

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

April 17, 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 17th day of April 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, LLC; Morris Ryder, Ryder & Co.; Doug Roesler & Steve Matula, Baker & Lawson; Don Womble & DC Bean, CLHOA Security; Wade Whitlow & Kristin Effenberger; Kennemer, Masters & Lundsford; 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. 2018 Audit Presentation

Kristin Effenberger presented the 2018 Audit to the Board and reviewed the various Financial reports. Review of the District position as compared to prior years was also discussed.

Motion to accept the Audit as presented was made by Director Sauer, seconded by Director Pell and the vote was unanimous.

Item 2 Continuing Disclosure approval was approved last month.

B. SECURITY

General Report given by Mr. Womble: Mr. Womble reported that he had received a

B. SECURITY Cont.

call from Mrs. Dorner at 2596 Olympia who stated that digging had taken place on her property and she has a cracked slab. Board directed Mr. Womble and Mr. Ryder to talk to Mrs. Dorner and assure her that the work done on the lines would not affect her slab.

Mr. Womble asked the Board to approve the purchase of 4 more cameras.

Motion to approve purchase of 4 cameras made by Director Sauer, seconded by Director Carroll and the vote was unanimous.

C. SEWER AND WATER BILLING AND COLLECTION REPORTS

Billing for the month of March 2019:

Read dates February 16-March 17, 2019.

Pumpage: 4,847,000

Consumption: 3,915,100

Accountability: 81%

The cut-off list was presented with a cut-off date of April 25, 2019.

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 Pell the vote was unanimous.

D. OPERATOR'S REPORT

1. Update on maintenance: December

- Bacteriological samples were good .
- Mowed and weeded pump stations and levee, North Ditch.
- Cleaned storm drains
- Replaced 6" valve to fire hydrant on Twin Lakes
- Replaced fire hydrant on Twin Lakes
- 10 water taps since last meeting.
- Green Meadows water line done-bond job
- Repaired leak on Riverside
- Slip line 6" cast iron sewer line 116 Pecan Valley
- Repair sewer line Riveroaks

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

E. ENGINEER'S REPORT

1 & 2. Doug Roesler reported that the Internal, East and West Levee projects contracts were done and ready for signatures. Tex-Con needs to remove the fence and gate by the West Pump

E. ENGINEER'S REPORT cont.

Station that crossed the West Levee where they will be working. PSI will be testing the soil being brought in for the West Levee Project.

The Freeman Lagoon project and Relocation of the Positive closure valves should be out for bids next week.

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 Sauer and seconded by Director Pollard. The vote was unanimous.

F. LEGAL/FINANCIAL ADVISORS

No action taken on the Street Sweeping.

G. ADMINISTRATORS REPORT

1. Debra Lanehart informed the Board that tests of the system have been done and we have had no issues.
2. Doug Roesler reported that bid packages should be advertised next week. Debra Lanehart informed the board that the Utility Billing Service changeover is underway. RVS billing software has been chosen and we will contact the City of West Columbia with the formal change letter and request the company file.
3. Debra Lanehart presented to Standby Collection reports for March 2019. March collections totaled \$4,745.

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

4. 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 March 2019.

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

5. Motion to authorize opening of a new Texpool account for Operating Fund made by Director Carroll, seconded by Director Pollard and the vote was unanimous.

G. ADMINISTRATORS REPORT cont.

6. Tax Assessor/Collector's report for March was presented. Current year levy paid was \$17,408.02 and prior period collection of 1,068.21.

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

7. Budget Report for March 2019 was presented. Revenues to-date are \$199,211.24 or 20.29% of the 2019 Budgeted revenue amount of \$982,000. Expense to-date total \$181,271.93 or 18.46% 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 Pollard and the vote was unanimous.

8. Debra Lanehart provided list of checks with \$108,989.09 out of the Operating account to be approved, nine checks totaling \$29,135.00 out of Capital Projects Fund for Bond Projects.

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

H. MINUTES

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

Director Carroll made the motion to accept the minutes of the March 27, 2019 Special Meeting with the following correction: Page 2, Topic 4: The motion should read: Motion to approve the transition of billing services from the City of West Columbia to 1st Capital Business Services, LLC made by Director Carroll, seconded by Director Pell and the vote was unanimous. The motion was seconded by Director Pollard 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)

