

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

March 15, 2017

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 15th day of March, 2017 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.; Denise Kemp, City of West Columbia and Doug Roesler, Baker & Lawson. All members were present except Director Pollard, thus constituting a quorum.

Allan Sassin called the meeting to order at 9:00am.

A. STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Debra Lanehart reported the collection of standby fees in February totaled \$12,960.00.

Director Carroll made the motion to accept the standby collection report. Director Sauer seconded the motion and the vote was unanimous.

2. Denise Kemp presented the water and sewer billing and collections report for the read dates of 1/20-2/16/17. Accountability for the month was 75%. (pumped 4,549,000 and consumption 3,424,300).

The cut-off list was presented; cut-off for delinquent accounts is scheduled for March 28, 2017.

Director Sauer made a motion to approve the cut-off list, seconded by Director Pell and the vote was unanimous.

## STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

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

### B. OPERATOR'S REPORT

1. Update on maintenance:
  - a. Bacteriological samples were good .
  - b. Levee inspection good
  - c. Breakdown & repair fire hydrant Riverside & Countryside
  - f. Replaced check valve at lift station
  - g. Fill pressure tank #1
  - h. Mowed and weeded pump stations and levee, North Ditch
  - i. Cleaned storm drains
  - j. Repaired meter leaks
  
3. Pressure Tank #1 has been drained and cleaned by Ryder and Company and inspected by Preventative Services LP. Motion to authorize Ryder and Company to drain and clean Pressure Tank #2, and Preventative Services LP to inspect, made by Director Carroll, seconded by Director Pell and the vote was unanimous.
  
4. Director Pell made the motion to repair all 6 motors at the East and West Pump Stations by NTS. The quote to repair the motors is \$8,500 each. Director Sauer seconded the motion and the vote was unanimous.

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

### C. ENGINEER'S REPORT

Baker & Lawson, Inc. presented estimate for civil engineering services concerning Ponding Issue Investigations. Board requested change under invoicing to state the project not to exceed \$15,380.00.

### D. ADMINISTRATOR REPORT

1. 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 Pell to accept the Cash Balance Report, seconded by Director Carroll and the vote was unanimous.

D. ADMINISTRATOR REPORT Cont.

2. Tax Assessor/Collector's report for February was presented. The Current year collections totaled \$39,737.31. Prior period collections totaled \$1,678.93.

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

3. Budget Report for February 2017 was presented. Revenues to-date are \$150,741.55 or 21% of the Current Budgeted revenue amount of \$719,260.00. Expense to-date total \$90,085.29 or 13% of the Budgeted expenses amount of \$719,260.00.

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

E. TRUST PROPERTIES

NONE

F. MINUTES

Director Sauer made the motion to accept the minutes from the February 15, 2017 regular meeting as presented, seconded by Director Carroll and the vote was unanimous.

G. SECURITY REPORT

None

H. LEGAL

Legal and Financial Advisers were unable to attend the meeting.

1. No Report.
2. Bond refinancing document is proceeding with editing by the various entities.
3. Motion to renew Ryder & Co. contract for 2017 made by Director Sauer, seconded by Director Carroll and the vote was unanimous.
4. Street Sweeping: table
5. Motion to approve Resolution Concerning Tax Collection Procedures made by Director Pell, seconded by Director Carroll and the vote was unanimous.
6. Motion to approve Resolution Providing for Additional Penalty for Tax Collection Costs made by Director Carroll, seconded by Director Pell and the vote was unanimous.
7. Motion to approve Resolution Concerning Exemption of Residence Homesteads from Taxation made by Director Sauer, Seconded by Director Carroll and the vote was unanimous.

J. PAYMENT OF BILLS

Debra Lanehart distributed the list of bills to be paid with \$80,398.26 out of Operating Funds. One check was presented out of Debt Service Funds totaling \$1,562.00 for Brazoria County Appraisal District for 2<sup>nd</sup> quarter tax collections.

Director Pell made the motion to pay bills as presented, seconded by Director Sauer and the vote was unanimous.

There being no other business to come before the Board, Director Pell made a motion to adjourn. The motion was seconded by Director Carroll and the vote was unanimous.

Debra Lanehart  
District Administrator

(SEAL)