

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
February 21, 2024

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 21, 2024, in the CLHOA meeting room at 128 Edgewater Drive (Maintenance Barn), Columbia Lakes, West Columbia, Texas 77486, inside the boundaries of the district.

to-wit:

Keith Barker	President
Randall Weeks	Vice-President
Becky Carroll	Secretary
Allan Sassin	Treasurer/Financial Officer
Jim Stubbs	Director

Also, present were the following: Debra Lanehart, 1st Capital Business Services, LLC; Ben Ryder, Ryder & Co LLC; Doug Roesler, Baker & Lawson Engineering; Ray Sauer and Elliott LaPorte, Residents

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: January 2024

- Bacterial Samples Good
- Mowed pump stations, levee, North Ditch, and right-of-way to City
- Moved parts etc. to maintenance barn.
- Prepare for freeze: wrap pipes, turn on heat lamps and heaters.
- Repaired meter leak at 2241 Ridgewood
- NTS repaired flood gate phase monitor.
- Replaced meter at 2242 Riverside Drive.
- Flushed Fire Hydrants.

B. OPERATOR'S REPORT CONT.

- Closed flood gates 1/24/24 and pumped water down. The flood gates were opened on 1/30/24.

2. The rodent issue at the maintenance barn has been addressed by the Columbia Lakes HOA. The initial remediation has been estimated at \$620.00. This includes the monitoring of traps and removal. There is monthly monitoring/treatment with Killum Pest Control that has a monthly fee of \$228.00/month.

Director Sassin made the motion to participate 50/50 in the initial rodent remediation and the monthly recurring costs. The motion was seconded by Director Weeks and the vote was unanimous.

3. The Utility District received confirmation the Emergency Action Plan had been approved.
4. Improvements to infrastructure: Multiple estimates coming in to automate the Caterpillar Engines, Jetting machine cost estimates at next meeting.

Director Sassin made the motion to accept the Operator's Report. The motion was seconded by Director Stubbs and the vote was unanimous approval.

B. SECURITY REPORT:

Motion to authorize the purchase of game cameras not to exceed \$1,000.00 made by Director Sassin. The motion was seconded by Director Weeks and the vote was unanimous approval.

D. SEWER AND WATER BILLING AND COLLECTION REPORTS

- Billing for the month of January 2024
 - Read dates: 12/1-12/31/23.
 - Pumped: 5,942,000
 - Consumption 5,318,600
 - Accountability: 89.51%
 - Water and Sewer Billing: \$55,108.47

Meters billed: Residential:1,153, Builder (no sewer) 54, Sprinkler (no sewer) 10, Meter Off residential 16, Commercial: 6 water, Hotel 0, Varner Hogg 1, Meter off Commercial 0, 29 multiple sewer units Total 1269

Disconnect Date 01/24/2024.

Director Sassin made the motion to accept the water billing report for the month of

D. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

January 2024. The motion was seconded by Director Weeks and the vote was unanimous approval.

Director Sassin made the motion to approve the February 27, 2024, cut-off list. Director Weeks seconded the motion and the vote was unanimous approval.

1. Write offs of delinquent account: None

E. ENGINEER'S REPORT.

1. The drainage issue at Ridgewood: Baker & Lawson Engineering recommended that the portion of the levee that was added during the West Levee Project was incorrectly done and needs to be removed.

Ryder & Co. will remove that portion of the Levee that was added to the Levee in error. The cost will be split between Varner Creek Utility and Baker & Lawson.

A motion to change scope from pipe removal to removal of levee portion per B&L drawing was made by Director Sassin, seconded by Director Stubbs and the vote was unanimous.

2. Director Weeks is continuing to research automatic start/stop with wifi capability to use cell phone control.
3. Water line replacement (Bond) Pecan Valley: Preliminary cost estimate for the replacement of 160LF of 6" waterline on Pecan Valley was \$128,182.00 which included the boring of new parallel line and capping of old line.

Motion to go out for bids for 6" water line replacement on Pecan Valley made by Director Stubbs and seconded by Director Sassin. The vote was unanimous approval.

4. Director Stubbs made the motion to have Baker & Lawson give the Board a cost estimate for laying a parallel line with the existing line that could be tied in easily when needed. The motion was seconded by Director Weeks and the vote was unanimous.
5. Baker & Lawson reported to the Board the updated replacement costs of the major infrastructure assets of the District.

Director Weeks made the motion to accept the Engineer's report. The motion was seconded by Director Sassin and the vote was unanimous approval.

F. LEGAL/FINANCIAL:

1. Motion to approve the investment policy as is made by Director Sassin, seconded by Director Stubbs and the vote was unanimous approval.
Motion to set up an account with Edward Jones in Angleton made by Director Sassin, seconded by Director Stubbs and the vote was unanimous approval.
2. Director Weeks made the motion to move the location of the monthly meetings to the CLHOA meeting room located in the Maintenance Shop on Edgewater Drive. The motion was seconded by Director Stubbs and the vote was full approval.
3. The City of West Columbia has proposed another six (6) month extension of the current contract for sewer treatment.
The motion was made by Director Sassin to approve the extension of six months on the City Sewer Treatment contract. The motion was seconded by Director Stubbs and the vote was unanimous approval.
The motion was made to amend the equipment cost per hour included in the Operator Contract with Ryder & Co. to read "Operator not included" was made by Director Sassin, seconded by Director Stubbs and approved by vote.
The motion to accept the contract with Ryder & Co. with the correction above was made by Director Sassin, seconded by Director Weeks and the vote was unanimous approval.

G. ADMINISTRATORS REPORT

1. Debra Lanehart presented the Cash Balance Reports with the transfers and balances in the District's Operating, Capital Projects, and Debt Service accounts for the month of January 2024.
Motion to accept the report made by Director Sassin, seconded by Director Weeks and the vote was unanimous approval.
- 2 Budget Report/Income Statement: Budget numbers were still incorrect due to the M&O deposits in error.
Motion to accept the Budget Report pending the changes to January income items, made by Director Sassin seconded by Director Stubbs. The vote was unanimous approval.
4. Debra Lanehart presented the list of checks prepared for the January 2024 invoices. The checks include twenty-nine (29) totaling \$136,671.23 from the Operating fund.
Motion to pay the bills made by Director Sassin, seconded by Director Weeks and the vote was unanimous approval.
4. Director Barker made the motion to approve the minutes from the January 2024, regular meeting as presented. The motion was seconded by Director Weeks and the vote was unanimous approval.

Director Sassin made the motion to approve the minutes from the January 30, 2024

Special meeting. The motion was seconded by Director Weeks and the vote was unanimous.

6. Tax collection reports for January 2024 was presented.

Motion to accept the Tax Collection report made By Director Sassin, seconded by Director Weeks and the vote was unanimous approval.

H. There being no other business to come before the Board, Director Sassin made a motion to adjourn at 11:47am. Director Weeks seconded the motion and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)