

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

September 20, 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 20th day of September, 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 & Ben Ryder, Ryder & Co.; Denise Kemp, City of West Columbia; Robert Bagley and Doug Roesler, Baker & Lawson; Clark Lord, Bracewell, LLP. 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. PUBLIC HEARING

Director Sassin informed the residents in the audience that the proposed rate of \$0.55/\$100 valuation for Debt Service was a reduction of the 2016 tax of \$0.06/\$100 valuation. The reduction was due to the Bond Refinance the District did this year. The Maintenance and Operations tax will remain at \$0.10/\$100 valuation.

B. CONVENE REGULAR MEETING OF THE DISTRICT'S BOARD OF DIRECTORS

C. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Denise Kemp presented the water and sewer billing and collections report for the read dates of 7/25-8/17/17. Accountability for the month was 78%. (pumped 5,389,000 and consumption 4,182,300).

There was no cut-off list was presented due to mandatory evacuation of the City of West Columbia offices.

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

2. Last month's billing was generated from an incomplete reading. Not all meters were read before Hurricane Harvey hit the Gulf Coast. Minimum bills were sent out for those whose meter had not been read.
3. Motion made by Director Carroll to give a \$5.00 bill adjustment for sewer on the next billing. The motion was seconded by Director Sauer and the vote was unanimous

C. OPERATOR'S REPORT

1. Actions during flood: Morris Ryder summarized the action events during Hurricane Harvey. Electricity was off for 3-4 hours. Operators ran 6" pump on Ridgewood. Operators were ordered by the Brazoria County Sheriff's Department to evacuate the subdivision. Varner Creek came over the levee and started coming into the subdivision. Vernor Materials brought in sand and several residents who did not evacuate sandbagged the breach. The flap gates under Freeman could not be closed completely, so the opening was sandbagged also. The City Sewer Treatment plant was brought back online on September 8 and Columbia Lakes was brought online as well.

2. Update on maintenance: 8/1-8/23

- Bacteriological samples were good .
- Levee inspection: Low spots on levee
- Checked off-site well.
- Mowed and weeded pump stations and levee, North Ditch
- Cleaned storm drains
- Flushed hydrants.
- Water Taps: 7 Sewer Taps: 8
- Meet with GSI to prepare generator
- Lead & Copper sample bottles distributed/ collected the next day
- Set pump on Ridgewood
- Check gate valves & flap gates

3. The repairs to the lift station motors has been completed.

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

E. ENGINEER'S REPORT

1, 2 Robert Bagley and Doug Roesler from Baker & Lawson discussed the list of issues by the residents who did the sandbagging of the Varner Creek levee. The list included: raising the levee by three (3) feet, relocation of gate valves, adding gate valves, flow testing of main pumps, purchase of 2 new temporary pumps and hoses, tie Crestview and the north streets to existing system, changing gate to Varner Hogg Plantation to 8 foot chain link with barbed wire and adding camera system to gate area. The raising of the levee by 3 feet would have to meet the 3:1 slope ratio mandated by TCEQ. Location of the utility easement and the District's current easement for the levee would be a large cost factor if the slope would dictate purchase of portions residential lots.

3. Baker & Lawson had the District's Scheduled Property list for 2017 TML renewal.
4. The corrective action for the Ponding issue is cost prohibitive at this time.
5. 3 Screens were delivered by R. R. Ramsower, Inc. on September 8th.

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

F. ADMINISTRATOR REPORT

1. Debra Lanehart reported the collection of standby fees in August totaled \$1,055.00.

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

3. Tax Assessor/Collector's report for August was unavailable.

4. Budget Report for August 2017 was presented. Revenues to-date are \$506,853.00 (without Accrued M&O tax) or 70.47% of the Current Budgeted revenue amount of \$719,260.00. Expense to-date total \$453,000.46 or 62.98% 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: No updates available.

F. ADMINISTRATOR REPORT CONT.

6. Motion to approve the checks listed with \$97,375.06 out of Operating Funds and two payments out of Debt Service for Brazoria County Appraisal District for 4th quarter tax levy and Hilltop Securities for filing of Continuing Disclosure.

G. TRUST PROPERTIES

None

H. MINUTES

Director Carroll made the motion to accept the minutes from the August 10, 2017 special meeting as presented, seconded by Director Pollard and the vote was unanimous.

Director Sauer made the motion to accept the minutes from the August 15, 2017 regular meeting as presented, seconded by Director Pell and the vote was unanimous.

I. SECURITY REPORT

None

J. LEGAL/FINANCIAL ADVISORS

1. No report.
2. Motion to Adopt Order Levying Taxes made by Director Sauer, seconded by Director Pell and the vote was unanimous.
3. Motion to Approve Amended Information Form made by Director Sauer, seconded by Director Pollard and the vote was unanimous.

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

Debra Lanehart
District Administrator

(SEAL)

