

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
May 18, 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, May 18, 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.

All members except Director Weeks 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. OPERATOR'S REPORT

1. Monthly maintenance

- Bacterial Samples Good
- Mowed pump stations, levee, North Ditch, and right-of-way to City
- Repair meter leak: 240 Pleasant Valley, 416 S Amherst
- August Lane Levee cleared behind 14 Augusta Lane (Soehl)
- Repaired four (4) storm water drains
- Cleaned out sewer line on Mossy Meadow (plumber plug). Keep cost of repair on Mossy Meadow separate for reimbursement from Castlerock.
- Cleaned out sewer line on Lake Forest. Cleared accumulation of baby wipes, etc. May be time to send reminder of what not to put in toilet.

- Jetting machine rented at a cost of \$1,500/week. Wet well may need to be cleaned out.
- Slip lined three (3) sewer lines under Twin Lakes.

2. No flushing to be scheduled at this time.

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

C. ENGINEER'S REPORT

1. Generator to be delivered by month's end.

2. Manhole repair project is out for bids.

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. Engineer will try to shrink map to one page with Columbia Lakes only.

5. Compliance with LCRR (Lead and Copper Rule Revisions) went into effect on December 16, 2021. "Water districts must inventory service lines, verify the line material, noting any lead service line, and make the information available to the public by October 16, 2024" (AWBD Texas Journal Spring 2022, pgs. 13-14). The last lead and copper tests for Columbia Lakes were done August 30-31, 2021. The test results for lead were so low, the reading was not included on the Consumer Confidence Report.

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

D. LEGAL/FINANCIAL

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

E. SECURITY: No Report

F. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of April 2022
Read dates: 3/1-3/31/22.
Pumped: 5,931,000
Consumption 5,337,100
Accountability: 89.99%
Water and Sewer Billing: \$52,677.23

Meters billed: Residential:1,059, 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 5/25/2022

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

Director Sauer made the motion to approve the May 25th cut-off list. Director Carroll seconded the motion and the vote was unanimous.

2. Write offs of delinquent account: None
2. Consumer Confidence Report for 2021:
 - a. Director Carroll made the motion to approve the distribution and publication of the 2021 Consumer Confidence Report on the District website and announce the availability of the report on the May water billing. Director Barker seconded the motion and the vote was unanimous.
 - b. The Public Hearing for the CCR will be held June 15, 2022, at 9:30am.

G. ADMINISTRATORS REPORT

1. There was \$375.00.in payments made in April on the remaining standby balance.

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

2. Debra Lanchart 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 April 2022. Motion to accept the report made by Director Carroll, seconded by Director Sauer and the vote was unanimous.

3. Budget Report/Income Statement: Debra Lanchart presented the Budget Performance Report showing 356,248.75 of income through April 2022 or 35.5% of the total income budget of \$1,004,100.00. The reported expenses for the same period were 311,320.39 or 31% 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.

4. Motion to approve the minutes from the April 14, 2022, special meeting made by Director Sauer, seconded by Director Barker and the vote was unanimous.

Motion to approve the minutes from the April 20, 2022, regular meeting with the

correction of: “seventeen (17) utility access holes” under D. Engineer’s Report 2. To read: “thirty (30) utility access holes. Made by Director Carroll, seconded by Director Sauer and the vote was unanimous.

5. Tax collections for the month of April 2022 was \$9,763.02. Prior period tax collection was \$1,353.60. There were no adjustments in the month of April

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

6. Debra Lanehart provided list of checks to be approved with \$124,675.51 out of the Operating account and one (1) checks out of Capital Projects Fund for total of \$23,200.00.

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

7. Motion made by Director Sassin to approve the above referenced in and out transfer between the Operating account and the Capital Projects account and book to account 6500.09. The motion was seconded by Director Carroll and the vote was unanimous. (Handout attached)

I. ADJOURN:

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

Debra Lanehart
District Administrator

(SEAL)