

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
October 25, 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, September 20, 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

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. Appointment of new Director

1. Jim Stubbs was duly sworn in to fill the remainder of Director Ray Sauer's term.
2. Director Sassin made the motion to reorganize the Board of Directors with the following officers: President-Keith Barker, Vice President- Randall Weeks, Treasurer-Allan Sassin, Secretary/Investment Officer-Becky Carroll. The motion was seconded by Director Carroll and the vote was unanimous.
3. The motion was made to update the Prosperity Bank accounts to remove Ray Sauer from the bank signature card and add Jim Stubbs as a signer on all accounts by Director Sassin. The motion was seconded by Director Barker and the vote was unanimous approval.

C. OPERATOR'S REPORT

1. Monthly maintenance

- Bacterial Samples Good
- Mowed pump stations, levee, North Ditch, and right-of-way to City
- Repaired leaks: Pecan Valley, Lake Forrest, Pecan Valley, Twin Lakes East, Edgewater, Paradise Valley, LaCosta, S. Amherst, Sunset Oaks, Twin Lakes West, Pleasant Valley, Crestview, Wellshire, Timber Lane and Oak Lawn
- Remove/replace driveway on Crestview.
- Sewer taps on Montclair, Ridgewood, Freeman and Shalmar
- Long taps: Montclaire and Freeman
- Long taps: Shalmar and S. Amherst

The leaks are starting to slow down with the rainfall the area has received. The ability to look at the digitized water and sewer lines on the i-pad has been very helpful.

2. Director Barker made the motion to approve the changes to the contract with Carlos Venegas to include additional work requested by VCUD directors for the sum of \$20,450.00. The motion was seconded by Director Stubbs and the vote was unanimous approval.

3. None.

4. The Sewer Flow Report for the 12-month period from October 1, 2022, to September 30, 2023, reflects the overpayment by VCUD of \$20,053.000. Varner Creek's percentage of total flow is 35.72%.

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

D. SECURITY REPORT: None

E. SEWER AND WATER BILLING AND COLLECTION REPORTS

- Billing for the month of September 2023
 - Read dates: 8/1-8/31/23.
 - Pumped: 14,092,000
 - Consumption 13,127,400
 - Accountability: 93.15%
 - Water and Sewer Billing: \$94,860.80

Meters billed: Residential:1,130, Builder (no sewer) 55, Sprinkler (no sewer) 10, Meter Off residential 9, Commercial: 6 water, Hotel 0, Varner Hogg 1, Meter off Commercial 0, 38 multiple sewer units Total 1249

E. SEWER AND WATER BILLING AND COLLECTION REPORTS

Disconnect Date 10/25/2023.

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

Director Carroll made the motion to approve the October 25, 2023, cut-off list. Director Barker 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.

Engineers were not in attendance. Director Sassin expressed interest in the replacement of the main line out of the water plant.

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

G. LEGAL/FINANCIAL:

1. The Directors discussed the need for contract procedures that are not handled through the Engineering for bid projects. May need to set up a Purchase Order system for materials and labor projects.

H. ADMINISTRATORS REPORT

1. There were no payments for standby made in September 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 September 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 \$756,472.18 of income through September 2023 or 66.36% of the total income budget of \$1,140,000.00 (revised Aug23). The reported expenses for the same

H. ADMINISTRATORS REPORT CONT.

period were \$744,028.16 or 65.27 % of the budgeted expenses of \$1,140,000.00 (revised Aug23).

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

4. Debra Lanehart presented the list of checks prepared for the August invoices. The checks include thirty-four (34) totaling \$201,560.64 from the Operating fund.

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

5. Motion to approve the minutes from the September 20, 2023, regular meeting, made by Director Barker, seconded by Director Weeks and the vote was unanimous approval.

6. Tax collection report for September 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)