

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

June 15, 2016

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 15th day of June, 2016 at 9 a.m. and the roll was called of the duly constituted officers and members of the Board, to-wit:

Jim Gillenwaters	President
Gene Pell	Vice-President / Financial Director
Wayne Pollard	Asst. Secretary
Allan Sassin	Secretary
Rebecca Carroll	Director

Also present were the following: Paula Jones, 1<sup>st</sup> Capital Business Services; Morris Ryder, Ryder & Co., Denise Kemp, City of West Columbia; Herb Smith & Robert Bagley, Baker & Lawson Engineering; Clark Lord, Bracewell Law; Ray Sauer, resident. All members except Wayne Pollard were present, thus constituting a quorum.

Jim Gillenwaters called the meeting to order at 9:00 am.

Some items on agenda were discussed out of order, but are being reported in the order the agenda set forth.

**A. PUBLIC HEARING ON ANNUAL WATER QUALITY REPORT FOR 2015**

No residents in attendance.

**B. STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS**

1. Paula Jones reported the collection of standby fees in May totaled \$3,192.00.

Director Pell made the motion to accept the standby collection report. Director Sassin 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 4/21- 5/24/16. Accountability for the month was 86%. (pumpage 5,018,000 and consumption 4,301,000)

## B. STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

The cut-off list was presented; cut-off for delinquent accounts is scheduled for June 28, 2016.

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

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

## C. OPERATOR'S REPORT

### 1. Update on maintenance:

1. Bacteriological samples were good – even after flood.
2. Levee inspection good – leaking area around pipes on Ridgewood.
3. NTS – lift station submersible pump had to be pulled and replaced with rental.
4. Rented 2 6” pumps for flooding. Morris will price to consider purchasing one.
5. A few saddles are leaking and will need to be repaired/replaced.
6. Of the past 57 days, the gates have been closed for 47 days. Still closed at east and west pump stations.
7. OEM is aware of spillway and leak by pump station. Levee performed as expected during the recent area flooding event.

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

2. Sewer Line under Varner Creek - Varner Creek has not dried up sufficiently to trench next to existing line. Boring under Varner Creek will be more expensive. There is limited space available to set the equipment and at present the ground is too saturated. Mr. Gillenwaters requested that Morris Ryder prepare estimates for both digging and boring. He also asked that Morris get with attorney about the necessity of going out for bids.

## D. ENGINEER'S REPORT

District Engineers Herb Smith and Robert Bagley discussed the performance of District facilities and City sewer treatment plant during the recent flood.

There is a leak on the levee at the valve box on Ridgewood that needs to be repaired. The valve will have to be removed and repaired or replaced. The line from the concrete block to the manhole also needs to be replaced (sinkhole). Robert can provide the standards and Morris can do the work. PSI will have to help with geological testing for moisture and compaction.

The sewage plant has plenty of capacity for VCUD. We have a 10” pipe under the creek

#### D. ENGINEER'S REPORT (cont.)

as it leaves our lift station. Morris has patched it, but Herb encouraged addressing it. It is not mandatory to go under the creek. A directional drill will start up high and bore under so the water level in the creek doesn't matter. Right now, we are waiting on the creek to dry out to dig. Morris thinks boring would taking an addition \$10 - \$15,000 taking us over the limit that required a bid process. District's attorney Clark Lord said the District can ask for a declaration of emergency and not have to get bids. Morris had been authorized to dig and repair before recent rains.

Potable water flow rate standards used when Columbia Lakes was developed have changed, and the system needs to be brought into compliance. The new standard is 35 psi in the longest route possible from top to bottom. According to Herb Smith, our water system capacity is 1100 connections, but he doesn't know if we could pump enough water to maintain the psi standard because of pipe size at the end of the lines. If psi can't be maintained, we may need to add loops or replace pipes near the end of the lines. Old saddles are going to be a problem as well. Robert Bagley said to get 35 psi at the end of the lines, we need to start out with 72 psi at the plant. Herb Smith said a preliminary scope study to see what it would take to bring lines into compliance will cost \$1500 - \$2000. Director Pell made a motion authorized the study and report, seconded by Director Carroll and the vote was unanimous.

Director Gillenwaters requested the Robert Bagley and Morris use the provided information regarding the water system booster pumps upgrade to get some prices for the work required.

A summary of engineering recommendations and approximate cost will be presented at the next meeting.

Robert Bagley will check the status of the Water Loss Audit when he returns to the office and have Angela call Administrator.

#### E. ADMINISTRATOR REPORT

1. Paula Jones presented the Administrator's report reviewing account monies, transfers and balances in the District's Operating, Capital Projects, and Debt Service accounts. Because of upcoming maintenance needs, it would suggested again the the Board consider raising the water and sewer rates.

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

2. Tax Assessor/Collector's report for May 2016 was presented. Director Pell made a motion to accept the report, seconded by Director Sassin, and the vote was unanimous.

E. ADMINISTRATOR REPORT (cont)

3. Budget Report for May 2016 was presented. Director Pell made a motion to accept the report, seconded by Director Carroll, and the vote was unanimous.

4. Director Pell made a motion to ratify the completed Consumer Confidence Report for 2015, seconded by Director Carroll, and the vote was unanimous.

F. TRUST PROPERTIES

NONE

G. MINUTES

Director Carroll made a motion to accept the minutes from the May 18, 2016 Regular meeting and the May 18, 2016 Supplemental Agenda for the election business. The motion was seconded by Director Pell, and the vote was unanimous.

H. SECURITY REPORT

NONE

I. LEGAL

1. Clark Lord, Bracewell Law, is going to schedule a meeting with the City Manager, City Engineer, and City Attorney to discuss renewal of the sewer contract. District Engineer and Director Sassin will also attend.

2. Mr. Lord requested a summary of projects and costs to go with the submission to TCEQ requesting release of surplus bond funds. Engineers were authorized to prepare the information. The Board will sign the Resolution Authorizing Application when the project summary has been approved.

J. PAYMENT OF BILLS

Paula Jones distributed the list of bills to be paid with \$65,242.39 paid out of Operating Funds, \$7,365 paid out of Capital Projects Funds, and \$1,582.75 paid out of Debt Service Funds.

Director Sassin made a motion to approve the bills for payment, seconded by Director Pell and the vote was unanimous.

There being no other business to come before the Board, Director Sassin made a motion to adjourn. The motion was seconded by Director Carroll and the vote was unanimous.

(SEAL)

Debra Lanehart  
District Administrator