

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
December 15, 2021

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, December 15, 2021, 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
Gene Pell	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; Steve Matula and Doug Roesler, Baker & Lawson; Ben Ryder, Ryder & Co. & Resident Mr. LaPorte

All members were present, except Director Pell thus constituting a quorum.

Director Sassin called the meeting to order at 9:30am

Election Agenda:

1. Motion to approve Appointment of Debra Lanehart as an Agent of the Secretary of the Board of Directors for the 2022 Directors Election period made by Director Sauer, seconded by Director Carroll and the vote was unanimous.

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

Regular Session: Meeting called to order at 9:32am.

A. Public Comments: None

B. OPERATOR'S REPORT

1 Bacterial Samples Good

B. OPERATOR'S REPORT CONT.

2. Mowed pump stations, levee, North Ditch, and right-of-way to City
3. Weeded fire hydrants and utility access holes
4. Checked security cameras.
5. Slip lined sewer at 122 Pleasant Valley
6. Sewer taps-6, Water taps: 2 long, 6 short
7. Cleaned storm drains
8. Filled in sinkhole in N. Ditch levee
9. West Pump Station: Located magneto for pump
10. Repaired yard at 228 Wentworth

Superior Fence can replace the fence at Well #2 after the first of the year.

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

C. ENGINEER'S REPORT

1. a. North Pump Station engine installed, drive and canopy to be installed.
b. Backup generator for Well #2 pending delivery.
2. Ridgewood project still ongoing.
3. No action taken.

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

D. LEGAL/FINANCIAL

1. No action has been taken by the CLHOA yet.
2. Easements: No updates.
3. Baker & Lawson will research the abandoned Texas Eastman pipeline easement next to the Water Plant.
4. Tabled discussion on Gene Pell resignation.

E. SECURITY: Cameras are working fine. No issues to report.

F. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of November 2021:
Read dates: 10/01 – 10/31/21.
Pumped: 5,521,000
Consumption: 4,943,000

. F. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

Water and Sewer Billing: \$49,345.98

Meters billed: Residential:1,016, Builder (no sewer) 57, Sprinkler (no sewer) 7, Meter Off residential 4, Commercial: 4 water, Hotel 1, Varner Hogg 1, Meter off Commercial 6, 37 multiple sewer units Total 1133

Disconnect Date: 12/27/2021

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

Director Sauer made the motion to approve the December 27th cut-off list. Director Weeks seconded the motion and the vote was unanimous.

2. No action on write offs of delinquent account.

G. ADMINISTRATORS REPORT

1. There were no payments made in November on the remaining standby balance.
2. Debra Lanehart provided the Board with a report stating the outstanding standby balances. The Administrator will prepare letters for the remaining delinquent accounts.
3. 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 November 2021. Motion to accept the report made by Director Sauer, seconded by Director Weeks and the vote was unanimous.
4. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$777,082.66 of income through November 2021 or 82.8% of the total income budget of \$939,000.00. The reported expenses for the same period were \$833,509.90 or 88.8% of the budgeted expenses of \$939,000.00. Motion to accept the Budget Report made by Director Carroll, seconded by Director Weeks and the vote was unanimous.
5. The 2022 Budget for the District was presented with total income and expenditures of \$1,004,100.00. Director Weeks made the motion to adopt the 2022 Budget as presented. Director Sauer seconded the motion and the vote was unanimous.
6. Director Sauer made the motion to accept the November 17th Regular meeting minutes with the revision on page 2, Engineer's Report, #3 from lift station to pump station. Director Weeks seconded the motion and the vote was unanimous.

7. Tax collections for the month of November 2021 was \$91,915.69. Prior period tax collection was \$1,720.47.

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

8. Debra Lanehart provided list of checks to be approved with \$168,602.95 out of the Operating account and eight (8) checks out of Capital Projects Fund for total of \$87,291.85 for Bond Projects and one (1) check from the Debt Service Fund to Brazoria County Appraisal District for \$1,887.50 for the Quarterly Tax Levy.

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

I. ADJOURN:

There being no other business to come before the Board, Director Sassin made a motion to adjourn at 11:00 am. Director Carroll seconded the motion and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)