

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

August 15, 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 15th day of August, 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, 1<sup>st</sup> Capital Business Services; Morris Ryder, Ryder & Co.; Doug Roesler, Baker & Lawson; Don Womble, CLHOA Security and Mr. Weeks, 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 . SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Debra Lanehart presented the water and sewer billing and collections report for the read dates of 6/21-7/17/18. Accountability for the month was 77% Pumpage was 6,400,000 and consumption was 4,932,600.

The cut-off list was presented with a cut off date of August 29, 2018.

Director Carroll made a motion to accept the water and sewer reports, seconded by Director Sauer 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.

## B. SECURITY

Don Womble, CLHOA Security, reported that traffic on the levees had somewhat lessened. HOA is making an effort to get more golf carts registered to make identification easier.

## C. OPERATOR'S REPORT

### 1. Update on maintenance: December

- Bacteriological samples were good .
- Levee: Inspection good
- Mowed Right-of-Way to City Sewer Plant.
- Mowed and weeded pump stations and levee, North Ditch. Bottom of North Ditch is retaining water and the weeds are getting high. Morris asked to spray since mowing is not possible. Motion authorizing the Operator to spray for weeds made by Director Sauer, seconded by Director Pell and the vote was unanimous.
- Cleaned storm drains
- 2 Fire hydrants are leaking. Located on Freeman Boulevard
- Repaired separated sewer line on Olympia
- Meet Aquazyme to pump grease trap at La Casona
- Repaired meter leak on Woodhaven, La Costa and Twin Lakes West
- Grease & clean East and West gates
- Pressure Tank – 2” line at the top of the pressure tank had a rusted thread and keeps loosing pressure

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

## D. ENGINEER'S REPORT

1. Bond application submitted with an expedited review. Received notice that TCEQ had received the submission and was deemed Administratively Complete.

2. East pump station property: Engineer is still researching ownership of the triangular piece of property near spillway.

D. ENGINEER'S REPORT CONT.

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

E. LEGAL/FINANCIAL ADVISORS

No Reports

F. ADMINISTRATORS REPORT

1. Debra Lanehart presented to Standby Collection reports for July 2018. July collections were \$4,975.00.

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

3. Tax Assessor/Collector's report for July was presented. Current year collections paid was \$6,814.34 and prior period collections were \$502.04.

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

4. Budget Report for July 2018 was presented. Revenues to-date are \$482,683.56 or 61% of the Current Budgeted revenue amount of \$790,500. Expense to-date total \$508,311.60 or 64% of the Budgeted expenses amount of \$790,500.

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

5. Debra Lanehart presented the Preliminary 2018 Tax Calculation to the Directors. The report included the current Debt Service funds in Accounts, less August Debt Service Requirements and 2019 Debt Service Requirements and annual administrative costs.

Director Pell made motion to propose \$0.55 / \$100 valuation for Debt Service. Director Carroll seconded the motion and the vote was unanimous.

Motion made by Director Pell to set the proposed Maintenance and Operations tax at \$0.09 / \$100 valuation. Director Carroll seconded the motion and the vote was unanimous. Total proposed tax rate for 2018 is \$0.64 / \$100 valuation.

6. Director Carroll made the motion to set the tax rate hearing for the September 19, 2018 Regular Board Meeting at 9:00 a.m. in the Oak Room at the Columbia Lakes Clubhouse. Director Pollard seconded the motion and the vote was unanimous.

7. Debra Lanehart provided list of checks with \$93,427.98 out of the Operating account to be approved. One check to Hilltop Securities for \$3,500.00 out of the Debt Service Fund for the Continuing Disclosure.

Motion to approve check list made by Director Sauer, seconded by Director Carroll and the vote was unanimous

#### G. MINUTES

Director Carroll made the motion to accept the minutes from the July 18, 2018 meeting with the following corrections: Correct Standby collection amount to \$18,885.00 (remove final.00). The motion was seconded by Director Pollard and the vote was unanimous.

#### H. TRUST PROPERTIES

NONE

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)