

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

July 20, 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 20th day of July, 2016 at 9 am. 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: Debra Lanehart, 1st Capital Business Services; Morris Ryder, Ryder & Co., Denise Kemp, City of West Columbia; Herb Smith & Robert Bagley, Baker & Lawson Engineering| Ray Sauer and John Suarez, residents. All members 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. STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Debra Lanehart reported the collection of standby fees in June totaled \$6,891.00.

Director Pell made the motion to accept the standby collection report. Director Sassin seconded the motion and the vote was unanimous.

1. 2. Denise Kemp presented the water and sewer billing and collections report for the read dates of 5/25-6/24/16. Accountability for the month was 88%. (pumpage 4,399,800 and consumption 3,856,700)

A. STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

The cut-off list was presented; cut-off for delinquent accounts is scheduled for July 26, 2016.

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

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

3. Mr Suarez came to the Board to address a high water bill he received in December of 2015. Director Gillenwaters explained the responsibility of the resident for anything that happens past the meter. Historically, the Board grants no relief for the occasional high water bill the resident receives.

B. OPERATOR'S REPORT

1. Update on maintenance:
 - a. Bacteriological samples were good .
 - b. Levee inspection good – leaking area around pipes on Ridgewood.
 - c. NTS – lift station submersible pump was reinstalled.
 - d. All gates opened.
 - e. Cleaned storm drains, cleaned pump screens
 - f. Repaired leaks on Woodhaven, River Oaks and Lake Forrest.
 - g. Leak on Freeman: Trying to detect source.
2. When Varner Creek goes down a little further, the project to replace the sewer line could begin.
3. Project discussion below

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

C. ENGINEER'S REPORT

1. Booster Pumps: NTS to give Morris Ryder pricing to upgrade booster pumps to meet TCEQ requirements of largest pump down scenario, system must meet 1,000 gallons per minute.
2. and 3. Engineer presented preliminary list of projects for use of Surplus Bond Funds. This list includes previously discussed projects.

Director Sassin made the motion to approve the survey to perform topo of existing conditions and depth of existing line for the replacement of the sewer line crossing Varner Creek. Director Pell seconded the motion and the vote was unanimous.

C. ENGINEER'S REPORT CONT.

The Board authorized Morris Ryder to order the 10" PVC pipe to be ready to do the project when ready.

Director Pollard made the motion to authorized Baker & Lawson to do a Hydraulic Model after the Booster Pump project is done. The motion was seconded by Director Carroll and the vote was unanimous. The approximate cost quote was \$4,000-\$5,000.

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

2. Tax Assessor/Collector's report for June 2016 was presented. Current year levy paid was \$30,159.16. Prior period collections were \$9,673.34. Director Sassin made a motion to accept the report, seconded by Director Pollard, and the vote was unanimous.
3. Tax workshop date set for 9am, Friday, August 12 at the office of Debra Lanehart (1st Capital Business Services, 310 E Brazos Avenue, West Columbia, TX.)
4. Budget Report for May 2016 was presented. Revenues to date totaled \$304,287.14. Disbursements of \$276,915.23 were reported. Report reflects 46% of Revenue and 42% of Disbursements in relation to the 2016 Budget

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

5. Debra Lanehart presented the 9-month Analysis of Sewer Charges for period of October 1, 2015 to June 30, 2016. The report reflects and overpayment to date of \$25,014.
6. Tabled

E. TRUST PROPERTIES

NONE

F. MINUTES

Director Carroll made a motion to accept the minutes from the June 15, 2016 Regular meeting. The motion was seconded by Director Pollard, and the vote was

F. MINUTES CONT.

unanimous.

G. SECURITY REPORT

NONE

H. LEGAL

Lawyer not in attendance.

J. PAYMENT OF BILLS

Debra Lanehart distributed the list of bills to be paid with \$88,930.37 paid out of Operating Funds.

Director Pollard 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