

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT  
March 16, 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, March 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, 1<sup>st</sup> Capital Business Services, LLC; Steve Matula, Baker & Lawson; Ben 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.**

Meeting called to order at 9:33am.

A. Public Comments: None

**B. OPERATOR'S REPORT**

1. Monthly maintenance

- Bacterial Samples Good
- Mowed pump stations, levee, North Ditch, and right-of-way to City
- Repair sewer stack 2308 Shalimar
- Sewer taps-20, Water taps:3 long, 10 short, Sewer Inspections: 5
- Cleaned fence line north end of N Ditch
- Moved sewer tap on Prescott.
- TCEQ 3-year inspection was good.
- Repainted levee posts purple.

2. Installed tractor mower turn around on S. Ridgewood.

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

C. ENGINEER'S REPORT

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

3. Identification of scope the sewer line and manhole repairs ongoing.

4. TCEQ Emergency Preparedness Plan: Ongoing.

5. Research one the abandoned Texas Eastman pipeline is ongoing.

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

D. LEGAL/FINANCIAL

1. Crappie Pond/ Lagoons: Strategic fence and gate placement to eliminate vehicle traffic on levee areas.

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

3. Expansion of VCUD responsibility to include the recreational property. Not currently.

4. Motion to authorize Hilltop Securities to prepare and file the Annual Continuing Disclosure Report for the year ending December 31, 2021, was made by Director Sauer, seconded by Director Carroll and the vote was unanimous.

5. Service Contracts will be reviewed in November before the December budget.

F. SECURITY:

G. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of February 2022:  
Read dates: 1/1-1/31/22.  
Pumped: 5,678,000  
Consumption: 5,056,200  
Accountability: 89.05%  
Water and Sewer Billing: \$50,731.47

# Meters billed: Residential:1,038, Builder (no sewer) 73, Sprinkler (no sewer) 7, Meter Off residential 3, Commercial: 4 water, Hotel 1, Varner Hogg 1, Meter off Commercial 6, 37 multiple sewer units Total 1170

Disconnect Date: 3/28/2022

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

Director Sauer made the motion to approve the March 28th cut-off list. Director Carroll seconded the motion and the vote was unanimous.

2. No action on write offs of delinquent account.

3. Rates: No rate changes currently.

#### G. ADMINISTRATORS REPORT

1&2. There were no payments made in February on the remaining standby balance. March collection efforts by the Columbia Lakes Homeowners Association has been effective and will be reported on next month.

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 February 2022. Motion to accept the report made by Director Sauer, seconded by Director Weeks and the vote was unanimous.

4. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$211,789.48 of income through February 2022 or 21.09% of the total income budget of \$1,004,100.00. The reported expenses for the same period were \$134,716.62 or 13.42% of the budgeted expenses of \$1,004,100.00. Motion to accept the Budget Report made by Director Sauer, seconded by Director Carroll and the vote was unanimous.

5. Motion to approve the minutes from the February 2022, regular meeting with the correction to page 1, Item 1 of the Supplemental Agenda to read "Motion to Ratify and approve Order Calling Election for 2022 made by Director Carroll" made by Director Carroll, seconded by Director Barker and the vote was unanimous.

7. Tax collections for the month of February 2022 was \$45,275.14. Prior period tax collection was \$2,320.92. There were no adjustments to the current period.

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

8. Debra Lanehart provided list of checks to be approved with \$125,764.88 out of the Operating account, nine (9) checks out of Capital Projects Fund for total of \$55,437.06, 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 Carroll, seconded by Director Sauer 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)