

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
May 17, 2023

STATE OF TEXAS :

COUNTY OF BRAZORIA :

The Board of Directors of Varner Creek Utility District of Brazoria County, Texas convened in regular session on Wednesday, May 17, 2023, in the Columbia Lakes Resort Cottages back conference room, Columbia Lakes, West Columbia, Texas 77486, inside the boundaries of the district.

to-wit:

Allan Sassin	President
Keith Barker	Vice-President
Becky Carroll	Secretary/Treasurer/Financial Director
Randall Weeks	Asst. Secretary/Treasurer
Ray Sauer	Director

Also, present were the following: Debra Lanehart, 1st Capital Business Services, LLC; Morris Ryder, Ryder & Co.; Doug Roesler, Baker & Lawson Engineering; resident Elliot LaPorte.

All members were present thus constituting a quorum.

Minutes are presented in order of the stated agenda even though actual order of topics may be discussed out of agenda order.

A. Public comments: None

B. OPERATOR'S REPORT

1. Monthly maintenance

- Bacterial Samples Good
- Mowed pump stations, levee, North Ditch, and right-of-way to City
- Use weed eater on manholes and hydrants.
- Overflow ground storage tanks & flush for chlorine residual
- Met with TCEQ representative for levee inspection.
- Repaired sewer line on Twin Lakes
- Changed oil in right angle drive and pumps.
- Unstopped sewer line on Freeman

B. OPERATOR'S REPORT CONT.

NTS did repair at Well #2. The technician cited the probable cause was an electrical surge to the panel.

2. Baker & Lawson conducted the inspection of the VCUS facilities and is compiling the report.
3. After discussion of the need for a jetting machine for the sewer system, the Board decided to rent one for now.
4. Motion to sign formal agreement with Texas Parks and Wildlife to eradicate the feral hogs that are damaging the North Ditch.
5. The Columbia Lakes HOA board is waiting on a few title issues to be resolved and a closing date set to finalize the purchase of the maintenance barn property.
3. The EPA Lead and Copper Rules have been changed with implementation by September 16, 2024. Phase I is to inventory lines in the system. Phase II is the implementation phase if Lead and Copper lines are present.

Director Sauer made the motion to accept the Operator's Report. The motion was seconded by Director Weeks and the vote was unanimous approval.

C. SECURITY REPORT: Nothing to report.

D. SEWER AND WATER BILLING AND COLLECTION REPORTS

- Billing for the month of April 2023
 - Read dates: 3/1-3/31/23.
 - Pumped: 6,368,000
 - Consumption 5,817,300
 - Accountability: 91.35%
 - Water and Sewer Billing: \$57,360.79

Meters billed: Residential:1,108, Builder (no sewer) 72, Sprinkler (no sewer) 8, Meter Off residential 6, Commercial: 5 water, Hotel 1, Varner Hogg 1, Meter off Commercial 2, 39 multiple sewer units Total 1242

Disconnect Date 05/24/23.

Director Sauer made the motion to accept the water billing report for month of April. The motion was seconded by Director Weeks and the vote was unanimous approval.

Director Carroll made the motion to approve the May 24, 2023, cut-off list. Director We

D. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

Weeks seconded the motion and the vote was unanimous approval.

1. Write offs of delinquent account: NONE

E. ENGINEER'S REPORT.

1. The EPA has mandated that all community and non-transient, non-community water systems have a comprehensive inventory of Service lines by category. This is the basis of an inventory that will need updates annually or triennially (depending on the water system's tap sampling schedule). The Service Line Inventory Report is to be submitted to TCEQ by October 16, 2024. The Texas Water Development Board has funding available for the Lead Service Line Replacement projects. The applications are due May 23, 2023.

Motion to approve the submission of an application by Baker & Lawson made by Director Sauer, seconded by Director Weeks and the vote was unanimous approval.

2. No communication have been received from TCEQ on the status of the application for the change in scope of the 2018 bond issue.

3. None.

4. Texas Pipeline Easement: Mr. Richers is still investigating the chain of ownership of the easement. No new updates were available at meeting time.

5. The CL National Inventory of Dams Emergency Action Plan was reviewed. The updated contact list will be provided by the District Administrator for inclusion in the revisions.

Last month the Board voted to replace the main line at the water plant. The Board decided to table the action of replacement until condition of the current line can be determined.

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

F. LEGAL/FINANCIAL:

1. No updates on the contract between the City of West Columbia WWT and VCUD.

G. ADMINISTRATORS REPORT

1. There were no payments for standby made in April on the remaining balances.
2. Debra Lanehart presented the Cash Balances report reviewing account monies, transfers and balances in the District's Operating, Capital Projects, and Debt Service accounts for the month of April 2023.

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

- 3 Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$323,987.45 of income through April 2023 or 30.14 % of the total income budget of \$1,075,000.00. The reported expenses for the same period were \$314,377.63 or 29.24 % of the budgeted expenses of \$1,075,000.00.

Motion to accept the Budget Report made by Director Sauer, seconded by Director Barker and the vote was unanimous approval.

4. Debra Lanehart presented the list of checks prepared for the April invoices. The checks include thirty-one (31) totaling \$127,595.18 from the Operating funds.

Motion to pay the bills made by Director Sauer, seconded by Director Carroll and the vote was unanimous approval.

5. Motion to approve the minutes from the March 15, 2023, Regular Meeting made by Director Carroll motion to approve the minutes with the correction to the date and place on page 1 to read "convened in regular session on Wednesday, March 15, 2023, in the meeting room at the Volunteer Fire Station", seconded by Director Sauer and the vote was unanimous approval.

6. Tax collections for the month of April 2023 were \$3,545.22. There was a - \$48.00 in adjustments in April.

Motion to approve the April tax collections report made by Director Sauer seconded by Director Barker and the vote was unanimous.

7. Debra Lanehart presented the template for the annual drinking water report. A notice must be sent to residents and commercial entities that the CCR report is available for review. The report availability has been sent as a notice to all water users on the June billing. The notice will read "The Varner Creek Utility District 2022 Consumer Confidence Report (CCR) from Texas Commission on Environmental Quality is available at Varnercreekutilitydistrict.org/CCR_Report_2022.pdf".

Motion to have public comment before the June 21st regular meeting made by Director Sassin, seconded by Director Barker and the vote was unanimous approval.

ADMINISTRATORS REPORT CONT.

Motion to approve the posting of the CCR availability on the June water billing cards made by Director Sassin, seconded by Director Sauer and the vote was unanimous approval.

I. ADJOURN:

There being no other business to come before the Board, Director Sassin made a motion to adjourn at 11:25am. Director Barker seconded the motion and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)