

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

July 17, 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 17th day of July 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, 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 several residents have been identified from the camera images of golf carts and vehicles on the levee. Director Carroll made the motion to send a 1st time violation letter to the residents identified. The motion was seconded by Director Pell and the vote was unanimous.

B. SEWER AND WATER BILLING AND COLLECTION REPORTS

Billing for the month of June 2019:
Read dates May 17 to June 27, 2019.

SEWER AND WATER BILLING AND COLLECTION REPORTS CONT

Pumpage: 5,554,000

Consumption: not available

Accountability: not available

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

Disconnect date: July 24, 2019

Director Carroll made the motion to approve the cutoff list for July 24, 2019. Director Pollard seconded the motion and the vote was unanimous.

Mr. Hughes who resides at 354 Twin Lakes Blvd. submitted a letter requesting relief for a billing increase he claims was caused by the construction of the house next to his residence. Morris Ryder repaired the leak, according to Mr. Hughes. Mr. Ryder will go by the address as he could not recall this repair being done. Any action was tabled until this was researched further.

C. OPERATOR'S REPORT

1. Update on maintenance: June

- Bacteriological samples were good.
- Mowed and weeded pump stations and levee, North Ditch.
- Cleaned storm drains
- Painted pipes at water plant
- Ran storm pumps 6/6-6/11, 6/16
- Located water and electrical lines on Freeman
- Calibrated water meters on Ridgewood and Laurel Valley
- Repaired leaks: 10 Olympia Ct,
Well #1 had a bearing go out. Felder Water Well did the repair.

The next cul-de-sac water line replacement would be St Andrews Court.

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.

The Smart Meter bid packages are due by July 23. Directors Sauer and Carroll and Administrator will attend the bid opening at the office of Baker & Lawson.

The Gravity Outfall at the West Pump Station is being reviewed for placement location.

D. ENGINEER'S REPORT CONT.

Vernor Materials is working on the Freeman. Contractor is in the process of building the coffer dam.

Tex-Con should be finished with the West Levee project this week. PSI will do the testing.

4. East pump station property: B&L recommended we hire a property services company to research the ownership of the property. The estimated cost of the service was \$1,600. The motion was made by Director Sauer to have the property research done, second made by Director Pell and the vote was unanimous.

Motion to accept the report made by Director Carroll 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 processed the billing for the first time with the June bills. Still learning the new billing software and reporting capabilities. There were no real issues to report.
2. Debra Lanehart presented to Standby Collection report for June 2019. June collections totaled \$4,440.

Motion to accept the Standby Collections report made by Director Pell seconded by Director Sauer 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 June 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 June was presented. Current year levy paid was \$21,676.93. Prior period collections for June were \$77.48.

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 June 2019 was presented. Revenues to-date are \$364,392.44 or

ADMINISTRATORS REPORT CONT.

37.11% of the 2019 Budgeted revenue amount of \$982,000. Expense to-date total \$421,027.62 or 42.87% of the 2019 Budgeted expenses amount of \$982,000.

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

6. The tax rate workshop and budget review workshop will be August 8 at 9:30am in the office of the Administrator.

7. Debra Lanehart provided list of checks with \$79,713.02 out of the Operating account to be approved, eleven (11) checks totaling \$25,270.07 out of Capital Projects Fund for Bond Projects.

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

G. MINUTES

Director Sauer made the motion to accept the minutes from the June 19, 2019 meeting. The motion was seconded by Director Pollard 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)