

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

March 20, 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 back office of the Columbia Lakes Resort Cottages at 180 Freeman Blvd., Columbia Lakes, West Columbia, Texas within the boundaries of the District on the 20th day of March 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; Morris Ryder, Ryder & Co.; Doug Roesler, Baker & Lawson; Don Womble & DC Bean, CLHOA Security; David 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. SECURITY

General Report given by Mr. Womble: No specific issues reported, except the use of the levees by Mr. Gronski. Letter to be sent to Mr. Gronski with request to restrict access on levee system to water wells at East and West Pump Stations only.

B. SEWER AND WATER BILLING AND COLLECTION REPORTS

the water and sewer billing and collections report for the read dates
ntability for the month was 72% Pumpage was 5,404,000 and
00.

B. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

The cut-off list was presented with a cut off date of March 26, 2019.

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

Director Sauer made the motion to approve the cut off list, seconded by Director Pell 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
- Repaired water leak 2118 Twin Lakes
- Long Taps: 3 Sewer Taps: 12
- NTS checked compressor
- Replaced 2" lines on St Andrews Ct and Troy Lane
- Slip lined 6" sewer line 49 N Amherst, Repaired yard at 249 N Amherst
- Unstop sewer on Canterbury
- Cleaned grease trap
- Fire hydrant replaced on Twin Lakes

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

D. ENGINEER'S REPORT

1 & 2. Doug Roesler reported that the West Levee Elevation Project bids will be opened on 3/27/19. Special meeting on March 29th at 10:00 in the office of the Administrator to award project. The smaller East and Internal Levees could be done by Ryder and Co. A notice to the residents should be sent to alert them of the additional truck traffic hauling dirt to the West Levee project site.

3. East pump station property: B&L has had no response to the District's offer.

4. Crappie Pond Access Easement: Give Baker & Lawson contact number to Mr. Underwood so they could discuss the type of access he will need.

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

E. LEGAL/FINANCIAL ADVISORS

1. Motion to ratify extension of the Sewer Treatment Contract with the City of West Columbia until February 28, 2020 made by Director Carroll, seconded by Director Pell and the vote was unanimous.
2. Motion to renew Operator Contract with Ryder & Co. with no changes made by Director Pell, seconded by Director Sauer and the vote was unanimous.
3. Motion to renew Administrator Contract with Debra Lanehart/1st Capital Business Services, LLC with no changes made by Director Sauer, seconded by Director Carroll and the vote was unanimous.
4. Motion to renew contract between the District, Columbia Lakes Homeowner's Association and 1st Capital Business Services, LLC to process the Standby billing and receiving for the District made by Director Pell, seconded by Director Sauer and the vote was unanimous.
5. Street Sweeping: Tabled
6. Buy Board application processed. Director Pell suggested we buy local whenever possible.

F. ADMINISTRATORS REPORT

1. Debra Lanehart informed the Board that internal tests of the system will be done.
2. Debra Lanehart presented two smart meter proposals to the board for consideration. Director Sauer made the motion to accept the proposal from S & J Meters for the Kamstrup meters pending legal approval. The motion was seconded by Director Pollard and the vote was unanimous.
3. The motion was made by Director Sauer to authorize Hilltop Securities to prepare and file the District Continuing Disclosure Report for 2018. The motion was seconded by Director Carroll and the vote was unanimous.
4. Debra Lanehart presented to Standby Collection reports for February 2019. February collections totaled \$1,770.

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

5. 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 February 2019.

E. ADMI

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

6. Tax Assessor/Collector's report for February was presented. Current year levy paid was \$47,308.54 and a monthly adjustment decrease of \$64.00.

F. ADMINISTRATORS REPORT CONT.

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

5. Budget Report for January 2019 was presented. Revenues to-date are \$70,678.61 of the 2019 Budgeted revenue amount of \$982,000. Expense to-date total \$49,598.97 of the 2019 Budgeted expenses amount of \$982,000.

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

6. Debra Lanehart provided list of checks with \$83,585.93 out of the Operating account to be approved, eleven checks totaling \$44,322.50 out of Capital Projects Fund for Bond Projects and two checks totaling \$1,500 out of Debt Service Funds for Paying Agent Fees to BNY Mellon.

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

7. Budget Report: Period January to February 2019 Income is \$149,821.0 or 15.26% of the Annual Budget amount of \$982,000.00 Income. The total Expense for the same period is \$105,718.80 or 10.77% of the Annual Budget amount of \$982,000.00 of Expenses.

8. Debra Lanehart presented the Check List for approval with \$102,696.48 of checks from the Operating Fund, \$28,912.61 of checks from the Capital Projects Fund and one check for the Brazoria County Appraisal District for \$1,558.75 from the Debt Service Fund. The motion to approve the list of checks for payment was made by Director Sauer, seconded by Director Carroll and the vote was unanimous.

G. MINUTES

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

I. 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 Carroll and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)

