

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

September 21, 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 21st day of September, 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, 1<sup>st</sup> Capital Business Services; Morris Ryder, Ryder & Co., Robert Bagley, Baker & Lawson Engineering, Clark Lord, Bracewell, LLP, Ray Sauer resident. All members were present, thus constituting a quorum.

Some items on agenda were discussed out of order, but are being reported in the order the agenda set forth.

A. Public Hearing:

Jim Gillenwaters called the meeting to order at 9:00 am. The Board convened the public hearing in accordance with §49.236 of the Texas Water code to receive public comments regarding proposed tax rate. There were no residents present with comments on the proposed tax rate.

Director Gillenwaters adjourned the Public Hearing.

B. Director Gillenwaters convened the Regular meeting of the District's Board of Directors.

Agenda Item J3: Adopt Order Levying Taxes: Director Sassin made the motion to Adopt the Order Levying taxes at the following rates: \$.61/\$100 valuation for Debt Service and \$.10/100.00 valuation for M&O. Director Pell seconded the motion and the vote was unanimous.

Director Gillenwaters had to leave meeting, therefore Director Pell conducted the rest of the meeting.

### C. STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Debra Lanehart reported the collection of standby fees in August totaled \$3,330.00.

Director Sassin made the motion to accept the standby collection report. Director Pollard 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 7/23-8/26/16. Accountability for the month was 87%. (pumpage 7,804,000 and consumption 6,781,600)

The cut-off list was presented; cut-off for delinquent accounts is scheduled for September 27, 2016.

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

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

### D . OPERATOR'S REPORT

1. Update on maintenance:
  - a. Bacteriological samples were good .
  - b. Levee inspection good
  - c. Sewer taps: Olympia, Pecan Valley, Prescott, Pleasant Valley, Mossy Meadow, N. Amherst, Twin Lakes East
  - e. Water taps: Shalimar, Mossy Meadow, Ridgewood
  - f. Repaired leaks on Paradise Valley (plastic lids under manhole needed replacement), Crestview
  - g. Mowed pump stations and levee.
  - h. Removed dead tree from levee
2. Varner Creek has gone down and the project to replace the sewer line could begin next week
3. Pump #3 is out and in the repair shop.
4. Storage tanks report: review at next meeting

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

#### E. ENGINEER'S REPORT

1. Pending Projects: General discussion
2. Review LMNO Engineering Water System Pressure Modeling Report. Report indicates there are areas that will not meet the 35PSI mandate set by TCEQ. Engineers will report on possible actions that can be taken next month.

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

2. Tax Assessor/Collector's report for August 2016 was presented. Current year levy paid was \$4,570.65. Prior period collections were \$3,830.55. Director Sassin made a motion to accept the report, seconded by Director Carroll, and the vote was unanimous.
3. Budget Report for August 2016 was presented. Revenues to date totaled \$405,651.88. Disbursements of \$418,798.16 were reported. The motion to accept the Budget report was made by Director Sassin, seconded by Director Pollard and the vote was unanimous.
4. City of West Columbia Budget report not received by meeting time.
5. Director Sassin made the motion to suspend the distribution of the "Fire-Voluntary Donation" collections until determination of the proper recipient has been made. The motion was seconded by Director Carroll and the vote was unanimous.

#### G. TRUST PROPERTIES

NONE

#### H. MINUTES

Director Sassin made a motion to accept the minutes from the Special Meeting on August 12, 2016. The motion was seconded by Director Pollard and the vote was unanimous.

Director Sassin made the motion to accept the minutes from the Regular Meeting on August 17, 2016. The motion was seconded by Director Carroll and the vote was unanimous

## I. 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.

## J. LEGAL

1. Sewer Plant Contract with City of West Columbia. General Status discussion.
2. Letter of Resignation: Place on top of Agenda for October meeting.
3. Addressed above.
4. Motion to update the District's Amended Information Form made by Director Carroll, seconded by Director Pollard and the vote was unanimous.
5. Motion to authorize Alpha Security Group access to VCUD levees for the purpose of security patrolling made by Director Pollard, seconded by Director Sassin and the vote was unanimous.

## J. PAYMENT OF BILLS

Debra Lanehart distributed the list of bills to be paid with \$87,109.20 paid out of Operating Funds.

Three Debt Service checks totaling \$5,832.75 were presented. Brazoria County Appraisal District for \$1,582.75 (4<sup>th</sup> qu tax levy), Bank of New York Mellon for \$750.00 (paying agent fees), and Hilltop Securities for \$3,500.00 (Continuing Disclosure)

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

There being no other business to come before the Board, Director Carroll made a motion to adjourn. The motion was seconded by Director Pollard and the vote was unanimous.

(SEAL)

Debra Lanehart  
District Administrator