

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT  
June 21, 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, June 21, 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, 1<sup>st</sup> Capital Business Services, LLC; Morris Ryder, Ryder & Co.; Randy Listner, Baker & Lawson Engineering; Bob Soehl, President CLHOA Board of Directors; resident Elliot LaPorte.

All members were present except Director Barker, 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. Public Hearing on CCR information: no questions

**C. 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.

- Greased and exercised gate valves.
- Changed oil in right angle drive and pumps.
- Repaired manhole on Olympia.
- Special water samples taken at 2127 Twin Lakes and 2218 Riverside.

2 MP Technologies has requested water for use in boring machines by Texas New Mexico Power.

Director Sauer made the motion to install a valve on the water line at the end of Ridgewood for use and billing. The motion was seconded by Director Weeks and the vote was unanimous approval.

3. The agreement with Texas Parks and Wildlife to eradicate the feral hogs that are damaging the North Ditch was signed on June 13, 2023.

4. The Columbia Lakes HOA board purchased the maintenance building property in mid-June. The lease is being drawn up by the HOA legal counsel. The board requested that sub-leasing language be included in the lease to satisfy the lease arrangements with Morris Ryder & Co. LLC.

Director Sauer 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: New signage is needed at the East Pump Station Levee.

### E. SEWER AND WATER BILLING AND COLLECTION REPORTS

- Billing for the month of May 2023
  - Read dates: 4/1- 4/30/23.
  - Pumped: 5,691,000
  - Consumption 5,666,700
  - Accountability: 99.57%
  - Water and Sewer Billing: \$56,338.92

# Meters billed: Residential:1,110, Builder (no sewer) 72, Sprinkler (no sewer) 8, Meter Off residential 2, Commercial: 5 water, Hotel 1, Varner Hogg 1, Meter off Commercial 0, 39 multiple sewer units Total 1242

Disconnect Date 06/26/23.

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

**E. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.**

Director Carroll made the motion to approve the June 26, 2023, 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 application to the Texas Water Development Board for the funding of LRCC projects was submitted and confirmation has been received for timely filing.
2. Region H Planning Board has requested a projected water needs calculation for the period of 2030-2050.
3. TCEQ has approved the request by the District to reallocate and release \$71,770.00 from the Series 2018 Bond Issue.

Motion to approve the transfer of \$71,770.00 from the Capital Projects Texpool account to the Prosperity Bank Operating account was made by Director Sassin. The motion was seconded by Director Carroll and the vote was unanimous approval.

4. Texas Pipeline Easement: No current updates were available at meeting time.
5. None
6. Director Sassin made the motion that water and sewer services can be provided to the parcel in question if developed as a residential lot at the corner of Sunset Oaks and Freeman Boulevard. The motion was seconded by Director Carroll and the vote was unanimous approval.
7. Director Sassin made the motion to approve the submission of the EAP Dam Report. The motion was seconded by Director Sauer and the vote was unanimous approval.

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

**G. LEGAL/FINANCIAL:**

1. No updates on the contract between the City of West Columbia WWT and VCUD.

G. LEGAL/FINANCIAL CONT.

2. No action.

H. ADMINISTRATORS REPORT

1. There were no payments for standby made in May 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 May 2023.

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

- 3 Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$393,749.69 of income through May 2023 or 36.63% of the total income budget of \$1,075,000.00. The reported expenses for the same period were \$406,144.71 or 37.78 % of the budgeted expenses of \$1,075,000.00.

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

4. Debra Lanehart presented the list of checks prepared for the May invoices. The checks include thirty (30) totaling \$106,945.07 from the Operating funds.

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

5. Motion to approve the minutes from the May 17, 2023, Regular Meeting made by Director Sauer to approve the minutes with the correction to the representative from Baker & Lawson was Randy Listner and the correction of typo VCUS to VCUD. The motion was seconded by Director Weeks and the vote was unanimous approval.

6. Tax collection report copy was for wrong month.

I. There being no other business to come before the Board, Director Sassin made a motion to adjourn at 11:20am. Director Sauer seconded the motion and the vote was unanimous.

Debra Lanehart  
District Administrator

(SEAL)