

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

January 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 January, 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.; Denise Kemp, City of West Columbia. All members were present, thus constituting a quorum.

Allan Sassin called the meeting to order at 9:00am.

A. STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Debra Lanehart reported the collection of standby fees in December totaled \$4,610.00.

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

2. Denise Kemp presented the water and sewer billing and collections report for the read dates of 11/17-12/15/16. Accountability for the month was 80%. (pumped 4,209,000 and consumption 3,357,000).

The cut-off list was presented; cut-off for delinquent accounts is scheduled for January 26, 2017.

Director Pell made a motion to approve the cut-off list, seconded by Director Carroll and the vote was unanimous.

STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

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

B. OPERATOR'S REPORT

1. Update on maintenance:
 - a. Bacteriological samples were good .
 - b. Levee inspection good
 - c. Sewer taps: Twin Lakes
 - d. Water taps: Lake Forrest, Twin Lakes
 - e. Repaired leak at Conference Hall to pipe feeding sprinkler system.
 - f. Purple paint on levee posts is fading.
 - g. Repaired sink hole on Olympia
 - h. Mowed and weeded pump stations and levee, North Ditch
 - i. Meet NTS for replacement of heater and breaker for booster pump
 - j. Remove tree from levee.

TCEQ responded to a complaint submitted by a resident that her water tested at 0 Chlorine level. Inspection of Chlorination system checked out.

Operator suggests flushing entire line. Notice of flushing schedule should be posted at the Post Office and send by e-mail to alert residents.

2. Operator believes a repair can be made to the line near header. The replacement of the header/line would require a boil water notice due to the time the pressure would be decreased.
3. Ground storage tanks are to be cleaned in May.

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

Engineer not present. Report attached.

D. ADMINISTRATOR REPORT

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

D. ADMINISTRATOR REPORT Cont.

2. Tax Assessor/Collector's report for December was presented. The Current year collections totaled \$418,720.14. Prior period collections totaled \$4,721.74.

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

3. Budget Report for December 2016 was presented. Revenues to-date are \$671,991.45 or 103% of the Current Budgeted revenue amount of \$647,520. Expense to-date total \$666,906.08 or 102% of the Budgeted expenses amount of \$647,520.

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

E. TRUST PROPERTIES

NONE

F. MINUTES

Director Sauer made the motion to accept the minutes from the November 16, 2017 regular meeting as presented, seconded by Director Carroll and the vote was unanimous.

Director Pell made the motion to accept the minutes from the December 9, 2016 special meeting as presented, seconded by Director Carroll and the vote was unanimous.

G. SECURITY REPORT

None

H. LEGAL

Legal and Financial Advisers were unable to attend the meeting due to flooding in Houston.

1. no report
2. There will need to be special wording on the February agenda to proceed with the bond refinancing.
3. Table Ryder contract pending review of specific wording.
4. Motion to approve the Administrator contract with 1st Capital Business Services, LLC. Made by Director Carroll, seconded by Director Pell and the vote was unanimous.
5. Director Sauer made the motion to approve the Standby Billing Contract with CLHOA , 1st Capital Business Services, LLC and Varner Creek Utility District. The motion was seconded by Director Pollard and the vote was unanimous.
6. Street sweeping contract needs to be updated to address the frequency and method of cleaning to best meet the clearing of the storm drains.

J. PAYMENT OF BILLS

Debra Lanehart distributed the list of bills to be paid with \$55,567.55 out of Operating Funds. One check was presented out of Capital Projects Funds totaling \$740.00 for Baker & Lawson for the Booster pump project.

Director Pell made the motion to pay bills as presented, 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 Carroll and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)