

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

April 18, 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 18th day of April, 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.

**SUPPLEMENTAL AGENDA ELECTION ITEMS**

- A. Motion to Adopt Order Canceling Directors Election made by Director Carroll, seconded by Director Sauer and the vote was unanimous
- B. Motion to Adopt Order Declaring Unopposed Candidates Elected to Office made by Director Carroll, seconded by Director Sauer and the vote was unanimous.

Regular meeting called to order at 9:01

**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 2/17-3/19/18. Accountability for the month was 82% Pumpage was 4,587,800 and consumption was 3,725,100.

The cut-off list was presented with a cut off date of April 26, 2018.

Director Pell 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 the vote was unanimous.

The Administrator will request a current report from the City of West Columbia and identify the accounts to be moved to a noncollectable debt account.

## B. SECURITY

Don Womble, CLHOA Security, reported that there has been a lot of ATV traffic on the Marina Levee. The signs of "No unauthorized vehicles beyond this point" are faded. Mr. Womble asked for permission to replace the signage. Board authorized the replacement of the sign.

## C. 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
- Water leak at 9 Augusta
- Clean debris from W pump cellar
- Replaced manhole lid liners
- Replaced storm grates
- Water and Sewer Taps:Lakeside, Ridgewood, S Amherst, Valle Verde and Green Meadows

2. Ramsower has 3 more screens ready to pick up. Ryder will pick up on the 19<sup>th</sup> and install.

3. Standard Cement has quoted \$1,850/manhole to repair.  
Motion to repair the manholes identified as needing repair by Standard Cement for \$1,850/manhole made by Director Sauer, seconded by Director Pell and the vote was unanimous.

Mr. Ryder presented the board with the cost of camera to be used to televise lines. The cost was \$6,000 for mid range camera. The subject was tabled.

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

#### D. ENGINEER'S REPORT

1 & 2 Engineers coordinating with the Emergency Management officials to set up meeting time for the 5-year table top exercise. Operators Manual needs to be reviewed by Mr. Ryder for changes and updates.

3. Engineers are looking at a natural gas pump to aid in drainage of Crestview area.
4. Bond presentation: Documents for the CLHOA town hall meeting to educate voters on the Bond projects.

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

#### E. LEGAL/FINANCIAL ADVISORS

1. The lagoon ownership search is still ongoing.
2. 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.

#### F. ADMINISTRATORS REPORT

1. Audit Presentation by Wade Whitlow, Kennemer, Masters and Lunsford CPA's. The District's Audit received an unmodified opinion. There were no budgeting issues that needed to be addressed.
2. Motion to authorize Hilltop Securities/First Southwest to prepare and file the Continuing Disclosure Report for 2017 made by Director Carroll, seconded by Director Pollard and the vote was unanimous.
3. Debra Lanehart presented to Standby Collection reports for March 2018. March collections were \$5,850.

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

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

5. Tax Assessor/Collector's report for March was presented. Current year collections paid was \$18,872.59.

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

F. ADMINISTRATOR REPORT CONT.

6. Budget Report for March 2018 was presented. Revenues to-date are \$204,106.14 or 25.8% of the Current Budgeted revenue amount of \$790,500. Expense to-date total \$232,886.26 or 29% of the Budgeted expenses amount of \$790,500.

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

7. Debra Lanehart provided list of checks with \$83,798.55 out of the Operating account to be approved.

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

G. MINUTES

Director Pollard made the motion to accept the minutes from the March 21, 2018 meeting with the correction to the spelling of "Corps of Engineers", seconded by Director Sauer 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)