

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT  
January 24, 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, January 24, 2024, in the Columbia Lakes Resort Cottages back conference room, 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, 1<sup>st</sup> Capital Business Services, LLC; Morris Ryder, Ryder & Co; Elliott LaPorte, Resident

All members were present, 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: December 2023

- Bacterial Samples Good
- Mowed pump stations, levee, North Ditch, and right-of-way to City
- Cut cane on West Pump Station Levee and trimmed trees at Marina for easier maintenance.
- Prepare/plant grass on repaired leak areas.
- Repaired asphalt road leak areas Laurel Valley.
- Greased pumps and flood gates.
- Exercise and maintenance on storm pumps.
- Painted Fire Hydrants.
- Repaired meter leaks: 252 Twin Lakes, 218 Inwood, 326 Freeman, Lake Forest, 2124

## B. OPERATOR'S REPORT CONT.

- Riverside and 2172 Ridgewood
- 2. The bathroom is not complete in the maintenance barn with the sheetrock, toilet, and flooring to be completed.
- 3. Ryder & Co. cleared the underbrush from around the oak trees near Marina Park. The property looks better and will be easier to maintain.
- 4. Mr. Ryder reported that no further response on the TCEQ Emergency Action Plan submission has been received.
- 5. 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 approve Baker & Lawson Engineering to develop a plan to install replacement line at water plant. The motion was seconded by Director Stubbs and the vote was unanimous approval.

Director Sassin made the motion to accept the Operator's Report. The motion was seconded by Director Weeks 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 December 2023
  - Read dates: 11/1-11/30/2023.
  - Pumped: 6,096,000
  - Consumption 5,650,500
  - Accountability: 92.69%
  - Water and Sewer Billing: \$56,606.98

# Meters billed: Residential:1,147, Builder (no sewer) 51, Sprinkler (no sewer) 10, Meter Off residential 17, Commercial: 6 water, Hotel 0, Varner Hogg 1, Meter off Commercial 0, 33 multiple sewer units Total 1265

Disconnect Date 01/24/2024.

Director Sassin made the motion to accept the water billing report for the month of December 2024. The motion was seconded by Director Carroll and the vote was unanimous approval.

#### D. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

Director Sassin made the motion to approve the January 24, 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. Texas Pipeline Easement: No current updates were available at meeting time.
2. Directors Barker and Sassin met with the residents on Ridgewood to discuss the issues with the placement of a drainage pipe. The Board agreed to have the Engineers survey the property and produce the proper method of draining the property.
3. Automation of East and west storm pumps was discussed above under Operator's Report.
4. Water line replacement (Bond) Pecan Valley has about 38-40 linear feet to replace. Doug Roesler from Baker & Lawson Engineering is researching the cost of boring.

#### F. LEGAL/FINANCIAL:

1. A Special meeting to be scheduled for January 30, 2024, at 10 am in the office of the Administrator at 310 E. Brazos Avenue, West Columbia for the purpose of executing Election Documents for the May 2024 Election.

#### 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 December 2023. Ms. Lanehart reported that a review of cash balances had uncovered an issue with the deposits being made by Brazoria County for Debt Service and Maintenance & Operations. The two account numbers had been switched in August of 2023. Therefore, the Debt Service funds were deposited into the TexPool M&O account and the M&O funds were deposited into the TexPool Debt Service Fund account.

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

Motion by Director Sassin to authorize 1<sup>st</sup> Capital Business Services to transfer the funds deposited in error to the TexPool M&O to the TexPool Debt Service. The motion was seconded by Director Carroll and the vote was unanimous.

2 Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$1,715,242.30 of income through December 2023 or 150.46% of the total income budget of \$1,140,000.00 (revised Aug23). The December deposits into the M&O account were evident at this point. The reported expenses for the same period were \$1,090,333.52 or 95.64 % of the budgeted expenses of \$1,140,000.00 (revised Aug23).

Motion to accept the Budget Report made by Director Sassin seconded by Director Carroll. The vote was unanimous approval.

4. Debra Lanehart presented the list of checks prepared for the December 2023 invoices. The checks include twenty-one (21) totaling \$128,462.60 from the Operating fund. One check for \$461.76 from the Debt Service Fund for the Appraisal Commission for 2023. Three transfers from the TexPool Debt Service Fund for the Bank of New York Mellon VCUD17 and VCUD18 Bond payments were also reported.

Motion to pay the bills made by Director Carroll, seconded by Director Sassin and the vote was unanimous approval.

5. Director Sassin made the motion to approve the minutes from the December 20, 2023, regular meeting as presented. The motion was seconded by Director Weeks and the vote was unanimous approval.

5. Tax collection reports for November 2023 and December 2023 were presented.

Motion to accept the Tax Collection report made By Director Carroll, seconded by Director Sassin 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 11:50am. Director Carroll seconded the motion and the vote was unanimous.

Debra Lanehart  
District Administrator

(SEAL)