

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

August 21, 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 21st day of August 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, 1<sup>st</sup> 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: Three warning letters were sent for the month.

B. SEWER AND WATER BILLING AND COLLECTION REPORTS

Billing for the month of July 2019:  
Read dates June 28 to July 24, 2019.  
Pumpage: 5,729,000  
Consumption: 5,476,700  
Accountability: 95.60%

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

Disconnect date: August 28, 2019

Director Sauer made the motion to approve the cutoff list for August 28, 2019. Director Carroll 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. Morris said the meter was hit by the resident not the contractor.

### C. OPERATOR'S REPORT

1. Update on maintenance: July
  - Bacteriological samples were good.
  - Mowed and weeded pump stations and levee, North Ditch.
  - Cleaned storm drains
  - Painted pipes at water plant
2. South Ridgewood Court cul-de-sac in progress. The estimate for the La Costa cul-de-sac is \$20,000.

Mr. Ryder informed the Board that he had received a request to clear some trees and brush from the east levee behind a resident's home. The portion is not in the flood plain and is not required to clear by FEMA.

Ryder & Company will give the Board an estimate to clear the East Levee of trees and brush.

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. West Levee: Tex Con should be done this week. Engineers will do final check for slope and levee top width.

North Pump Station: Engineers working on moving the footprint to the North Levee. Center Point has been contacted for gas service to the pump.

Freeman Blvd. Slip Lining: The grouting process around the new lining caused the center section to float up and the joints to separate. The Engineer recommends that the liner be removed. Vernor Materials and Engineer will agree on different method of installing or

D. ENGINEER'S REPORT CONT.

different materials to be used.

Smart Meters: Presentations by Accurate and AVS were held at the offices of the Administrator on August 8, 2019. Recommendation of Engineer was to go with the Badger Meter/Accurate with cell service.

Motion to award contract to Accurate meter contingent on propagation study for cell service availability made by Director Pell, seconded by Director Pollard and the vote was unanimous.

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

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. 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 July 2019. July collections totaled \$3,296.

Motion to accept the Standby Collections report made by Director Sauer seconded by Director Carroll 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 July 2019.

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

4. Tax Assessor/Collector's report for July was presented. Current year levy paid was \$7,164.84. Prior period collections for July were \$153.31.

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 July 2019 was presented. Revenues to-date are \$435,479.30 or

ADMINISTRATORS REPORT CONT.

50.52% of the 2019 Budgeted revenue amount of \$862,000. Expense to-date total \$475,066.28.62 or 55.11% of the 2019 Budgeted expenses amount of \$862,000.

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

6. Debra Lanehart presented the Preliminary 2019 Tax Calculation to the Directors. The report included the current Debt Service funds in Accounts, less August Debt Service Requirements, 2019 Debt Service Requirements and annual administrative costs.

Director Pollard made a motion to propose \$0.52 / \$100 valuation for Debt Service. Director Carroll seconded the motion and the vote was unanimous. Motion made by Director Pollard to set the proposed Maintenance and Operations tax at \$0.08 / \$100 valuation. Director Carroll seconded the motion and the vote was unanimous. Total proposed tax rate for 2019 is \$0.60 / \$100 valuation.

7. Director Sauer made the motion to set the tax rate hearing for the September 18, 2019 Regular Board Meeting at 9:00 a.m. in the Columbia Lakes Resort Cottages back conference room. Director Pell seconded the motion and the vote was unanimous.

8. Debra Lanehart provided list of checks with \$87,481.72 out of the Operating account to be approved, nine (09) checks totaling \$76,866.79 out of Capital Projects Fund for Bond Projects and one (01) check to Hilltop Securities for \$3,500 for the Continuing Disclosure Filing.

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

G. MINUTES

Director Sauer made the motion to accept the minutes from the July 17, 2019 meeting. 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)

