

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

January 16, 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 at 188 Freeman Blvd., Columbia Lakes, West Columbia, Texas within the boundaries of the District on the 16th day of January 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; Ben Ryder, Ryder & Co.; Denise Kemp and Ava Bridges, City of West Columbia; Doug Roesler , Baker & Lawson; Don Womble & DC Bean, CLHOA Security. All members were present except Director Pell 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 . SEWER AND WATER BILLING AND COLLECTION REPORTS

Denise Kemp presented the water and sewer billing and collections report for the read dates of 11/21-12/14/18. Accountability for the month was 75% Pumpage was 3,721,000 and consumption was 2,785,200.

The cut-off list was presented with a cut off date of January 29, 2019.

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

B. SECURITY

General Report given. One letter sent to levee violator.

Motion to accept the security report made by Director Pollard, seconded by Director Carroll and the vote was unanimous.

C. OPERATOR'S REPORT

1. Update on maintenance: December
  - Bacteriological samples were good .
  - Mowed and weeded pump stations and levee, North Ditch.
  - Cleaned storm drains
  - Ran Storm Pumps
  - Water leak on Crestview
  - Repairs at phosphate building
  - Long Taps: 5 Short Taps: 3 Sewer Taps: 5 Sewer inspections: 10
  - GM Services performed the annual inspected of the wells. Report should be available at next meeting.
  - Started Replacing Crestview line.
2. Serviced and ran storm pumps, cleaned screens. Pumped down water @ pump stations and cleaned storm drains. Closed flood gates 12/9, opened flood gates 12/16, closed flood gates 12/28.

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

D. ENGINEER'S REPORT

1. Doug Roesler reported that Baker & Lawson should have the Levee Elevation Projects and positive closure under Freeman project ready to bid by end of January. Survey work has begun.
2. East pump station property: Doug Roesler will send letter to owner with offer when Appraisal finalized. Estimate of value \$25,000 to \$35,000 for the property.

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

#### E. LEGAL/FINANCIAL ADVISORS

Engineer will send Administrator a template Levee Crossing Permit to customize the permit for Heritage Oaks Properties, LLC to access the Crappie Pond which is being purchased from Voltz Properties, LLC.

#### F. ADMINISTRATORS REPORT

1. Information from 1<sup>st</sup> Capital Business Services, LLC, Columbia Lakes HOA and Columbia Lakes News are being combined to upload to One Call Now.
2. Debra Lanehart presented to Standby Collection reports for December 2018. December collections totaled \$7,760.

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 December 2018.

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 December was presented. Current year levy paid was \$637,302.89 and prior period collections were \$559.67.
5. Budget Report for December 2018 was presented. Revenues to-date are \$888,672.10 of the Revised Budgeted revenue amount of \$860,500.00. Expense to-date total \$844,962.74 of the Revised Budgeted expenses amount of \$860,500.00.

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

6. Debra Lanehart provided list of checks with \$85,918.50 out of the Operating account to be approved, eleven checks totaling \$59,138.75 out of Capital Projects Fund for Bond Projects and reimbursement to VCUD for expenses relating to Bond issuance and one check for \$499.20 to Ro'Vin Garrett for Commission Fees for 2018.

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 December 19, 2018 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 Pollard made a motion to adjourn. The motion was seconded by Director Carroll and the vote was unanimous.

Debra Lanehart  
District Administrator

(SEAL)