

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

June 21, 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 21st day of June, 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. and Robert Bagley, Baker & Lawson. All members were present, except 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. Public Hearing concerning the Annual Water Quality Report: No residents present for questions.

B. STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Debra Lanehart reported the collection of standby fees in May totaled \$2,235.00.

Director Sauer made the motion to accept the standby collection report. Director Carroll seconded the motion and the vote was unanimous.

2. Debra Lanehart presented the water and sewer billing and collections report for the read dates of 4/22-5/23/17. Accountability for the month was 88%. (pumped 6,088,000 and consumption 5,359,400).

STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

The cut-off list was presented; cut-off for delinquent accounts is scheduled for June 27, 2017.

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

Director Sauer 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:

- Bacteriological samples were good .
 - Levee inspection good
 - Checked manholes for infiltration.
 - Removed tree on lagoon levee
 - Mowed and weeded pump stations and levee, North Ditch
 - Cleaned storm drains
 - Replaced sewer pipe on Twin Lakes
 - Replaced meter on Prescott
 - Replaced meter box lids from list provided by City of WC
 - Prepared Twin Lakes for road asphalt/ sewer pipe replacement
 - 6 Sewer Taps and Inspection
2. Motion made by Director Sauer to authorize Morris Ryder to have the five leaking manholes repaired. The motion was seconded by Director Pollard and the vote was unanimous.
3. Morris Ryder informed Board that G-M Services had completed the 3 motors at the West Lift Station and 1 at the East Lift Station.
4. Morris Ryder is waiting on the Sample bottles provided by TCEQ to schedule time for the Lead and Copper Tap Sampling Monitoring. Monitoring sites have been predetermined.

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, 3, 4 Robert Bagley from Baker & Lawson discussed the ponding issue and redesign of the lower screens at the pump station. Both Robert and Morris believe the screens may help solve the problem. Morris will bring bid to the July meeting for installation cost.

D. ENGINEER'S REPORT CONT.

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

E. 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 Carroll and the vote was unanimous.

2. Tax Assessor/Collector's report for May was presented. The Current year collections totaled \$16,222.97. Prior period collections totaled \$2198.86.

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

3. Budget Report for May 2017 was presented. Revenues to-date are \$335,572.39 (with Accrued M&O tax) or 46.66% of the Current Budgeted revenue amount of \$719,260.00. Expense to-date total \$281,439.78 or 39.13% of the Budgeted expenses amount of \$719,260.00.

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

4. 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.
5. The Brazoria County Appraisal District has appraised the 2017 Estimated Net Taxable Value for property in the Varner Creek Utility District at \$139,553,540. The date for the tax workshop will be determined at the July meeting.
6. Motion to approve signing of the Engagement Letter with Kennemer, Masters and Lunsford for the 2017 Audit made by Director Sauer, seconded by Director Carroll and the vote was unanimous.
7. Director Sassin reported on a meeting he and Director Sauer had with M J Reddy with regards to future plans for the front acreage he has purchased from Mr. William Verkin. He was mainly concerned with the ability of the District to provide services to the property.
8. Director Sassin reported on a meeting with Wesley Gage the representative from Sweeping Texas, a street sweeping company out of Angleton. A drive through the subdivision yielded an estimate of \$9,000.00 to do a complete sweep with truck with brushes of the neighborhood. Directors chose not to change the current arrangement between the Columbia Lakes Homeowners Association and Morris Ryder.

E. ADMINISTRATOR REPORT CONT.

9. TML Insurance: Board will request a representative from TML to attend meeting next month to explain our insurance plan and answer Board questions.

F. TRUST PROPERTIES

None

G. MINUTES

Director Pell made the motion to accept the minutes from the May 17, 2017 regular meeting as presented, seconded by Director Sauer and the vote was unanimous.

H. SECURITY REPORT

Don Womble (CLHOA Security) has reported vehicles on the levee recently. Graduated fines discussed, but no action taken.

I. LEGAL

1. Administrator's office will begin gathering documents to respond to the City of West Columbia's information request letter.

J. PAYMENT OF BILLS

Debra Lanehart distributed the list of bills to be paid with \$76,387.98 out of Operating Funds. List also included \$17,000.00 to Neil Technical Services out of Capital Projects Funds and \$1,562.00 to Brazoria County Appraisal District out of Debt Services Fund.

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

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)