

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

September 21, 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 Back Conference Room at 180 Freeman Blvd., Columbia Lakes, West Columbia, Texas within the boundaries of the District on the 21st day of September, 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, 1st Capital Business Services; Morris Ryder, Ryder & Co.; Miguel, Baker & Lawson; Don Womble, CLHOA Security. 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 7/18-8/17/18. Accountability for the month was 74% Pumpage was 7,938,000 and consumption was 5,812,300.

The cut-off list was presented with a cut off date of September 26, 2018.

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

2. City of West Columbia Budget: Table to next month
3. Billing rate increase: Allan will draft a letter to City of West Columbia to request a meeting in mid October to gather more information about the calculation of the new billing rate proposed by the City.
4. Lakeview Hotel request for late fee waiver:

Motion to remove late fee for Lakeview Hotel on a one time basis made by Director Pell, seconded by Director Sauer and the vote was as follows: Pell, Sauer and Carroll- yes Pollard- no The motion was approved 3 to 1.

C. SECURITY

Don Womble, CLHOA Security, reported that traffic on the levees had somewhat lessened. Nothing to report.

D. OPERATOR'S REPORT

1. Update on maintenance: August
 - Bacteriological samples were good .
 - Levee: Cable company caught digging on levee/ warned all utility easements at bottom of levee
 - Mowed Right-of-Way to City Sewer Plant.
 - Mowed and weeded pump stations and levee, North Ditch.
 - Cleaned storm drains
 - Replaced Fire hydrants Riverside
 - Repaired meter leak at Varner Hogg & on Riveroaks
 - Repaired water leak on N Amherst, S Amherst
 - Pressure Tank – Repaired pressure tank #1, NTS replaced pressure switch
2. La Casona Grease Trap: Director Sauer will send letter to M J Reddy about scheduling regular grease trap cleanings.

Motion to authorize Morris Ryder to sell the old screens from the lift station for scrap made by Director Carroll, seconded by Director Pollard and the vote was unanimous.

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

E. ENGINEER'S REPORT

1. Bond application currently in Technical Review by TCEQ.
2. East pump station property: Engineer is still researching ownership of the triangular piece of property near spillway.

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

F. LEGAL/FINANCIAL ADVISORS

1. Motion to Adopt Order Levying Taxes made by Director Sauer, seconded by Director Carroll and the vote was unanimous.
2. Motion to Approve filing of the Amended Information Form made by Director Sauer, seconded by Director Pollard and the vote was unanimous.

G. ADMINISTRATORS REPORT

1. Current Rate Order Review: Tabled
2. Debra Lanehart presented to Standby Collection reports for August 2018. August collections were \$2,200.00.

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

3. 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 Pollard and the vote was unanimous.

4. Tax Assessor/Collector's report for August was presented. Current year levy paid was \$3,952.83 and prior period collections were \$925.32.

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

5. Budget Report for August 2018 was presented. Revenues to-date are \$557,047.75 or 70.5% of the Current Budgeted revenue amount of \$790,500. Expense to-date total \$578,691.16 or 73.2% of the Budgeted expenses amount of \$790,500.

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

G. ADMINISTRATORS REPORT CONT.

6. Debra Lanehart provided list of checks with \$83,157.85 out of the Operating account to be approved. One check to Brazoria County Appraisal District for \$1,494.50 out of the Debt Service Fund for the 4th Quarter Tax Collection.

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

7. The Administrator provided the Board with information on possible robo-call service from One Call Now to be used for emergency contact with the residents of Columbia Lakes. Director Carroll will further investigate the service.

G. MINUTES

Director Sauer made the motion to accept the minutes from the July 18, 2018 meeting. The motion was seconded by Director Pollard and the vote was unanimous.

Director Pell made the motion to accept the minutes from the August 9, 2018 meeting. 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)