussion, Mr. Womble will check with the Sheriff about issuing Criminal Trespass Warnings to the Violators.

C. SEWER AND WATER BILLING AND COLLECTION REPORTS

Billing for the month of May 2019:
Read dates April 13 to May 17, 2019.
Pumpage: 6,742,000
Consumption: 6,072,800
Accountability: 90%

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

D. OPERATOR'S REPORT

1. Update on maintenance: May
 - Bacteriological samples were good.
 - Mowed and weeded pump stations and levee, North Ditch.
 - Cleaned storm drains
 - Repaired oil line on storm pumps
 - Replacing Fire Hydrant bolts that have rusted
 - Closed E pump Station gate 5/6, opened E pump Station gate 5/18
 - 4 water and 6 sewer taps done, 7 sewer inspections
 - Century Link truck rutted the levee
 - Inlet Drains/ Solid plates seem to allow better flow

Motion to replace perforated plates with solid plates concentrating on streets intersections with 3 drains made by Director Pell, seconded by Director Sauer and the vote was unanimous.

Motion to paint two pressure tanks made by Director Pell, seconded by Director Sauer and the vote was unanimous. Estimated to be under \$5,000.00.

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

D. ENGINEER'S REPORT

1-3.

The Relocation of the Positive Closure Valves Project had two bidders respond:
Matula & Matula bid \$176,370/ 95 working days
Vernor Materials bid \$672,275/ 135 working days

Motion to award contract for the Positive Closure Valves Project to Matula & Matula made by Director Sauer, seconded by Director Pell and the vote was unanimous.

D. ENGINEER'S REPORT CONT.

Smart Meter Project: Advertising the project will be done next week, Prebid meeting scheduled for July 8 at B&L office. Bids due July 23, 2019. Proposals will be presented to the Board for final decision.

Six bids were received for the 42- inch Gravity Outfall Project. The Engineer will research bidders and give recommendation to the Board at the July 17 meeting.

Crestview pump station: Easement on St. Andrew Side, waiting on the physical dimensions of the pump for placement.

West Levee-Change Order for Tex-Con:

Motion to approve change order for \$5,046.00 for emergency levee repair when Varner Creek was full made by Director Pell, seconded by Director Sauer and the vote was unanimous.

4. East pump station property: B&L will research the property listed under Ereno Lakes for 7.1 acres. Seems to be a discrepancy in acreage/ transfers.

5. Crappie Pond Access Easement: No Action

Motion to accept the report made by Director Sauer and seconded by Director Pollard. The vote was unanimous.

E. LEGAL/FINANCIAL ADVISORS

NONE

F. ADMINISTRATORS REPORT

1. Update on utility billing services: Transition continuing with meter reading and account reviews. Meter reading has been slow due to the weather. Office will be processing the billing for the first time with the June bills.
2. Debra Lanehart presented to Standby Collection reports for May 2019. May collections totaled \$1,330.

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

3. 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 May 2019.

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

4. Tax Assessor/Collector's report for May was presented. Current year levy paid was

F. ADMINISTRATORS REPORT CONT.

\$11,123.91. Prior period collections for May were \$1,525.93.

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

5. Budget Report for May 2019 was presented. Revenues to-date are \$310,184.45 or 31.6% of the 2019 Budgeted revenue amount of \$982,000. Expense to-date total \$338,940.87 or 34.5% of the 2019 Budgeted expenses amount of \$982,000.

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

6. Debra Lanehart provided list of checks with \$108,413.48 out of the Operating account to be approved, fourteen (14) checks totaling \$20,206.55 out of Capital Projects Fund for Bond Projects.

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

G. MINUTES

Director Sauer made the motion to accept the minutes from the May3, 2019 special meeting and May 15, 2019 regular meeting. The motion was seconded by Director Pell 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)