

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
July 20, 2022

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, July 20, 2022, 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; Doug Roesler, Baker & Lawson; Morris Ryder, Ryder & Co.: Residents Elliott LaPort and Tom Olson

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.

Meeting called to order at 9:30am.

- A. Public Comments: Mr. Olson inquired about pumping water to the crappie pond. No action could be taken, not on agenda.

B. OPERATOR'S REPORT

1. Monthly maintenance

- Bacterial Samples Good
- Mowed pump stations, levee, North Ditch, and right-of-way to City
- Repaired water main leaks (10) 2 under road: 129 Wentworth, Sunset Oaks, River Oaks, Twin Lakes
- Cleaned out sewer line on Lake Forrest

Commercial Pumps: #1 Pump to rebuild \$4,800, #2 Pump to rebuild \$9,452
To replace the Pump the cost is \$10,435

B. OPERATOR'S REPORT CONT.

Rental Pumps cost \$1,250 per month.

Motion to rebuild Pump #1, purchase new pump to replace Pump #2 made by Director Sassin. The motion was seconded by Director Sauer, and the vote was unanimous.

Motion by Director Sassin to resume the replacement of the storm drain grates with the solid grates. The motion was seconded by Director Sauer and the vote was unanimous.

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

C. ENGINEER'S REPORT

1. Pump Station engines project is complete.
2. Manhole repair project: Bid to repair the manholes (as identified by Baker & Lawson) and adjoining incoming pipes by CDC Unlimited, LLC for \$62,950.

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

3. Doug Roesler is writing letter to accompany the application for TCEQ approval for a change to include sewer system improvements and repairs to the 2018 Bond Series scope. He will confer with Clark Lord for changes as needed.
4. Texas Pipeline Easement: Baker & Lawson researching.

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

D. LEGAL/FINANCIAL

1. Joint Meeting with CLHOA to discuss future direction of community.

Motion to participate in a joint meeting with CLHOA on Wednesday, July 21 at 7pm made by Director Sassin and seconded by Director Barker. No votes Directors Sauer, Weeks, and Carroll the motion does not pass.

2. Motion to amend the District Rate Order dated July 13, 2022, with the following change: Revise Water tap for 1" line from \$1,000 to \$1,300 for a short tap and revise from \$1,800 to \$2,100 for a bored (long) tap made by Director Sassin, seconded by Director Sauer and the vote was unanimous.

E. SECURITY: No Report

F. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of June 2022

Read dates:5/1-5/31/22.

, Pumped: 8,354,000

Consumption 8,155,900

Accountability: 97.63%

Water and Sewer Billing: \$69,008.35

Meters billed: Residential:1,065, Builder (no sewer) 68, Sprinkler (no sewer) 7, Meter Off residential 1, Commercial: 5 water, Hotel 1, Varner Hogg 1, Meter off Commercial 6, 39 multiple sewer units Total 1193

Disconnect Date 7/26/2022

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

Director Carroll made the motion to approve the July 26th cut-off list. Director Weeks seconded the motion and the vote was unanimous.

2. Write offs of delinquent account:

Motion to write off \$288.339 balance on account 50-2023-23 made by Director Sassin, seconded by Director Carroll and the vote was unanimous. Deposit was applied and transferred to Management Co.

Motion to write off \$600.99 balance on account 50-1098-02 made by Director Weeks, seconded by Director Sauer and the vote was unanimous. No one resided in home, but never requested service to be discontinued. No usage since 9/21/21.

G. ADMINISTRATORS REPORT

1. There were no payments made in June on the remaining standby balance.

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

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 June 2022. Motion to accept the report made by Director

G. ADMINISTRATORS REPORT CONT.

Sauer, seconded by Director Weeks and the vote was unanimous.

3 Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$506,399.84 of income through June 2022 or 50.4% of the total income budget of \$1,004,100.00. The reported expenses for the same period were \$494,968.73 or 49.3% of the budgeted expenses of \$1,004,100.00. Motion to accept the Budget Report made by Director Sauer, seconded by Director Weeks and the vote was unanimous.

4. Sewer flow analysis for 9-month period October 1, 2021, to June 30,2022: Report shows an underpayment of \$30,392.

5 Debra Lanehart provided list of checks to be approved with \$112,587.51 out of the Operating account, one (6) checks out of the Capital Projects Fund for total of \$42,935.

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

6. Motion to approve the minutes from the June 15, 2022, with the correction of the 3rd item under D. Engineering Report to read Clark considering an abandonment document on the Texas Eastman pipeline easement next to water plant made by Director Carroll, seconded by Director Weeks and the vote was unanimous.

Motion to approve the minutes from the May 18, 2022, regular meeting with the correction of the date made by Director Barker, seconded by Director Weeks and the vote was unanimous.

7. Tax collections for the month of June 2022 was \$18,790.34. Prior period tax collection was \$127.69. There were \$53.00 in adjustments in the month of June.

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

8. Motion to set time, date, and location for tax rate workshop: August 3, 2022, at 11:00am at the offices of 1st Capital Business Services, 310 E Brazos Avenue, West Columbia

H. ADJOURN:

There being no other business to come before the Board, Director Carroll made a motion to adjourn at 11:50am. Director Weeks seconded the motion and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)

