

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

May 17, 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 17th day of May, 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, 1st Capital Business Services; Morris Ryder, Ryder & Co.; Denise Kemp, City of West Columbia and Robert Bagley, Baker & Lawson. All members were present, except Director Carroll, thus constituting a quorum.

Allan 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. STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Debra Lanehart reported the collection of standby fees in April totaled \$7,755.00.

Director Sauer made the motion to accept the standby collection report. Director Pell 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 3/21-4/21/17. Accountability for the month was 82%. (pumped 5,904,000 and consumption 4,847,200).

The cut-off list was presented; cut-off for delinquent accounts is scheduled for May 25, 2017.

STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

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

Director Carroll 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:

- Bacteriological samples were good .
 - Levee inspection good
 - Locate sewer line on Green Meadows
 - Repaired meter leaks on twin Lakes, Ridgewood
 - Mowed and weeded pump stations and levee, North Ditch
 - Cleaned storm drains
 - Changed 2" valve on Ridgewood Ct.
 - Repaired meter behind La Casona.
 - Taps: 4 water and 5 sewer
 - Cleared young trees off Lagoon Levee behind Riverside.
 - Well #2 check valve reworked.
2. Checked manholes and found 5 leaking. Three plastic lids under manhole covers were broken and down in the sewer system.
3. Morris Ryder informed Board that the Lead and Copper Tap Sampling will need to be done this year.

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

C. ENGINEER'S REPORT

1. Robert Bagley from Baker & Lawson gave the Board a Review of the District Equipment. Upgrades and repairs were included for the Waste water Plant, West and East Storm Water Pump Stations, Water Plant, #2 Off-site Well and general repairs.

Motion by Director Sauer authorizing Baker & Lawson to design a replacement screen for the East and West Pump Stations. The motion was seconded by Director Pollard and the vote was unanimous.

2. Ponding Issue still an ongoing project.

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

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

2. Tax Assessor/Collector's report for April was presented. The Current year collections totaled \$4,455.02. Prior period collections totaled \$818.65.

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

3. Budget Report for April 2017 was presented. Revenues to-date are \$267,785.54 or 37.23% of the Current Budgeted revenue amount of \$719,260.00. Expense to-date total \$217,915.05 or 30.30% of the Budgeted expenses amount of \$719,260.00.

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

4. Debra Lanehart presented the current Consumer Confidence Report for report year 2016.

a. Director Pollard made the motion to approve the distribution of the CCR report by website. Water bills will alert the residents of the availability on the District's website. The motion was seconded by Director Pell and the vote was unanimous.

b. Director Pollard made the motion to set the Public hearing for the June 21, 2017 regular Board Meeting at 9:00. The motion was seconded by Director Pell and the vote was unanimous.

5. Debra Lanehart informed the Board that Clark Lord's office notified the office that TCEQ had acknowledged that the Standby application had been received and was Administratively Complete.

E. TRUST PROPERTIES

None

F. MINUTES

Director Sauer made the motion to accept the minutes from the April 19, 2017 regular meeting as presented, seconded by Director Pell and the vote was unanimous.

G. SECURITY REPORT

None

H. LEGAL

Legal and Financial Advisers were unable to attend the meeting.

1. No progress in scheduling meeting.
2. Amended Investment Policy: Tabled Legal researching any changes to the Resolution language.

I. PAYMENT OF BILLS

Debra Lanehart distributed the list of bills to be paid with \$82,501.09 out of Operating Funds and \$5,500.00 to Neil Technical Services out of Capital Projects Funds.

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

Debra Lanehart
District Administrator

(SEAL)