

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
March 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, 1st Capital Business Services, LLC; Ben Ryder, Ryder & Co.; Doug Roesler, Baker & Lawson Engineering

All members were present, except Director Barker, 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.
- Repair meter leak 2263 Lake Forrest
- Install sewer tap 320 N. Amherst, 246 N Amherst
- Install water taps: 230 & 246 N. Amherst

B. OPERATOR'S REPORT CONT.

- Chlorinator Maintenance changed solenoid, overflow ground storage tanks.
- April 4 scheduled for facilities inspection

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.

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: NONE

D. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of February 2022
Read dates: 01/01-01/31/23.
Pumped: 5,664,000
Consumption 5,093,700
Accountability: 89.93%
Water and Sewer Billing: \$52,747.54

Meters billed: Residential:1,103, Builder (no sewer) 74, 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 1239

Disconnect Date 03/23/23.

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

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

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

2. Write offs of delinquent account: After review, the motion was made by Director Carroll, seconded by Director Sauer to write-off delinquent water accounts in the amount of \$2,280.48 (15 accounts).

E. ENGINEER'S REPORT.

1. Doug Roesler said that the Facilities Inspection is scheduled to be done on April 4. After the inspection is done, Baker & Lawson will come to the board with any suggested projects

and give a report on any issues found.

E. ENGINEER'S REPORT CONT.

2. The response letter has been resubmitted for \$71,770.00 to 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 during the Facilities Inspection.

4. Texas Pipeline Easement: No updates.

5. Discussed above.

6. Digitizing of water, sewer, and storm water lines: Part of the Sewer Rehab done in 2007 and 2008 included the televising of the sewer lines. 1st Capital has the CDs of the televising that was done by Horseshoe.

7. Baker & Lawson will arrange for the 5-year desk review of the CL Inventory of Dams Emergency Action Plan.

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

F. LEGAL/FINANCIAL:

1. No news on the status of the West Columbia Wastewater Treatment.

G. ADMINISTRATORS REPORT

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

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

3 Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$188,279.12 of income through February 2023 or 17.51 % of the total income budget of \$1,075,000.00. The reported expenses for the same period were \$150,005.13 or 13.95 % of the budgeted expenses of \$1,075,000.00.

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 February invoices. The checks and drafts (\$76.50 for payroll liability payment) include twenty-four (24) totaling \$108,320.82 from the Operating funds.

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 February 15, 2023, Regular Meeting made by Director Carroll, seconded by Director Weeks and the vote was unanimous approval.

6. Tax collections for the month of February 2023 were \$37,661.21. There was a negative (\$409.73) adjustment in February.

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

7. Motion to approve the Engagement Letter with KM&L for the 2022 audit made by Director Carroll, seconded by Director Weeks 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 11:06 am. Director Sauer seconded the motion and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)