

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

November 15, 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 15th day of November, 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 Ryder, Ryder & Co.; Robert Bagley and Doug Roesler, Baker & Lawson; Clark Lord, Bracewell, LLP. All members were present, except Director Sauer 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. Denise Kemp presented the water and sewer billing and collections report for the read dates of 9/30-10/26/17. Accountability for the month was 88% Pumpage was 4,926,000 and consumption was 4,338,800.

The cut-off list was presented with a cut off date of November 28, 2017.

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

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

A. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

the vote was unanimous.

B. OPERATOR'S REPORT

1. Update on maintenance: October
 - Bacteriological samples were good .
 - Levee: Repaired Ridgewood levees (2 locations)
 - Checked off-site well.
 - Mowed and weeded pump stations and levee, North Ditch
 - Cleaned storm drains
 - Flushed hydrants.
 - Removed screen at W storm pump, installed new screens
 - Installed manhole lids at Edgewater & Riverside
 - Removed screens at E Pump Station
 - Repaired Storm drain on Laurel Valley
 - Water Taps: 4 Sewer Taps: 5
2. Texas Tank Services was scheduled to do the cleaning of the ground storage tanks in September. Scheduled in January 2018.
3. La Casona needs to supply the District with paid invoices or other proof of grease trap cleaning. Mr. Ryder will inquire about receipts.

Motion to accept the Operator's report made by Director Pollard 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.
3. Engineer will review the Dam Emergency Action Plan and report on required actions.
4. Paula Jones and Angela Hammond will work on the digitizing various District maps and other documents.

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

D. LEGAL/FINANCIAL ADVISORS

1. The City of West Columbia agreed to a contract extension until February 2018.
2. District Administrator needs to send the names of the various entities owning the commercial properties to Clark Lord to facilitate the determination of ownership of the front lagoons.

E. ADMINISTRATOR REPORT

1. Debra Lanehart reported the collection of standby fees in October totaled \$8,291.00. The District's standby billing for the 4th quarter of 2017 was \$11,475 for 783 lots.

Director Carroll 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 Carroll to accept the Cash Balance Report, seconded by Director Pollard and the vote was unanimous.

3. Tax Assessor/Collector's report for October was presented. Current year collections paid was \$5,838.16 and prior year collections for the period was \$3229.30. The 2017 taxes due was adjusted upward by \$30,090.38. The total tax levy for 2017 is \$888,748.32.

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

4. Budget Report for October 2017 was presented. Revenues to-date are \$613,235.97 (without Accrued M&O tax) or 85% of the Current Budgeted revenue amount of \$719,260.00. Expense to-date total \$610,955.96 or 85% of the Budgeted expenses amount of \$719,260.00.

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

5. Motion to schedule 2018 Budget Workshop on Thursday, December 14th at 9am in the office of the District Administrator was made by Director Carroll, seconded by Director Pell and the vote was unanimous.

6. Director Sassin will reach out to the CLHOA President to arrange a mutually convenient time for a joint meeting for the purpose of updating the CLHOA Board on ongoing projects.

7. No updates available on Standby Application status.

8. Debra Lanehart provided list of checks with \$100,564.88 out of Operating account and one (1) check from the Capital Projects Fund to R. R. Ramsower for \$4,263.00 for the replacement screens for the pump station.

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

F. TRUST PROPERTIES

None

G. MINUTES

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

Director Carroll made the motion to accept the minutes from the October 18, 2017 regular meeting, seconded by Director Pollard and the vote was unanimous.

H. SECURITY REPORT

None

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

Debra Lanehart
District Administrator

(SEAL)