

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

June 20, 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 20th day of June, 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, 1st Capital Business Services; Morris Ryder, Ryder & Co.; Doug Roesler, Baker & Lawson; Don Womble, CLHOA Security and DC Bean, 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. Annual Water Quality Report: No residents in attendance with questions about the report.

B. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Debra Lanehart presented the water and sewer billing and collections report for the read dates of 4/18-5/18/18. Accountability for the month was 79% Pumpage was 8,369,000 and consumption was 6,613,800.

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

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

B. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

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

The Administrator will request Denise Kemp at the City of West Columbia move the aged accounts to a noncollectable debt account.

B. SECURITY

Don Womble, CLHOA Security, reported that the ATV traffic has moved to the Crappie Pond levee. Mr. Womble asked about the residents mowing the levee behind their homes. Board has no problem with this activity on the levee.

Administrator will have a Standard Letter to send to levee violators, both first time and repeat offenders. Don Womble will receive a copy of the letters with dates.

Motion to Standardize Letters for violators made by Director Carroll, seconded by director Pollard and the vote was unanimous.

Mr. Womble updated the situation with the feral hogs: Varner Hogg State Park Administrator said that 15 hogs had been captured in 2 days.

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
- Repaired drain pipe at E pump station
- Repaired level gauges at water plant
- Installed screens

3. Camera for viewing lines internally would cost around \$6,000. T. Gray Utility @ Rehab Co. televised line on Olympia and found a one inch gap where the line separated. The line is approximately 12 feet deep. The clean and televise price per foot was \$5.95 per linear foot. The cost of this one item was \$3,452.19.

Motion to purchase camera for televising lines made by Director Sauer, seconded by Director Pollard and the vote was unanimous.

C. OPERATOR'S REPORT CONT.

4. Mr. Ryder informed the Board that both water and sewer lines would require boring to service the #9 and #18 tee location for possible development by G-3 Golf Group . The approximate cost quoted was \$3,000.00.

Mr Ryder asked the Board if the pump motor from Well #1 that has been in storage could be sold. G-3 Golf may be able to use the pump and had expressed an interest in its purchase.

Motion to sell the motor for \$1,000.00 made by Director Pell, seconded by Director Pollard and the vote was unanimous.

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

D. ENGINEER'S REPORT

The 5-year Table Top exercise required by the Emergency Action Plan was held May 29, 2018 with the following attendees: Alan Sassin, Ray Sauer, Steve Rosa, Doug Roesler and Morris and Ben Ryder

Attendees reviewed the Emergency Action Plan manual and identified actions and reporting needed.

Motion to accept the report and approve the actions/reports needed made by Director Pollard, seconded by Director Carroll and the vote was unanimous.

Preliminary survey map showing existing easements presented by Baker & Lawson.

Bond Application is continuing to be processed.

Alternative financing options: Director Sassin attended a meeting in Bellville where he learned of funding available for capital projects related to flood control through the State. The Board will further investigate the funds availability and process for consideration for the funds.

TML Insurance: The renewal shows a 1.5% increase in values of assets with \$2 million coverage limit and 0 deductible.

Motion to increase the coverage limit to \$10 million coverage limit made by Director Carroll, seconded by Director Sauer and the vote was unanimous.

Motion to renew the TML Insurance policy with the increased coverage made by Director

D. ENGINEER'S REPORT CONT.

Pell, seconded by Director Sauer and the vote was unanimous.

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

E. LEGAL/FINANCIAL ADVISORS

No Reports

F. ADMINISTRATORS REPORT

1. Debra Lanehart presented to Standby Collection reports for May 2018. May collections were \$1,585.00.

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

3. Tax Assessor/Collector's report for May was presented. Current year collections paid was \$11,681.34 and prior period collections were \$1,716.41.

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

4. Budget Report for May 2018 was presented. Revenues to-date are \$332,154.37 or 42% of the Current Budgeted revenue amount of \$790,500. Expense to-date total \$362,046.15 or 45.8% of the Budgeted expenses amount of \$790,500.

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

5. Debra Lanehart provided list of checks with \$98,147.64 out of the Operating account to be approved. Mr. Ryder presented an invoice for T. Gray Utilities & Rehab for the video of the sewer line.

Motion to approve check list plus the additional invoice made by Director Carroll,

F. ADMINISTRATORS REPORT CONT.

seconded by Director Sauer and the vote was unanimous.

6. Debra Lanehart reviewed the need to develop an escheat policy for uncashed checks on the District's bank accounts. Administrators office will develop a written policy to be adopted by the Board.

Motion to develop Escheat policy according to State guidelines for the District made by Director Carroll, seconded by Director Pell and the vote was unanimous.

7. Motion to send notice to Denise Kemp requesting the write off of uncollectible accounts identified on the Accounts Receivable Aging report provided by the City of West Columbia made by Director Sauer. The motion was seconded by Director Carroll and the vote was unanimous.

G. MINUTES

Director Sauer made the motion to accept the minutes from the May 15 , 2018 meeting. The motion was seconded by Director Carroll and the vote was unanimous.

H. TRUST PROPERTIES

NONE

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

Debra Lanehart
District Administrator

(SEAL)