

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

November 14, 2018

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 Conference Room at 180 Freeman Blvd., Columbia Lakes, West Columbia, Texas within the boundaries of the District on the 14th day of November 2018 at 1pm. 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; Ben Ryder, Ryder & Co.; Doug Roesler & Steve Matula, Baker & Lawson; Don Womble, CLHOA Security, Randall Weeks, Resident. All members were present thus constituting a quorum.

Director Sassin called the meeting to order at 1:00pm.

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

A . SEWER AND WATER BILLING AND COLLECTION REPORTS

Debra Lanehart presented the water and sewer billing and collections report for the read dates of 9/18-10/18/18. Accountability for the month was 84% Pumpage was 5,111,000 and consumption was 4,247,600.

The cut-off list was presented with a cut off date of November 26, 2018.

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

A. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

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

B. SECURITY

Mr. Woble inquired about Century Link vehicles on the levee. Utility trucks have easements that allows for work being done.

C. OPERATOR'S REPORT

1. Update on maintenance: September
  - Bacteriological samples were good .
  - Mowed Right-of-Way to City Sewer Plant.
  - Mowed and weeded pump stations and levee, North Ditch.
  - Cleaned storm drains
  - Slip lined cast iron pipe on River Oaks
  - Found sewer obstruction on Mossy Meadow
  - Clean manholes on Freeman
  - Repaired water leak on Freeman
  - Long Taps: 4 Short Taps: 5 Sewer Taps: 9 Sewer inspections: 6
2. Serviced and ran storm pumps 10/22- 10/31/18

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. Bond project prioritization: 1. Levee raising, Lagoon entrance culverts 2. Pump Station Alternative 3. Rebuild/upgrade 1 Booster Pump and add 1 Booster Pump 4. Auxiliary Power for long term outage Wells 1 & 2 5. Rework water well #2 6. 42" gravity outfall w/ flap gate and Positive closure at West Pump Station 7. Purchase approximately 3 acres of property around East Pump Station and 42" Gravity Outfall w/ flap gate and Positive closure at East Pump Station. The remaining Bonds proceeds for replacing water lines in cul-de-sacs and replacement of 6" and 8".
2. East pump station property: Waiting on an Appraisal
3. Robo-call service for resident notification: Motion to use One Call Now service and share service with Columbia Lakes Homeowners Association made by Director Carroll, seconded by Director Pollard and the vote was unanimous.
4. Smart Meters: Director Carroll and Debra Lanehart will review vendors and contact local entities that have undertaken replacement of meters.

D. ENGINEER'S REPORT CONT.

5. Texas Coop BuyBoard: Review for Fees

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

E. LEGAL/FINANCIAL ADVISORS

NONE

F. ADMINISTRATORS REPORT

1. Debra Lanehart presented to Standby Collection reports for October 2018. October collections were \$2,637.00.

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

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.

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

3. Tax Assessor/Collector's report for October was presented. Current year levy paid was \$6,307.91 and prior period collections were \$533.90

4. Budget Report for September 2018 was presented. Revenues to-date are \$699,787.14 or 88.5% of the Current Budgeted revenue amount of \$790,500. Expense to-date total \$711,984.73 or 90.1% of the Budgeted expenses amount of \$790,500.

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

5. Sewer Flow Analysis for 9-month period October 1, 2017-June 30, 2018: Report reflects and underpayment of \$37,602.
6. Budget Workshop Meeting: December 6, 2018 at 9:30 in the office of the District's Administrator, 310 E Brazos Avenue, West Columbia, TX.
7. Debra Lanehart provided list of checks with \$93,476.59 out of the Operating account to be approved.

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

G. MINUTES

Director Carroll made the motion to accept the minutes from the October 17, 2018 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 Carroll made a motion to adjourn. The motion was seconded by Director Pollard and the vote was unanimous.

Debra Lanehart  
District Administrator

(SEAL)