

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
August 16, 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 Wednesday, August 16, 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
Ray Sauer	Director

Also, present were the following: Debra Lanehart, 1st Capital Business Services, LLC; Morris Ryder, Ryder & Co.; Doug Roesler, 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. 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.
- Repaired storm drain on Freeman.

C. OPERATOR'S REPORT CONT.

- Cleaned debris from storm sewer pump gates.
- Jetted sewer lines: 7/11-7/21/23.
- Repaired manhole on right-of-way.
- Repaired five storm drains.
- Repaired saddle on Ridgewood.
- Repaired leaks: Meter leak 225 River Valley, 2270 Ridgewood

The leak on Riverside resulted in whole street without water until repaired. Adding a cutoff valve on vacant lot midway on Riverside would allow for a more targeted maintenance plan. The installation cost would be \$7,500.00.

A motion to install a cutoff valve on Riverside was made by Director Barker and seconded by Director Sauer. The vote was unanimous approval.

2 MP Technologies has requested water for use in boring machines by Texas New Mexico Power. The meter has been installed and the account needs to be set up for contact and billing information.

3. The lease document was received and reviewed by both the CLHOA (Columbia Lakes Homeowners Association) and the VCUD (Varner Creek Utility District) representatives. The lease was provided to the entire board prior to the meeting.

Motion to sign the lease of the maintenance building as written was made by Director Barker, seconded by Director Sassin and the vote was as follows: Aye: Directors Barker, Sauer, and Sassin. Abstain: Directors Weeks, Carroll. The motion carried.

4. TCEQ Dam Safety Programs for the South and East Levees: The inspection report on the dam levees requires a review of and response to any issues that were sited. The Board agreed to a committee of Directors Sassin and Weeks and Ben and Morris Ryder to review the inspection report and compose a response.

5. Sewer flow report for period ending July 31, 2023, reflects an overpayment of \$36,912.00. The VCUD flow is at a rate of 35.13%.

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

C. SECURITY REPORT: NONE

D. SEWER AND WATER BILLING AND COLLECTION REPORTS

- Billing for the month of July 2023
 - Read dates: 6/1-6/30/23.
 - Pumped: 8,525,000
 - Consumption 8,081,300

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

- Accountability: 94.80%
- Water and Sewer Billing: \$70,450.26

Meters billed: Residential:1,131, Builder (no sewer) 57, Sprinkler (no sewer) 8, Meter Off residential 9, Commercial: 6 water, Hotel 1, Varner Hogg 1, Meter off Commercial 0, 39 multiple sewer units Total 1252

Disconnect Date 08/24/23.

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

Director Sauer made the motion to approve the August 24, 2023, cut-off list. Director Carroll 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. Digitizing of water and sewer lines project: Ongoing
3. M. J. Reddy has expressed an interest in reviving the plan to develop the front property for residential use. Engineers will review the plan and evaluate the need to add an additional booster pump.

The Board has requested the finalized facility inspection report for 2023.

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

F. LEGAL/FINANCIAL:

1. No updates on the contract between the City of West Columbia WWT and VCUD.
2. Resolution Establishing Director Fees of Office and District Reimbursement Policy. The State Legislature in the 2023 session made changes to the amount of fees of office paid to any one director and setting an annual limit to the compensation. The resolution adopts the \$221.00/day compensation and limits the total compensation annually to \$7,200.00.

F. LEGAL/FINANCIAL CONT.

Motion to adopt the Resolution Establishing Director Fees of Office and District Reimbursement Policy made by Director Carroll, seconded by Director Weeks and the vote was unanimous approval.

3. Director Sauer has turned in his resignation from the board effective September 30, 2023.

G. ADMINISTRATORS REPORT

1. There were no payments for standby made in June on the remaining balances.
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 July 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 \$546,742.60 of income through July 2023 or 50.86% of the total income budget of \$1,075,000.00. The reported expenses for the same period were \$551,821.03 or 51.33 % of the budgeted expenses of \$1,075,000.00.

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

4. The Board reviewed the tax calculation worksheet provided by Kristin Bulanek. The proposed tax rate for 2023 is comprised of debt service (0.302678/\$100 valuation) and maintenance and operations tax (0.08322/\$100 valuation) for a combined tax of \$0.39/\$100 valuation.

The vote was as follows: Director Sauer- aye, Director Sassin- aye, Director Weeks- aye, Director Carroll- aye, and Director Barker- aye.

The Public Hearing on the proposed tax rate will be held at the Columbia Lakes Resort Cottages back conference room at 9:30am on Wednesday, September 20, 2023.

5. The Board met on August 10, 2023, to review the current budget and the revisions recommended by Director Sassin.

Director Sassin made the motion to approve the revised budget for 2023. The motion was seconded by Director Sauer and the vote was unanimous approval.

6. Debra Lanehart presented the list of checks prepared for the July invoices. The checks

G. ADMINISTRATORS REPORT CONT.

include twenty-six (26) totaling \$122,873.40 from the Operating funds.

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

5. Motion to approve the minutes from the August 10, 2023, made by Director Sassin, seconded by Director Sauer and the vote was unanimous approval.

Motion to approve the July 19 regular meeting minutes was made by Director Sassin, seconded by Director Carroll and the vote was unanimous approval.

6. Tax collection report for July was presented. The motion to accept the report was made by Director Sassin, seconded by Director Carroll and the vote was unanimous approval.

H. There being no other business to come before the Board, Director Sauer made a motion to adjourn at 11:30am. Director Sassin seconded the motion and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)