

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

March 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 March, 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 1/26-2/16/18. Accountability for the month was 75% Pumpage was 3,768,000 and consumption was 2,792,200.

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

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

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

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

the vote was unanimous.

The Accounts Receivable delinquent water and sewer accounts have been reviewed by Directors Pell and Pollard. Accounts over 120 days should be identified and moved to uncollectible 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
- Repair leak at 447 S Amherst
- Sewer Inspections: Turberry, Pinehurst, Green Meadows, Countryside, Freeman Blvd.
- Replaced manhole lid liners
- Replaced storm grates
- 10 Sewer, 10 Water taps

### 2. Screens were installed at the East Pump Station. Three screens have been replaced at both East and West Pump stations

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

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

Doug Roesler summarized the meeting with the Corpse of Engineers he attended. The meeting dealt with funds available for flood projects by the Federal Government.

Motion to submit projects to the Corpse of Engineers for CAP funds made by Director Sauer, seconded by Director Pell and the vote was unanimous.

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 had agreed to a contract extension until February 2018. The City Counsel voted to extend the contract for 1 year (February 2019).

Motion to approve the 1 year extension of the Sewer Treatment contract with the City of West Columbia was made by Director Carroll, seconded by Director Sauer and the vote was unanimous.

2. The lagoon ownership search is still ongoing.
3. The Crappie pond easement from CLHOA to Verkin is not a legal easement. The easement would have to be granted by VCUD. An engineered crossing would have to be installed.  
Motion to require a Levee Crossing Permit made by Director Pell, Seconded by Director Sauer and the vote was unanimous.
4. Motion to Approve the Joint Election Agreement with Brazoria County for the May 5, 2018 Election and the payment of the down payment made by Director Pell, Seconded by Director Sauer and the vote was unanimous.
5. Bond Resolution final projects presented.

#### E. ADMINISTRATORS REPORT

1. Debra Lanehart presented to Standby Collection reports for February 2018. February collections were \$1,805.

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

3. Tax Assessor/Collector's report for February was presented. Current year collections paid was \$57,998.83 and prior year collections for the period was \$716.88.

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

4. Budget Report for February 2018 was presented. Revenues to-date are \$156,922.13 or 19.9% of the Current Budgeted revenue amount of \$790,500. Expense to-date total

E. ADMINISTRATOR REPORT CONT.

\$145,445.97 or 18.4% of the Budgeted expenses amount of \$790,500.

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

5. Debra Lanehart provided list of checks with \$115,536.43 out of Operating account and one (1) checks from the Debt Service Fund to the Brazoria County Appraisal District for the 2<sup>nd</sup> Quarter fees for \$1,494.50.

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

6. Motion to have a Joint Meeting with the Columbia Lakes Homeowners Association on March 27 at 6pm to review bond projects and schedule a Town Hall event to address residents questions about the Bond Proposal made by Director Carroll, seconded by Director Pollard and the vote was unanimous.
7. Tabled.

F. SECURITY

Don Womble informed the Board on the activities on and around VCUD Pump Stations and Levees. The traffic over the East side levees is continuing and increasing. Mr. Womble received permission to add more signage stating no trespassing.

G. MINUTES

Director Carroll made the motion to accept the minutes from the February 14 Special meeting meeting, seconded by Director Sauer and the vote was unanimous. Director Carroll made the motion to accept the February 21<sup>st</sup> Regular meeting minutes, seconded by Director Pell and the vote was unanimous.

H. 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 Pollard and the vote was unanimous.

Debra Lanehart  
District Administrator

(SEAL)