

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

August 16, 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 16th day of August, 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.; Denise Kemp, City of West Columbia; Robert Bagley and Doug Roesler, Baker & Lawson. All members were present, 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. STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Denise Kemp presented the water and sewer billing and collections report for the read dates of 6/23-7/24/17. Accountability for the month was 80%. (pumped 6,201,000 and consumption 4,962,100).

The cut-off list was presented; cut-off for delinquent accounts is scheduled for August 29, 2017.

STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

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

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

2. Item tabled for action. Directors Pell and Pollard to look at the Accounts for further action.

C. OPERATOR'S REPORT

1. Update on maintenance:

- Bacteriological samples were good .
- Levee inspection good
- Checked off-site well.
- Mowed and weeded pump stations and levee, North Ditch
- Cleaned storm drains
- Flushed hydrants.
- Repaired leak on Turberry
- City provided another list of broken meter lids to be replaced.
- Water Taps: 10 Sewer Taps: 9
- Remove screen at West Pump Station
- 7 Sewer Inspections.
- Repaired meter leak Turberry

2. Standard Cement gave Morris bid of \$10,400 to repair the 5 manholes identified as leaking.

3. Morris Ryder informed Board that G-M Services has completed the project at the East Pump Station.

4. Invoice for cleaning of the grease trap for La Casona Restaurant from Source Point Solutions, LLC need to be forwarded to Dr. Voltz for payment. The second invoice for the clean out of the sewer line on Freeman is the District's responsibility. The grease trap needs to be monitored for a cleaning schedule.

Motion to pay Source Point Solutions, LLC invoice made by Director Sauer, seconded by Director Pell and the vote was unanimous.

5. Morris Ryder will pass out the Sample bottles provided by TCEQ on Thursday August 17, 2017.

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

D. ENGINEER'S REPORT

1, 2, 3 Robert Bagley and Doug Roesler from Baker & Lawson discussed the ponding issue and redesign of the lower screens at the pump station.

Mr. Roesler reported that Ramsour will have the screens ready by the 30th of August. There will be no increase to the bid price for fewer screens ordered.

Mr. Roesler discussed with the Board the size of the inlets to the storm water system. May be a cause of the ponding issues.

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

E. ADMINISTRATOR REPORT

1. Debra Lanehart reported the collection of standby fees in July totaled \$5,566.00.

Director Pellr made the motion to accept the standby collection report. Director Carroll seconded the motion 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.

- o Motion made by Director Sauer to accept the Cash Balance Report, seconded by Director Carroll and the vote was unanimous.

3. Tax Assessor/Collector's report for July was presented. The Current year collections totaled \$5,871.56. Prior period collections totaled \$43.86.

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

4. Budget Report for July 2017 was presented. Revenues to-date are \$491,720.73 (with Accrued M&O tax) or 68.36% of the Current Budgeted revenue amount of \$719,260.00. Expense to-date total \$393,082.12 or 54.65% of the Budgeted expenses amount of \$719,260.00.

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

5. Standby Renewal: According to the TCEQ website, there were no protests filed.

E. ADMINISTRATOR REPORT CONT.

6. The Board reviewed proposed tax rate information from the Administrator and Brazoria County Tax Assessor.

A motion was made by Director Carroll to propose a Debt Service tax rate of \$0.55/\$100 valuation. The motion was seconded by Director Pell.

Vote: Sassin aye, Pell aye, Pollard aye, Carroll aye, Sauer aye.

A motion was made by Director Carroll to propose a Maintenance and Operations tax rate of \$.10/\$100 valuation. The motion was seconded by Director Pell.

Vote: Sassin aye, Pell aye, Pollard aye, Carroll aye, Sauer aye.

7. Director Carroll made a motion, seconded by Director Pell, to set the date, time and location for the Public Hearing on the proposed tax rate as follows:
September 20, 2017 at 9:00 a.m. in the Oak Room at Columbia Lakes Country Club.

F. TRUST PROPERTIES

None

G. MINUTES

Director Sauer made the motion to accept the minutes from the July 19, 2017 regular meeting as presented, seconded by Director Pollard and the vote was unanimous.

H. SECURITY REPORT

None

I. LEGAL

None

J. PAYMENT OF BILLS

Debra Lanehart distributed the list of bills to be paid with \$91,104.40 out of Operating Funds. List also included \$750.00 to BNY Mellon out of Debt Services Fund for the Annual paying agent fee.

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

Debra Lanehart
District Administrator

(SEAL)