

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

February 21, 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 Oak Room at the Columbia Lakes Clubhouse, West Columbia, Texas within the boundaries of the District on the 21st day of February, 2018 at 9 am. 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; Morris Ryder, Ryder & Co.; Doug Roesler, Baker & Lawson; Don Womble, CLHOA Security 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. SEWER AND WATER BILLING AND COLLECTION REPORTS**

1. Debra Lanehart presented the water and sewer billing and collections report for the read dates of 12/23/17-1/25/18. Accountability for the month was 86% Pumpage was 5,028,000 and consumption was 4,284,600.

The cut-off list was presented with a cut off date of February 27, 2018.

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

Director Sauer made the motion to approve the cut off list, seconded by Director Carroll

## A. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

the vote was unanimous.

2. Analysis of Sewer Charges report submitted for October1, 2017 to December 31, 2017. Report reflects an overpayment of \$5,319 for the period.
3. No report for Accounts Receivable delinquent water and sewer accounts.

## B. OPERATOR'S REPORT

1. Update on maintenance: December
  - Bacteriological samples were good .
  - Levee: Inspection good
  - Checked off-site well.
  - Mowed and weeded pump stations and levee, North Ditch
  - Cleaned storm drains
  - Winterized pipes at water plant
  - Repair leak at 447 S Amherst
  - Sewer Inspections: Turberry, Pinehurst, Green Meadows, Countryside, Freeman Blvd.
  - Pressure wash water plant
  - Repaired broken phosphate line at water plant
2. GM Services did well servicing, report good.
3. Screens were installed at the East Pump Station. Three screens have been replaced at both East and West Pump stations

Motion made by Director Carroll to replace three more screens at the West Pump station. Director Sauer seconded the motion and the vote was unanimous.

Mr. Ryder informed the Board that in installing a sewer connection on Ridgewood that the sewer was not connected to the main. Discussion on purchase of camera system for video capabilities. Mr. Ryder will price cameras and bring results to next meeting.

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

## C. ENGINEER'S REPORT

1 &2 Engineers provided the Board with a Narrative Description of Needs for Bond Items

### C. ENGINEER'S REPORT

3. Engineer has reviewed the Dam Emergency Action Plan and reported on required actions. District should conduct its 5-year "tabletop exercise" in 2018. Engineers are working toward a spring tabletop exercise with the appropriate attendees.

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

### D. LEGAL/FINANCIAL ADVISORS

1. The City of West Columbia agreed to a contract extension until February 2018. No update from the City on discussion of the contract.
2. District Administrator provided the documents regarding the front lagoons that had been downloaded to Clark Lord.
3. Motion to accept the Contract for Ryder & Co. LLC made by Director Carroll, seconded by Director Sauer and the vote was unanimous.
4. Motion to accept the Contract with Debra Lanehart/ 1<sup>st</sup> Capital Business Services, LLC for Administrative Services made by Director Pollard, seconded by Director Sauer and the vote was unanimous.
5. Motion to accept the Contract with CLHOA and 1<sup>st</sup> Capital Business Services, LLC for Standby Billing was made by Director Pollard, seconded by Director Sauer and the vote was unanimous.
6. Motion to approve Resolution Concerning Tax Collection Procedures was made by Director Pollard, Seconded by Director Sauer and the vote was unanimous.
7. Motion to Approve Resolution Providing for Additional Penalty for Tax Collection Costs made by Director Pollard, seconded by Director Carroll and the vote was unanimous.
8. Motion to Approve Resolution Concerning Exemption of Residence Homesteads from Taxation made by Director Sauer, seconded by Director Carroll and the vote was unanimous.
9. Motion to Approve Order Imposing Standby Fees for 2018-2020 made by Director Sauer, seconded by Director Pell and the vote was unanimous.

### E. ADMINISTRATOR REPORT

1. Debra Lanehart presented to Standby Collection reports for year ending December 31, 2017 and January 2018. December collections were \$6,884 and January collections were \$3,371.

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

#### E. ADMINISTRATOR REPORT CONT.

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

3. Tax Assessor/Collector's report for January was presented. Current year collections paid was \$126,710.37 and prior year collections for the period was \$1,904.70.

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

4. Budget Report for January 2018 was presented. Revenues to-date are \$72,982.45 or 9.2% of the Current Budgeted revenue amount of \$790,500. Expense to-date total \$73,162.09 or 9.3% of the Budgeted expenses amount of \$790,500.

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

5. Debra Lanehart provided list of checks with \$96,903.63 out of Operating account and one (1) checks from the Debt Service Fund to Ro'Vin Garrett for \$492.80 for current commission fees.

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

#### F. TRUST PROPERTIES

None

#### G. MINUTES

Director Sauer made the motion to accept the minutes from the January 11, 2018 Special meeting meeting, seconded by Director Carroll and the vote was unanimous. Director Carroll made the motion to accept the January 19<sup>th</sup> Regular meeting minutes, seconded by Director Sauer and the vote was unanimous.

#### H. SECURITY REPORT

Don Womble, Security Director for the CLHOA, reported vehicle traffic over the West Levee to the Board. Mr Womble was able to identify the vehicle and owner as a resident.

Director Sauer made the motion to authorize Mr. Womble to request a visit by the Brazoria County Sheriff's Department to the owner to emphasize the importance of retaining the integrity of the VCUD levees. The motion was seconded by Director Carroll and the vote was unanimous.

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)