

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
November 16, 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, November 16, 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; Morris Ryder, Ryder & Co., Steve Matula and Miguel Saucedo, Baker and Lawson Engineering and Robert Soehl, CLHOA President.

All members were present, except Director Carroll, 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
- Cleaned storm drains
- Serviced Well #1 and #2.
- Raised shut off valves on Green Meadows & River Oaks
- Sewer Inspections: 15
- Meter separation for Volunteer Fire Department/ Commercial Owner done.

B. OPERATOR'S REPORT CONT.

- New meters have been installed on Well #1 and Well # 2
2. The Administrator was instructed to send Mr. Hamby (resident on corner of Freeman and Riverside) a letter stating that the district will begin fining if the fence has not been relocated off the levee behind his home.
 3. The Columbia Lakes Homeowners Association is exploring all options available for the purchase of the existing Maintenance building on Edgewater Drive or the building of a new facility on the 5-acre tract of land the HOA owns at the end of Ridgewood Drive. The current building has the capacity to house equipment for both the Maintenance crew and the district equipment. The Board has considered building a storage facility on VCUD property in the past for the pumps and other equipment currently stored at the water plant.

Motion to have a committee (Directors Barker and Weeks) talk to CLHOA about a shared facility made by Director Barker, seconded by Director Weeks and the vote was unanimous approval.

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

C. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of November 2022
Read dates: 9/1-9/30/22
Pumped: 5,676,000
Consumption 6,216,800
Accountability: 109.53%
Water and Sewer Billing: \$57,724.01

Meters billed: Residential:1,083, Builder (no sewer) 85, Sprinkler (no sewer) 7, Meter Off residential 1, Commercial: 5 water, Hotel 1, Varner Hogg 1, Meter off Commercial 8, 38multiple sewer units Total 1229

Disconnect Date 11/28/2022

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

Director Sauer made the motion to approve the November 28th cut-off list. Director Weeks seconded the motion and the vote was unanimous approval.

2. Write offs of delinquent account: NONE

D. ENGINEER'S REPORT

1. Bond projects are mostly done.
2. Varner Creek Utility District currently does not have road maintenance powers, except for the storm drains. The roads would probably have to become public roads.
3. The letter from TCEQ reflects the request for change of use of the 2018 Bond proceeds of only \$62,950. Director Sassin felt that the amount requested was higher.
4. No update as of meeting date.

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

E. LEGAL/FINANCIAL:

1. Budget meeting will be held December 14, 2022 at 10:00am at the office of the Administrator. The contract review will be held in December before the budget meeting.

F. SECURITY: NONE

G. ADMINISTRATORS REPORT

1. Debra Lanehart provided the Board with the current Standby Balances Report.
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 October 2022.

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

- 3 Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$885,956.98 of income through October 2022 or 81.62 % of the total income budget of \$1,085,500.00. The reported expenses for the same period were \$837,542.33 or 77.16 % of the budgeted expenses of \$1,085,500.00.

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

4. See above.

5. Debra Lanehart provided the list of checks to be approved amounting to \$211,413.07 to be paid out of the Operating account plus one check for the Volunteer Fire Department for the voluntary donations on the utility bills for \$2,108.00.

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

6. Director Sassin made the motion to approve the minutes from the October 19, 2022, Regular meeting with the following corrections: Revise date of meeting. From September 21 to October 19, 2022. The motion was seconded by Director Barker and the vote was unanimous approval.

7. Tax collections for the month of October 2022 were \$12,265.67. There was an adjustment of \$83,485.19 for the month of October.

Motion to approve the October tax collections report made by Director Sassin seconded by Director Sauer 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 11:07am. Director Barker seconded the motion and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)