

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
January 19, 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, January 19, 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
Gene Pell	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; Steve Matula, Baker & Lawson; Morris Ryder, Ryder & Co. & Resident Keith Barker

All members were present, except Director Pell 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 9:45am.

A. Public Comments: None

B. OPERATOR'S REPORT

- Bacterial Samples Good
- Mowed pump stations, levee, North Ditch, and right-of-way to City
- Flushed fire hydrants
- Sewer taps-11, Water taps:1 long, 8 short Sewer Inspections: 4
- Cleaned storm drains
- Locate sewer tap on Riveroaks.
- Repaired yard at 228 Wentworth

2. Superior Fence is backlogged on installations. May be able to install fence at well #2 site in March

. B. OPERATOR'S REPORT CONT.

Mr. Ryder reported that he and Mr. Matula met with representatives from Velasco Drainage District to get an opinion on the pump station engines. The engines are in good shape. A compression test and oil samples should be taken to establish a base line for a regular maintenance program.

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

C. ENGINEER'S REPORT

1. a. North Pump Station: At present there has not been enough water to test pump. The exposed piping will be painted and the final touchup on the lot will be done

b. Backup generator for Well #2 pending delivery.

2. Ridgewood project still ongoing. Need to trench through for pipe to be delivered.

3. Possible projects include: repair of manholes to curb infiltration, positive closure gate on Olympia (Morris to clean out) and culvert on Olympia to be lined or replaced.

4. TCEQ Emergency Preparedness Plan: Tabled until February

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

D. LEGAL/FINANCIAL

1. The crappie pond crossing permit has been signed by the CLHOA president.

2. Easements: Access by prescriptive easement.

3. Baker & Lawson still researching the abandoned Texas Eastman pipeline easement next to the Water Plant.

4. The City of West Columbia's lawyer is working on the Waste Treatment contract. The current extension expires in February.

5. Director Sauer made the motion to adopt the Revised Drought Contingency Plan. The motion was seconded by Director Carroll and the vote was unanimous.

6. Director Sauer made the motion to accept the resignation of Director Pell effective immediately. The motion was seconded by Director Carroll and the vote was unanimous.

Director Carroll made the motion to appoint Keith Barker to fulfill the term of Director Pell. The motion was seconded by Director Sauer and the vote was unanimous.

E. SECURITY: The purple paint on the posts around the levee has faded and needs to be repainted.

F. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of December 2021:

Read dates: 11/01 – 11/30/21.

Pumped: 5,444,000

Consumption: 4,876,800

Accountability: 89.58%

Water and Sewer Billing: \$49,501.58

Meters billed: Residential:1,025, Builder (no sewer) 51, Sprinkler (no sewer) 7, Meter Off residential 5, Commercial: 4 water, Hotel 1, Varner Hogg 1, Meter off Commercial 6, 37 multiple sewer units Total 1137

Disconnect Date: 1/26/2022

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

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

2. No action on write offs of delinquent account.

G. ADMINISTRATORS REPORT

1. There were \$1,015.00 in payments made in December on the remaining standby balance. Motion to accept the standby report made by Director Carroll, seconded by Director Sauer and the vote was unanimous.

2. Debra Lanehart reported that the outstanding standby balances have been ongoing.

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 December 2021. Motion to accept the report made by Director Sassin, seconded by Director Sauer and the vote was unanimous.

4. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$945,524.36 of income through December 2021 or 100.69% of the total income budget of \$939,000.00. The reported expenses for the same period were \$966,470.70 or 102.93% of the budgeted expenses of \$939,000.00. Motion to accept the Budget Report made by Director Carroll, seconded by Director Weeks and the vote was unanimous.

5. The Sewer Flow analysis report for 3-month period from October 2021 to December 2021: The report indicated and underpayment of \$7,506.

G. ADMINISTRATORS REPORT CONT.

6. Water and Sewer Rate change: Tabled to February.

7. Motion to approve the minutes from the Budget workshop (December 9) made by Director Carroll, seconded by Director Weeks and the vote was unanimous. Motion to approve the December 15 minutes made by Director Carroll, seconded by Director Weeks and the vote was unanimous.

7. Tax collections for the month of December 2021 was \$776,101.27. Prior period tax collection was \$3,658.83. There was an adjustment to the current tax year for -\$462.86.

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

8. Debra Lanehart provided list of checks to be approved with \$100,626.47 out of the Operating account and four (4) checks out of Capital Projects Fund for total of \$1,505.00.

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 12:00 am. Director Weeks seconded the motion and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)