

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT  
February 15, 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, February 15, 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, 1<sup>st</sup> Capital Business Services, LLC; Morris Ryder, Ryder & Co.; Steve Matula, Baker & Lawson Engineering; Clark Lord, Bracewell; residents Sally Howard and 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: Sally Howard addressed the Board with questions concerning the Letter of Intent to lease a portion of the maintenance facility if purchased by the Columbia Lakes Homeowners Association.

**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
- Repaired sewer main at 2036 Twin Lakes, water leak 2225 Riverside, meter leak 119

## B. OPERATOR'S REPORT CONT.

- Pecan Valley, sewer inspection 138 Paradise Valley, Short water tap and sewer tap 13 Atmore, leaks on 205 Inwood and 2222 Riverside.
- Service generator at lift station.

Operator reported that hogs are damaging the North Ditch again.

The 5-year review on the Dam side of levee is due to happen this year. The district will need to add the One Call now capability to the review.

The Chlorine detector needs to be replaced. The replacement will cost approximately \$900.00.

Well #2 meter was not metering correctly. G-M Services recommended swapping Well #1 and Well #2 meters to test.

2. The Columbia Lakes HOA approved the purchase of the Maintenance Facility at their last meeting. The inspections have been done and the Board is moving forward with the purchase.

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 Carroll and the vote was unanimous approval.

## C. SECURITY REPORT: NONE

## D. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of January 2022  
Read dates: 12/1-12/31/22.  
Pumped: 8,151,000  
Consumption 5,907,700  
Accountability: 72.48%  
Water and Sewer Billing: \$57,138.57

# Meters billed: Residential:1,099, Builder (no sewer) 77, Sprinkler (no sewer) 8, Meter Off residential 0, Commercial: 5 water, Hotel 1, Varner Hogg 1, Meter off Commercial 8, 39 multiple sewer units Total 1238

Disconnect Date 02/23/2023.

Director Carroll made the motion to accept the water billing report for month of January.

D. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

The motion was seconded by Director Weeks and the vote was unanimous approval.

Director Barker made the motion to approve the February 23, 2023, cut-off list. Director Carroll seconded the motion and the vote was unanimous approval.

2. Write offs of delinquent account: NONE

E. ENGINEER'S REPORT.

1. NONE

2. Baker & Lawson presented a response letter from TCEQ regarding the application for a change of scope for the 2018 bond funds. The requested funds were for projects totaling \$100,065.50. \$71,770.00 for the rehabilitation of the manholes (40) and \$28,295.50 for the rehabilitation of the electrical system to the sanitary sewer pumps and control system. The \$28,295.50 was not approved by TCEQ.

Motion to request change in application to include project #1 only for \$71,770.00 made by Director Sassin, seconded by Director Barker and the vote was unanimous approval.

3. Baker & Lawson will review and make the appropriate recommendations concerning the electrical tie-in from Well #2 to the Well #1 location.
4. Texas Pipeline Easement: Mr. Richers is still investigating the chain of ownership of the easement. No new updates were available at meeting time.

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

F. LEGAL/FINANCIAL:

1. Motion to approve extension of the West Columbia Wastewater Treatment contract pending terms made by Director Carroll, seconded by Director Barker and the vote was unanimous approval.
2. No new updates from the 2023 Midwinter Conference affecting the district.
3. No legislative changes are anticipated.

## G. ADMINISTRATORS REPORT

1. There were payments of \$1,094.78 for standby made in January 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 January 2023.

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

3. The Board discussed the difference in current interest rates earned on the District Bank Accounts and other investment institutions. The interest rate for the TexPool accounts is 4.2443% for January. This rate is equal to or greater than the CD rates applicable. Due to the current rates, no movement of funds needed at this time.
4. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$108,636.60 of income through January 2023 or 10.11 % of the total income budget of \$1,075,000.00. The reported expenses for the same period were \$75,904.28 or 7.06 % of the budgeted expenses of \$1,075,000.00.

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

5. Debra Lanehart presented the list of checks prepared for the January invoices. The checks include twenty-six (26) totaling \$114,805.69 from the Operating funds.

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

6. Motion to approve the minutes from the January 18, 2023, Regular Meeting made by Director Carroll with the correction to the date on page 1 to read "Wells inspected by GM Services 12/30/2022", seconded by Director Barker and the vote was unanimous approval.

7. Tax collections for the month of January 2023 were \$228,473.16. There were \$517.66 in adjustments in January.

Motion to approve the January tax collections report made by Director Barker 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 11:15am. Director Barker seconded the motion and the vote was unanimous.

Debra Lanehart  
District Administrator

(SEAL)