

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

December 18, 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 Oak Room of the Columbia Lakes Resort , Columbia Lakes, West Columbia, Texas within the boundaries of the District on the 18th day of December 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; 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. Public Comments:

1. No public comments at this meeting.

B. SECURITY

No report given.

C. SEWER AND WATER BILLING AND COLLECTION REPORTS

Billing for the month of November 2019:

Read dates September 28-October 31, 2019
Pumpage: 5,789,000
Consumption: 5,647,000
Accountability: 97.55%

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

Disconnect date: December 30, 2019

Director Sauer made the motion to approve the cutoff list for December 30, 2019. Director Pell seconded the motion and the vote was unanimous.

3. Morris Ryder will check the Townhouse meter for any usage.

D. OPERATOR'S REPORT

1. Update on maintenance: July
 - Bacteriological samples were good.
 - Mowed and weeded pump stations and levee, North Ditch.
 - Cleaned storm drains
 - Checked for water leak Woodhaven,
 - Repair meter leak on Ridgewood
 - Water taps: 2 long tap: N. Amherst & Inwood
 - Sewer taps: Green Meadows, Colonial
 - Power outage at Lift Station/ ran generators
 - Paint fire hydrants
2. No cul-de-sacs done this month.
3. Project on East Levee underbrush clearing has been completed.
4. Mr. Ryder provided the Board with information on Opticam Sewer Inspection Push Camera System. The base price was \$5,995. No action taken.

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

E. ENGINEER'S REPORT

1-4. Engineer's report attached for agenda items 1-4 giving the current status of all bond projects.

E. ENGINEER'S REPORT CONT

5. Annual Review of the Dam Emergency Action Plan will be reviewed by Baker & Lawson. 1st Capital Business Services, LLC will provide an updated contact list to the County at the end of the year.

6. Director Sauer expressed an interest in the potential purchase of Brazos River water rights from William Verkin. Tabled until Engineers can check on the water rights.

West Levee still has bare spots with no grass sprouting.

Motion to have Morris Ryder spread some grass seed on the spots made by Director Pell, seconded by Director Carroll and the vote was unanimous.

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

F. LEGAL/FINANCIAL ADVISORS

NONE

F. ADMINISTRATORS REPORT

1.1. Debra Lanehart presented to Standby Collection report for November 2019. November collections totaled \$585.00

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

1.2. 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 November 2019.

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

1.3. Tax Assessor/Collector's report for November was presented. Payments for the Current year levy was \$64,670.40. Prior period collections 2016-2018 for November were \$3,212.96.

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

1.4. Budget Report for November 2019 was presented. Revenues to-date are \$704,967.34 of the 2019 Budgeted revenue amount of \$862,000 or 81.78%. Expense to-date total \$705,995.11 of the 2019 Budgeted expenses amount of \$862,000 or 81.90%.

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

5. The 2020 Budget was presented.

Motion to adopt the 2020 Operating Budget was made by Director Pell, seconded by Director Pollard and the vote was unanimous.

6. Debra Lanehart provided list of checks with \$76,454.27 out of the Operating account to be approved, five (5) checks totaling \$4,912.50 out of Capital Projects Fund for Bond Projects and one (1) check from Debt Service for the 1st quarter Brazoria County Appraisal District for \$1,768.25..

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

G. MINUTES

Director Carroll made the motion to accept the minutes from the November 20, 2019 regular meeting. The motion was seconded by Director Sauer 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 Pollard and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)