

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
November 17, 2023

STATE OF TEXAS :

COUNTY OF BRAZORIA :

The Board of Directors of Varner Creek Utility District of Brazoria County, Texas convened in regular session on Friday, November 17th, 2023, 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
Jim Stubbs	Director

Also, present were the following: Debra Lanehart, 1st Capital Business Services, LLC; Morris Ryder, Ryder & Co; Randall Liska, PE, Baker & Lawson Engineering
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. Board reorganization:

1. Motion by Director Stubbs to approve Allan Sassin as Investment Officer. The motion was seconded by Director Carroll and the vote was unanimous approval.
2. The signature cards were finalized.

C. OPERATOR'S REPORT

1. Monthly maintenance: October 2023

- Bacterial Samples Good
- Mowed pump stations, levee, North Ditch, and right-of-way to City
- Repaired leaks: Ridgewood, corner of Atmore & Twin Lakes, corner of Atmore & Twin Lakes

C. OPERATOR'S REPORT CONT.

- Prepare/plant grass on repaired leak areas.
- Sewer taps on Olympia, Twin Lakes, Crestview & Ridgewood
- Long taps: S. Amherst, Ridgewood
- Short taps: Olympia, Twin Lakes, Crestview & Ridgewood

A Castlerock contractor drove over the valve to the water main at Twin Lakes/Atmore. The cost to repair is \$2,450.00. Castlerock will be invoiced for the repair.

Hydrant flushing is due. The last flushing was done in April 2023.

The valve at the Maintenance Barn is still leaking. Recommended waiting until summer to replace the valve.

2. The bathroom is not complete in the maintenance barn, but Ryder & Co., LLC have begun to move their equipment into the space.

Motion to finalize the sub-lease with Ryder & Co. LLC to begin in December 2023 was made by Director Sassin, seconded by Director Carroll and the vote was unanimous.

3. Morris Ryder responded to the request for information from TCEQ to complete the response to the Dam Inspection Report.

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

D. SECURITY REPORT: None

E. SEWER AND WATER BILLING AND COLLECTION REPORTS

- Billing for the month of October 2023
 - Read dates: 9/1-9/30/23.
 - Pumped: 10,415,000
 - Consumption 9,334,000
 - Accountability: 89.63%
 - Water and Sewer Billing: \$76,207.17

Meters billed: Residential:1,136, Builder (no sewer) 52, Sprinkler (no sewer) 10, Meter Off residential 15, Commercial: 7 water, Hotel 0, Varner Hogg 1, Meter off Commercial 0, 38 multiple sewer units Total 1259

E. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

Disconnect Date 11/27/2023.

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

Director Sassin made the motion to approve the November 27, 2023, cut-off list. Director Carroll seconded the motion and the vote was unanimous approval.

1. Write offs of delinquent account: None

F. ENGINEER'S REPORT.

1. Texas Pipeline Easement: No current updates were available at meeting time.
2. Randall Liska, PE representing Baker & Lawson Engineering, provided the Board with drawings of the Levee and Swale at North Ridgewood Court. The drawings indicate the corrections to the installed drainage and the precautions necessary during a flood event.
3. Morris Ryder will identify/prioritize/measure in linear feet the water lines that need to be replaced.
4. NONE

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

G. LEGAL/FINANCIAL:

1. Director Barker presented a contract template to be used in the future for any construction contract not procured through the engineered project process.
2. Investment Policy: Directors Sassin and Stubbs will review the current Investment Policy and present their findings at the Investment Policy and Budget Workshop. The workshop is scheduled for Thursday, December 14, 2023, at 10:00am.

H. ADMINISTRATORS REPORT

1. There were no payments for standby made in October on the remaining balances.

H. ADMINISTRATORS REPORT CONT.

transfers and balances in the District's Operating, Capital Projects, and Debt Service accounts for the month of October 2023.

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

3 Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$854,449.48 of income through October 2023 or 74.95% of the total income budget of \$1,140,000.00 (revised Aug23). The reported expenses for the same period were \$887,527.50 or 77.85 % of the budgeted expenses of \$1,140,000.00 (revised Aug23).

Motion to accept the Budget Report made by Director Sassin seconded by Director Weeks

4. Debra Lanehart presented the list of checks prepared for the October invoices. The checks include twenty-eight (28) totaling \$126,709.12 from the Operating fund.

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

5. Motion to approve the minutes from the October 25, 2023, regular meeting, made by Director Stubbs, seconded by Director Sassin and the vote was unanimous approval.

6. Tax collection report for October 2023 was presented. The motion to accept the report was made by Director Barker, 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 11:20am. Director Barker seconded the motion and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)