

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

March 31, 2021

STATE OF TEXAS :

COUNTY OF BRAZORIA :

The Board of Directors of Varner Creek Utility District of Brazoria County, Texas convened in Special session, open to the public in the office of the Administrator at 310 E Brazos West Columbia, Texas outside the boundaries of the District on the 31st day of March 2021 at 10am. and the roll was called of the duly constituted officers and members of the Board, to-wit:

|               |                                       |
|---------------|---------------------------------------|
| Allan Sassin  | President                             |
| Gene Pell     | Vice-President                        |
| Becky Carroll | Secretary/Treasurer/Financial Advisor |
| Randall Weeks | Asst. Secretary/Treasurer             |
| Ray Sauer     | Director                              |

Also present were the following: Debra Lanehart, 1<sup>st</sup> Capital Business Services LLC; Steve Matula, Baker & Lawson; All members were present, thus constituting a quorum.

Director Sassin called the meeting to order at 10:00am

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

A. Public Comments: None

B. Engineer's Report

1. Project bids for the Emergency Generator Installation Water Well #1 have been received and reviewed by Baker & Lawson. The project is to provide and install a new generator with all needed electric upgrades. The Bids are as follows: McDonald Municipal & Industrial for \$238,469.00 with 150 working days, W W Payton Corp. for 250,000.00 with 200 working days and NTS Pumps, Motors & Controls for 362,700.00 with 225 working days. Baker & Lawson recommends McDonald Municipal & Industrial be awarded the job.

Director Carroll made the motion to award the WW#1 Generator installation contract to McDonald Municipal & Industrial for \$238,469.00. Director Sauer seconded the motion and the vote was unanimous.

The natural gas line will need to be moved for the placement of the Generator a WW#1. The bid for moving the gas line is \$1,800.

## B. Engineer's Report Cont.

Director Sauer made the motion to approve the bid for moving the gas line. Director Carroll seconded the motion and the vote was unanimous.

2. Baker & Lawson suggested the generator for WW#2 be installed on a more permanent basis. The generator purchase from GSI for \$49,492 discussed at the last regular meeting is fine, but to install on a more permanent basis would require a concrete pad (\$8,500), auto switch (\$9,800) and crane setup (\$1,800). The electric would also need to be brought up to code.

Motion to table action until the next regular Board meeting on April 21 made by Director Sauer, seconded by Director Carroll and the vote was unanimous.

3. Director Sassin made the motion to pull the electric motor off WW#1, pull right-angle drive and rework shaft so WW#1 can be put back in service. The right-angle drive can be inspected to determine if repair is possible. The motion was seconded by Director Carroll and the vote was unanimous.

Motion to approve interim check for Matula & Matula for the North Pump Station project in the amount of \$28,800.00 made by Director Sassin, seconded by Director Sauer and the vote was unanimous.

N. Pump Station Project: The Texas-New Mexico Power Company final proposal for re-routing the electric lines away from the area where work would be performed is \$7,500.00.

Motion to approve the \$7,500 charge by TNMP to reroute the electric lines made by Director Carroll, seconded by Director Pell and the vote was unanimous.

## C. Legal/Financial

1. Amended Investment Policy: Change Lone Star Bank to South Star Bank and remove Wells Fargo Bank from Exhibit A.

Motion to approve the Investment Policy with the stated changes to Exhibit A made by Director Carroll, seconded by Director Pell and the vote was unanimous.

2. Motion to approve the Resolution to add the West Columbia Council Chambers as a meeting place outside the District and file the proper notices made by Director Sauer and seconded by Director Pell. The vote was unanimous.

D. Administrators Report

1. District organization and responsibilities. General Discussion of responsibilities and duties due to recent freeze and unusual occurrences in general. General discussion of Contractor versus Board duties and decisions.

Motion to adjourn at 12:05 made by Director Sauer, seconded by Director Carroll and the vote was unanimous.

(SEAL)

Debra Lanehart  
District Administrator