

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT  
April 20, 2022

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, April 20, 2022, 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; Steve Matula, Baker & Lawson; Ben Ryder, Ryder & Co.; Kevin Cadenhead & Jordan Rollins, KM&L

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.**

Meeting called to order at 9:30am.

A. Public Comments: None

**B. 2021 AUDIT PRESENTATION:**

Kevin Cadenhead, from the Certified Public Accountants firm of KM&L, presented the Board with the Audit report for 2021.

Highlights:

The District's Net Position increased from \$103,927 in 2020 to \$627,525 in 2021. The balance of the unrestricted net position is \$478,818 and may be used to meet the government's ongoing obligations to citizens and creditors.

The Debt service expenditures are expected to be \$710,000 for principal and \$311,325 for

B. 2021 AUDIT PRESENTATION CONT.

interest in 2022.

C. OPERATOR'S REPORT

1. Monthly maintenance

- Bacterial Samples Good
- Mowed pump stations, levee, North Ditch, and right-of-way to City
- Repair meter leak: 322 Wellshire
- Install fence at crappie pond
- Run storm pumps for heavy rain
- Clean screens on storm Pumps
- TCEQ 3-year inspection was good.
- Met McDonald Electric for gas leak on generator

2. Letter from Robert Soehl requests the clearing of the brush, undergrowth, and poisonous plants on the levee land behind his home at 14 Augusta Lane.

Motion to approve the clearing of the levee behind 14 Augusta Lane made by Director Sauer, seconded by Director Carroll and the vote was unanimous.

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

D. ENGINEER'S REPORT

1. Engineer presented Board with report on the west levee levels after Bond project to raise the levels.

2. There have been seventeen (17) utility access holes identified for repair and looking at sewer lines for repair from outside.

3. Research on the abandoned Texas Eastman pipeline is ongoing by legal

4. Flood Zone Designation for flood insurance purposes for Columbia Lakes Subdivision is Zone X according to the FEMA map.

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

E. LEGAL/FINANCIAL

1. Cybersecurity training reminder to complete by June 14, 2022.

F. SECURITY: Ben Ryder reported that the cameras are being monitored.

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

G. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of March 2022: \$48,845.37  
Read dates: 2/1-2/28/22.  
Pumped: 5,360,000  
Consumption: 4,608,800  
Accountability: 85.99%  
Water and Sewer Billing: \$48,845.37

# Meters billed: Residential: 1,046, Builder (no sewer) 67, Sprinkler (no sewer) 7, Meter Off residential 4, Commercial: 4 water, Hotel 1, Varner Hogg 1, Meter off Commercial 6, 37 multiple sewer units Total 1173

Disconnect Date 4/26/2022

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

Director Sauer made the motion to approve the April 26th cut-off list. Director Carroll seconded the motion and the vote was unanimous.

2. Write offs of delinquent account: Three accounts were presented for write-off of delinquent balances: Account 50-1081-03- (\$528.69) the house has been vacant for over a year, no water usage, minimum monthly amounts, Account 50-2010-11- (\$113.62) townhouse, rental, moved out no forwarding address, Account 50-2035-13 (\$201.07) townhouse, rental, moved out no forwarding address.

Motion to write off the three accounts described above made by Director Sassin, seconded by Director Sauer and the vote was unanimous.

3. Rates: No rate changes currently.

H. ADMINISTRATORS REPORT

1. There was \$438.00 in payments made in February on the remaining standby balance. March collection were \$885.00.
2. Debra Lanehart presented the Cash Balances report reviewing account monies, transfers and balances in the District's Operating, Capital Projects, and Debt Service

## H. ADMINISTRATORS REPORT CONT.

accounts for the month of March 2022. Motion to accept the report made by Director Carroll, seconded by Director Sauer and the vote was unanimous.

4. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$282,395.85 of income through March 2022 or 28.1% of the total income budget of \$1,004,100.00. The reported expenses for the same period were \$223,624.57 or 22.3% of the budgeted expenses of \$1,004,100.00. Motion to accept the Budget Report made by Director Sauer, seconded by Director Barker and the vote was unanimous.

5. Motion to approve the minutes from the March 16, 2022, regular meeting made by Director Sassin, seconded by Director Sauer and the vote was unanimous.

7. Tax collections for the month of March 2022 was \$22,474.47. Prior period tax collection was \$198.47. There was a decrease adjustment of \$1,131.50 to the current period and a decrease adjustment of \$420.81 for prior periods.

Motion to approve the March tax collections report made by Director Sauer seconded by Director Barker and the vote was unanimous.

8. Debra Lanehart provided list of checks to be approved with \$123,686.74 out of the Operating account, three (3) checks out of Capital Projects Fund for total of \$38,279.00, and one (1) check from the Debt Service Fund for Brazoria County Appraisal District in the amount of \$1,887.50 for the second quarter appraisal fees

Motion to approve check list made by Director Sauer, seconded by Director Carroll and the vote was unanimous.

## I. ADJOURN:

There being no other business to come before the Board, Director Sassin made a motion to adjourn at 11:35 am. Director Weeks seconded the motion and the vote was unanimous.

Debra Lanehart  
District Administrator

(SEAL)