

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
November 18, 2020

STATE OF TEXAS :

COUNTY OF BRAZORIA :

The Board of Directors of Varner Creek Utility District of Brazoria County, Texas convened in regular session, open to the public on Wednesday, November 18, 2020 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
Gene Pell	Vice-President / Financial Director
Becky Carroll	Secretary/Treasurer
Randall Weeks	Asst. Secretary/Treasurer
Ray Sauer	Director

Also present were the following: Debra Lanehart, 1st Capital Business Services, LLC; Morris Ryder, Ryder & Co.; Doug Roesler & Steve Matula, Baker & Lawson; Keith Barker, Columbia Lakes Homeowners Association President and Mr. LaPorte, resident.

. All members were present, thus constituting a quorum.

Director Sassin called the meeting to order at 9:30am

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. Update on maintenance: October

- Bacteriological samples were good.
- Mowed and weeded pump stations and levee, North Ditch.
- Cleaned storm drains
- 8 long taps, 6 short tap, 16 sewer taps, 13 sewer inspections
- 24 Storm drains replaced

2. Fire Hydrant on Twin Lakes: Homebuilder Castle Rock may cut tree and angle driveway to keep from having to move the fire hydrant

B. OPERATOR'S REPORT CONTINUED

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

C. ENGINEER'S REPORT

1-3. Baker & Lawson The Generator Project bid package should be ready at the next meeting. The existing gas lines at the Water Plant are adequate for the generator. Felder estimates 8 weeks for shipment of parts for Water Well #2. Matula & Matula will start the North Pump Station in Mid-January.

Outfall on Ridgewood: Baker & Lawson recommends slip lining structure to street. Will need to get bids.

The Board authorized Baker & Lawson to negotiate 3 easements, one on Ridgewood and 2 on Wellshire, for \$500.00 each.

4. Motion to authorize Operating Facilities Inspection made by Director Sauer, second by Director Carroll and the vote was unanimous.

5. The plants have been planted along the Freeman Flap Gates. Morris will mulch around the plants.

Motion to accept the report made by Director Pell and seconded by Director Sauer. The vote was unanimous.

D. LEGAL/FINANCIAL ADVISORS

1. Keith Barker reported that the Letter of Intent to purchase the Golf Course property has been signed and the CLHOA is acquiring bank financing.

E. SECURITY:

Mr. Womble has all of District cameras. Morris will pick up the cameras and reinstall.

F. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of October 2020
Read dates: 09/01 – 9/30/2020
Pumped: 6,256,000
Consumption: 5,616,900
Accountability: 89.78%
Water and Sewer Billing: \$51,905.91
Meters billed: Residential:993 Commercial: 39 water, 35 sewers

F. SEWER AND WATER BILLING AND COLLECTION REPORTS CONTINUED

Disconnect Date: 11/30/2020

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

Director Sauer made the motion to approve the cut off list for November 30, 2020. The motion was seconded by Director Carroll and the vote was unanimous

2. Six accounts were reviewed for possible write-off. Three of the six were residents who no longer live in the subdivision and we have no forwarding addresses. These will be written off. Two are still in ownership and will not be written off at this time. One is still owner and has the house rented. This will not be written off.

3. No letter was received from the VFD requesting the donated funds. No action taken.

G. ADMINISTRATORS REPORT

1. Standby collections for October 2020 was \$1,170.00.

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

2. Director Sauer made the motion to approve the signing of the Engagement Letter for the 2020 Audit. Director Carroll seconded the motion and the vote was unanimous.

3. 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 2020.

Motion made by Director Sauer to accept the Cash Balance Report, seconded by Director Pell and the vote was unanimous.

4. Motion to approve changing Prosperity Bank account signature cards to remove Wayne Pollard and add Randall Weeks was made by Director Carroll, seconded by Director Sauer, and the vote was unanimous.

5. Tax collections for the month of October 2020 was \$13, 885.51. The adjustment for October increased taxes by \$110,162.40.

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

6. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance

G. ADMINISTRATORS REPORT CONTINUED

Report showing \$736,341.15 of income through October 2020 or 84.2% of the total income budget of \$875,000.00. The reported expenses for the same period were \$613,574.33 or 70.1% of the budgeted expenses of \$875,000.00.

Motion to approve the Budget report for October made by Director Sauer, seconded by Director Carroll and the vote was unanimous.

7. Motion to set Budget Workshop for 9:30, December 10th at the offices of 1st Capital Business Services, LLC was made by Director Pell, seconded by Director Sauer and the vote was unanimous.

8. Debra Lanehart provided list of checks with \$93,272.11 out of the Operating account to be approved and four (44) out of Capital Projects Fund for total of \$4,335.00 for Bond Projects.

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

H. MINUTES

Director Sauer made the motion to accept the minutes from the Regular meeting on October 18, 2020 with the following corrections: Under Section C Engineer's Report, add Homebuilder Castle Rock is to repay VCUD for the relocation of the fire hydrant to the sentence "New construction on Twin Lakes will require a fire hydrant to be moved. The estimated cost is \$7,500.00." The motion was seconded by Director Weeks and the vote was unanimous. Change "Motion to accept the Standby report made by Director Carroll" to Motion to accept the Standby report made by Director Weeks, seconded by Director Sauer and the vote was unanimous.

Director Weeks seconded the motion and the vote was unanimous.

I. Adjourn: There being no other business to come before the Board, Director Sauer made a motion to adjourn. The motion was seconded by Director Pell and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)

