

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
February 16, 2022 (as corrected)

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, February 16, 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, 1st Capital Business Services, LLC; Doug Roesler, Baker & Lawson; Morris Ryder, Ryder & Co. & Clark Lord, Bracewell

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.

Supplemental Notice of Meeting

1. Motion to Ratify and approve Order Calling Election for 2022 made by Director Carroll, seconded by Director Weeks and the vote was unanimous.

Meeting adjourned at 9:35am.

Regular meeting called to order by Director Sassin at 9:36am.

A. Public Comments: None

B. Appointment of new Director:

1. Keith Barker was sworn in as new Director to fulfill the remainder of Director Gene Pell's term.
2. The motion was made to retain the composition of the current Board with Keith Barker

as Vice-President made by Director Carroll, seconded by Director Sauer and the vote was unanimous.

3. Director Carroll made the motion to authorize the changes to the Prosperity Bank Accounts of removing Director Pell and adding Keith Barker. The motion was seconded by Director Sauer and the vote was unanimous.

C. OPERATOR'S REPORT

1. Monthly maintenance

- Bacterial Samples Good
- Mowed pump stations, levee, North Ditch, and right-of-way to City
- Insulated pressure tank pipes
- Sewer taps-9, Water taps:2 long, 5 short Sewer Inspections: 9
- Cleaned storm drains
- Repaired meter leak on Ridgewood.
- Repaired leak in oil cooler on generator at lift station.

2. Superior Fence has installed the fence at Well #2.

3. Turnarounds: Completed filling in dirt at end of North Ridgewood. Mr. Ryder met with lot owner who approved the turnaround on property. Director Sassin and Director Sauer will meet with Mr. Ryder to figure out access/turnaround points.

Mr. Ryder also informed the member of the Board that the TCEQ water samples for the ground storage tanks will be done in March and the tanks were cleaned and inspected by Texas Tank in February.

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

D. ENGINEER'S REPORT

1 & 2. The start-up was completed on the North Pump Station. The contractor is assembling O&M Manuals. The 36" CIPP project: Storm pipe and flap gate installation is complete. The final inspection with Board members done Friday prior to the meeting. Final item to be done is remove silt fence and hydro-mulch levee.

3. Project to seal sanitary sewer utility access holes to reduce I&I. Engineer will do package for quotes. If all over the \$50,000.00 threshold a more formal bidding process will be done.

4. TCEQ Emergency Preparedness Plan: The EPP plan is in preparation stage. Morris has copy and will complete the sections pertaining to the water supply system and equipment, B&L will complete the remaining information.

D. ENGINEER'S REPORT CONT.

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

E. LEGAL/FINANCIAL

1 & 2. Easements: Ongoing research on the abandoned Texas Eastman pipeline easement.

3. Motion to approve the seventh supplement to Waste Disposal Agreement with the City of West Columbia extending the current contract until February 2023.

4. Motion to approve the Resolution Concerning Tax Collection Procedures made by Director Sassin, seconded by Director Sauer and the vote was unanimous.

5. Motion to approve the Resolution Providing for Additional Penalty for Tax Collection costs made by Director Sassin, seconded by Director Sauer and the vote was unanimous.

6. Motion to approve the Resolution Concerning Exemption of Residence Homesteads from Taxation made by Director Sassin, seconded by Director Weeks and the vote was unanimous.

F. SECURITY: Discussion of location where purple paint on posts is fading.

G. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of January 2022:

Read dates: 12/01 – 12/31/21.

Pumped: 5,743,000

Consumption: 4,986,900

Accountability: 86.83%

Water and Sewer Billing: \$49,556.08

Meters billed: Residential:1,031, Builder (no sewer) 63, 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 1154

Disconnect Date: 2/28/2022

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

Director Sauer made the motion to approve the February 28th cut-off list. Director Carroll

G. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

seconded the motion and the vote was unanimous.

2. No action on write offs of delinquent account.

H. ADMINISTRATORS REPORT

1. There were no payments made in January on the remaining standby balance.

2. Motion to file liens on any property with delinquent standby dues with Brazoria County made by Director Sassin, seconded by Director Carroll and the vote was unanimous.

3. 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 January 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 \$118,781.86 of income through January 2022 or 12% of the total income budget of \$1,004,100.00. The reported expenses for the same period were \$66,413.32 or 7% of the budgeted expenses of \$1,004,100.00. Motion to accept the Budget Report made by Director Sauer, seconded by Director Weeks and the vote was unanimous.

5. Water and Sewer Rate change: Deferred.

6. Motion to approve the minutes from the January 19, 2022, regular meeting made by Director Carroll, seconded by Director Weeks and the vote was unanimous.

7. Tax collections for the month of January 2022 was \$204,009.57. Prior period tax collection was \$753.24. There was an adjustment to the current tax year for -\$106.00.

Motion to approve the January tax collections report made by Director Sassin seconded by Director Carroll and the vote was unanimous.

8. Debra Lanehart provided list of checks to be approved with \$102,122.38 out of the Operating account, seven (7) checks out of Capital Projects Fund for total of \$30,833.87, and two (2) checks from the Debt Service Fund for Brazoria County Tax Office and BNY Mellon totaling \$1,220.72.

Motion to approve check list made by Director Carroll, seconded by Director Weeks 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 11:55 am. Director Weeks seconded the motion and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)