

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

August 17, 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 17th day of August, 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., Herb Smith & Robert Bagley, Baker & Lawson Engineering, Ray Sauer resident. 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 July totaled \$3,853.00.

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

1. 2. Debra Lanehart presented the water and sewer billing and collections report for the read dates of 6/25-7/22/16. Accountability for the month was 89%. (pumpage 6,711,000 and consumption 5,965,800)

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

The cut-off list was presented; cut-off for delinquent accounts is scheduled for August 30, 2016.

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

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

B. OPERATOR'S REPORT

1. Update on maintenance:

- a. Bacteriological samples were good .
- b. Levee inspection good – leaking area around pipes on Ridgewood. 24” pipe needs to be removed.

Motion to remove 24” pipe and make necessary repairs made by Director Sassin, seconded by Director Pell and the vote was unanimous.

- c. Dead tree on Riverside levee. Residents concerned that if the tree falls it will fall on their house. Bid for removal and repair to levee approximately \$1200.00.
- d. Sewer taps: Lake Forrest, La Costa, Mossy Meadows and Shalimar.
- e. Cleaned storm drains, cleaned pump screens
- f. Repaired leaks on Freeman, River Valley, .
- g. Mowed pump stations and levee.

2. When Varner Creek goes down a little further, the project to replace the sewer line could begin.

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

C. ENGINEER'S REPORT

1. Booster Pumps:

Motion to approve Felder bid for the upgrade of existing 10HP Booster Pump #3 (6” Pump) to pull pump and change bowls to produce 300 GPM at a cost not to exceed \$16,000.00 made by Director Sassin, seconded by Director Pollard and the vote was unanimous.

C. ENGINEER'S REPORT CONT.

Motion to approve Felder bid for the upgrade of existing 30HP Booster Pump #1 (8" pump) after completion of Pump #3 to pull pump and change bowls to produce 300 GPM at a cost not to exceed \$16,000.00 made by Director Carroll, seconded by Director Sassin and the vote was unanimous.

Motion to approve Felder bid for the upgrade of existing 30HP Booster Pump #2 (8" pump) after completion of Pumps #1 and #3 to pull pump and change bowls to produce 300 GPM at a cost not to exceed \$16,000.00 made by Director Pell, seconded by Director Pollard and the vote was unanimous.

2. Herb Smith was unable to do the water pressure study model. He found an Engineering firm (LMNO Engineering) that can do the study for \$3380.00.

Director Sassin made the motion to approve the hiring of LMNO Engineering to do the water pressure study model. Director Carroll seconded the motion and the vote was unanimous.

Debra Lanehart was instructed to prepare the check for Director signatures and remit to Baker & Lawson for forwarding to LMNO Engineering.

Robert Bagley informed the Board that no approval was required from the General Land Office to do the Sewer Line repair under Varner Creek.

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 July 2016 was presented. Current year levy paid was \$8,777.25. Prior period collections were \$4,836.29. Director Sassin made a motion to accept the report, seconded by Director Carroll, and the vote was unanimous.
3. Budget Report for July 2016 was presented. Revenues to date totaled \$353,946.44. Disbursements of \$350,445.88 were reported. Report reflects 54% of Revenue and 54% of Disbursements in relation to the 2016 Budget

D. ADMINISTRATOR REPORT CONT.

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

4. Proposed 2016 Tax rate: Debt service rate .61/100 valuation and M&O tax rate .10/100 valuation. The increase in M&O is due to the growth and age of infrastructure and anticipated repairs and upgrades to existing equipment.
5. Public Hearing Date: September 21, 2016 at 9:00 am in the Oak Room of the Columbia Lakes Clubhouse.

E. TRUST PROPERTIES

NONE

F. MINUTES

Director Sassin made a motion to accept the minutes from the July 20, 2016 Regular meeting. The motion was seconded by Director Carroll, and the vote was unanimous.

G. SECURITY REPORT

Alpha Security Group has requested written permission by VCUD to respond to violators on the levee. This is the security personnel used for roving security by the Columbia Lakes Homeowners Association.

H. LEGAL

Lawyer not in attendance.

J. PAYMENT OF BILLS

Debra Lanehart distributed the list of bills to be paid with \$80,986.49 paid out of Operating Funds.

One Debt Service check for BNY Mellon for \$750.00 for Paying Agent Fees.

Director Pell made a motion to approve the bills for payment, seconded by Director Carroll 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 Pell and the vote was unanimous.

(SEAL)

Debra Lanehart
District Administrator