

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

October 18, 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 18th day of October, 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, 1<sup>st</sup> Capital Business Services; Morris Ryder, Ryder & Co.; 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. SEWER AND WATER BILLING AND COLLECTION REPORTS**

1. Debra Lanehart presented the water and sewer billing and collections report for the read dates of 8/18/17. Accountability for the month was not determined because of the flooding of the waste treatment plant during Hurricane Harvey. Consumption 5,240,500.

The cut-off list was presented with a cut off date of October 26, 2017.

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

Director Sauer made the motion to approve the cut off list, seconded by Director Pell and

## A. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

the vote was unanimous.

## B. OPERATOR'S REPORT

### 1. Update on maintenance:

- 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: Twin Lakes
- Ran Storm Pumps (Hurricane Harvey) 9/1-9/6/17
- Check gate valves & flap gates
- Oaklawn/Twin Lakes- Observed low spot in road. Found break in storm pipe. Estimated cost to repair: To replace pipe and resurface road after repair = \$4,200

Motion to authorize Ryder and Co. to replace pipe and resurface road made by Director Carroll, seconded by Director Pollard and the vote was unanimous.

- Laurel Valley/ Sunset Oaks – drain broken and needs to be repaired.

2. Texas Tank Services was scheduled to do the cleaning of the ground storage tanks in September but had to reschedule due to Hurricane Harvey. Scheduled in January 2018.
3. La Casona is having the grease trap cleaned.

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

## C. ENGINEER'S REPORT

1 & 2 Engineers are continuing to work on costs of proposed projects.

Motion to have Work Committee of Director Sassin and Director Sauer meet with Engineers to review updated changes to project list.

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

Motion to purchase 1 portable diesel pump made by Director Sauer, seconded by Director Pell and the vote was unanimous.

#### D. ADMINISTRATOR REPORT

1. Debra Lanehart reported the collection of standby fees in September totaled \$3,689.00.

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 September was presented. Current year collections paid was \$886.77 and prior year collections for the period was \$3.24.

4. Budget Report for September 2017 was presented. Revenues to-date are \$557,933.34 (without Accrued M&O tax) or 77% of the Current Budgeted revenue amount of \$719,260.00. Expense to-date total \$531,751.33 or 73% of the Budgeted expenses amount of \$719,260.00.

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

5. Sewer Flow Analysis: 12-month analysis indicates an overpayment by the District of \$10,004.00. Subject to change due to additional expenses for City of West Columbia Waste Treatment facility and any adjustment to City discharge figures during period of Hurricane Harvey.

6. City of West Columbia Sewer Treatment Plant Budget for October 1, 2017 to September 30, 2018 presented.

7. No updates available on Standby Application status.

8. Debra Lanehart provided list of checks with \$100,564.88 out of Operating account and 1 check for RR Ramsower for \$4,263.00 out of Capital Projects.

Motion to approve check list made by Director Sauer, seconded by Director Pell and the vote was unanimous.

#### E. TRUST PROPERTIES

None

F. MINUTES

Director Sauer made the motion to accept the minutes from the September 20, 2017 regular meeting as presented, seconded by Director Carroll and the vote was unanimous.

G. SECURITY REPORT

None

H. LEGAL/FINANCIAL ADVISORS

1 & 2 The City of West Columbia agreed to a contract extension. The legal and financial advisers have been communicating with Moody's about our bond rating.

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)