

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

November 20, 2019

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 Savannah Room of the Columbia Lakes Resort , Columbia Lakes, West Columbia, Texas within the boundaries of the District on the 20th day of November 2019 at 9am. 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, LLC; Morris Ryder, Ryder & Co.; Doug Roesler and Steve Matula, Baker & Lawson; Don Womble, CLHOA Security; Randall Weeks, resident. 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. Public Comments:

1. No public comments at this meeting.

B. SECURITY

General Report given by Mr. Womble: Mr. Womble stated that the Crappie pond was being accessed over the District's protection levee. Director Sassin stated he would contact Mr. Underwood about the levees.

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

Billing for the month of October 2019:  
Read dates August 24 to September 27, 2019.  
Pumpage: 7,478,000  
Consumption: 6,926,300  
Accountability: 92.62%

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

Disconnect date: October 23, 2019

Director Sauer made the motion to approve the cutoff list for October 23, 2019. Director Carroll seconded the motion and the vote was unanimous.

3. Tabled any action on the Townhouse meter until further investigation can be done.

### D. OPERATOR'S REPORT

1. Update on maintenance: July
  - Bacteriological samples were good.
  - Mowed and weeded pump stations and levee, North Ditch.
  - Cleaned storm drains
  - Checked for water leak 264 Pecan Valley, 251 Montclair and repaired leak on Riveroaks
  - Met with NTS to change floats
  - Water taps: 2 long tap: N. Amherst & Inwood
  - Ran auxiliary pump at water and sewer plants 10/21
  - Cleared willow trees in bottom of N. Ditch

2. Both Merion Lane and Olympia Court have been completed.

3. The estimated cost to clear entire levee was quoted at \$24,000.

4. Mr. Ryder provided the Board with information on Opticam Sewer Inspection Push Camera System. The base price was \$5,995. No action taken.

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

### E. ENGINEER'S REPORT

1-4. Engineer's report attached for agenda items 1-4 giving the current status of all bond projects.

E. ENGINEER'S REPORT CONT

5. Annual Review of the Dam Emergency Action Plan will be reviewed by Baker & Lawson. 1<sup>st</sup> Capital Business Services, LLC will provide an updated contact list to the County at the end of the year.

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

F. LEGAL/FINANCIAL ADVISORS

NONE

F. ADMINISTRATORS REPORT

- 1.1. Debra Lanehart presented to Standby Collection report for October 2019. October collections totaled \$6,680. 4<sup>th</sup> quarter billing for October billed \$8,910 (594 lots)

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

- 1.2. Debra Lanehart presented the Administrator's report reviewing account monies, transfers and balances in the District's Operating, Capital Projects, and Debt Service accounts for the month of October 2019.

Motion made by Director Sauer to accept the Cash Balance Report, seconded by Director Pell and the vote was unanimous.

- 1.3. Tax Assessor/Collector's report for October was presented. The Tax Levy for 2019 is \$1,076,151.13, the adjustment for October increased by \$18,710.36. Payments for the Current year levy was \$612.68. Prior period collections 2016-2018 for October were \$4,252.21.

Motion to accept the Tax Assessor/Collector's report made by Director Sauer, seconded by Director Carroll and the vote was unanimous.

- 1.4. Budget Report for October 2019 was presented. Revenues to-date are \$629,927.81. of the 2019 Budgeted revenue amount of \$862,000. Expense to-date total \$644,011.03 of the 2019 Budgeted expenses amount of \$862,000.

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

5. Budget workshop set for Thursday, December 12, 2019 at 9:30 in the office of the Administrator at 310 E Brazos Avenue, West Columbia, Tx.

6. Motion to approve Kennemer, Masters and Lunsford Engagement Letter for the 2019 Audit made by Director Carroll, seconded by Director Sauer and the vote was unanimous.

7. Debra Lanehart provided list of checks with \$86,192.24 out of the Operating account to be approved, sixteen (16) checks totaling \$314,699.65 out of Capital Projects Fund for Bond Projects.

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

G. MINUTES

Director Sauer made the motion to accept the minutes from the October 10, 2019 regular meeting. The motion was seconded by Director Carroll 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 Pollard and the vote was unanimous.

Debra Lanehart  
District Administrator

(SEAL)