

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
September 20, 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, September 20, 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.

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.

PUBLIC HEARING

1. Public hearing convened at 9:30 on September 20, 2023, in accordance with Section 40.236 Texas Public Water Code to receive public comments regarding the proposed tax rate. There were no public comments received. Director Sauer made the motion to adopt the 2023 tax rate of \$0.39/\$100 valuation. The motion was seconded by Director Barker and the vote was unanimous approval.
2. The public hearing adjourned at 9:34am.

Director Sassin opened the regular meeting of the Board at 9:34am.

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.
- Cleaned storm drains.
- Repaired storm drain on Freeman.
- Level bottom of N. Ditch
- Greased/Exercised gate valves.
- Repaired leaks: 151 Riverside, 2140 Ridgewood, Pecan Valley, Evergeen/Laurel Valley, Twin Lakes West, Twin Lakes/Ridgewood
- Owners of the house at the end of N Ridgewood Court have cut a drainage ditch through the west levee. Engineers will assess damage as well as contributions to levee stability.
- The culvert under Olympia is 36”in diameter and spans about 60’. Director Sauer made the motion to slip line the culvert under Olympia at a cost not to exceed \$20,000.00. The motion was seconded by Director Carroll and the vote was unanimous approval.

2. MP Technology vehicles were observed on the south levee. There should be no need for vehicles to access the top of the levee, as utility easements are normally at the foot of the levee.

3. The Committee met with the CLHOA representatives at the maintenance facility to review the improvements to the portion of the building to be leased by VCUD/Ryder & Co. Inc. The bid by Carlos Venegas for the 10’high fence with rolling gate in center and the replacement or refurbishing of the bathroom/breakroom and several doors. The \$11,500.00 fence price would be split between VCUD and the HOA. The other work would be \$14,500.00. Director Barker made the motion to approve the bid by Mr. Venegas. The motion was seconded by Director Weeks and approved by unanimous vote.

4. Morris Ryder sent the response letter to TCEQ regarding the south and east levees.

Director Barker made the motion to accept the Operator’s Report. The motion was seconded by Director Carroll and the vote was unanimous approval.

C. SECURITY REPORT: Golf carts are being sited on the levees again. The administrator was asked to send a letter to the owner of Cart 442 reminding the owner of the rules for levee access.

D. SEWER AND WATER BILLING AND COLLECTION REPORTS

- Billing for the month of August 2023
 - Read dates: 7/1-7/31/23.
 - Pumped: 11,324,000
 - Consumption 11,367,100

- D. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

- Accountability: 100.38%
- Water and Sewer Billing: \$86,091.28

Meters billed: Residential:1,133, Builder (no sewer) 55, Sprinkler (no sewer) 10, Meter Off residential 8, Commercial: 6 water, Hotel 1, Varner Hogg 1, Meter off Commercial 0, 38 multiple sewer units Total 1252

Disconnect Date 09/28/23.

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

Director Barker made the motion to approve the September 28, 2023, cut-off list. Director Weeks seconded the motion and the vote was unanimous approval.

1. Write offs of delinquent account: None

E. ENGINEER'S REPORT.

1. Texas Pipeline Easement: No current updates were available at meeting time.
2. Digitizing of water and sewer lines project: Done
3. One of the final Bond projects remaining is to replace approximately 80,000 linear feet of water lines. Director Sassin will work with Morris Ryder to identify the lines to be replaced and schedule according to priorities.
4. The Lead questionnaire was sent in response to application for funding help to do lead survey.

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

F. LEGAL/FINANCIAL:

1. No updates on the contract between the City of West Columbia WWT and VCUD.
2. Resolution Establishing Director Fees of Office and District Reimbursement Policy. The resolution adopts the \$221.00/day compensation and limits the total compensation annually to \$7,200.00. Director Sassin discussed the fees and the policy of what constitutes a day of service.

G. ADMINISTRATORS REPORT

1. There were no payments for standby made in August 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 August 2023.

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

3 Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$649,935.41 of income through August 2023 or 57.01% of the total income budget of \$1,140,000.00 (revised Aug23). The reported expenses for the same period were \$637,368.22 or 55.91 % of the budgeted expenses of \$1,140,000.00 (revised Aug23).

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

4. Debra Lanehart presented the list of checks prepared for the August invoices. The checks include twenty-seven (27) totaling \$143,029.09 from the Operating funds and two (2) checks from the Debt Service Fund for the 2023 Continuing Disclosure report by First Southwest and the 4th quarter BC Appraisal District fee.

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

5. Motion to approve the minutes from the August 16, 2023, regular meeting, made by Director Sauer, seconded by Director Barker and the vote was unanimous approval.
6. Tax collection report for August was presented. The motion to accept the report was made by Director Sauer, seconded by Director Carroll and the vote was unanimous approval.

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

Debra Lanehart
District Administrator

(SEAL)

