

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
October 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, September 21, 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; Morris Ryder, Ryder & Co. and Elliott LaPorte, resident.

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.

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
- Use weed eater on manholes and hydrants
- Removed dead tree at East Pump Station
- Removed fence from West Levee
- Cleaned storm drains
- Replaced meter box at 255 Freeman
- Taps: 1 Short, 17 Long and 9 Sewer Taps

B. OPERATOR'S REPORT CONT.

2. Mr. Ryder will contact the resident at the corner of Freeman and Riverside since the survey stakes are visible.
4. The water meter on Well #1 needs to be replaced. Accurate Meter quoted \$3,500 for the meter.

Motion by Director Sauer to purchase the new meter for Well #1, seconded by Director Carroll and the vote was unanimous.

Motion by Director Carroll to purchase a new meter for Well #2, seconded by Director Sauer and the vote was unanimous approval.

C. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of September 2022
Read dates: 8/1-8/31/22
Pumped: 8,234,000
Consumption 7,505,800
Accountability: 91.16%
Water and Sewer Billing: \$64,406.04

Meters billed: Residential:1,084, Builder (no sewer) 74, Sprinkler (no sewer) 7, Meter Off residential 1, Commercial: 4 water, Hotel 1, Varner Hogg 1, Meter off Commercial 7, 39 multiple sewer units Total 1218

Disconnect Date 10/26/2022

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

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

2. Write offs of delinquent account: NONE

D. ENGINEER'S REPORT

1. Water lines issues need to be identified.

Steve Matula updated Director Sassin with the status of the rehabilitation of the manholes. After the addition of six manholes and miscellaneous items, the original contract of \$62,950.00 would now total \$73,045.00.

Motion by Director Weeks to approve the change order, seconded by Director Sauer and the vote was unanimous.

D. ENGINEER'S REPORT

2. TCEQ Letter and packet were mailed on Friday, October 14, 2022.
3. Texas Pipeline Easement: John Richers offered to look up the Texas Eastman Pipeline through some of his sources. He has a company that deals with pipelines throughout the United States.

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

E. LEGAL/FINANCIAL:

Contracts will be reviewed for the budget preparation in December.

F. SECURITY: NONE

G. ADMINISTRATORS REPORT

1. There were no payments made in September on the remaining standby balance.
2. 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 September 2022.

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

- 3 Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$786,638.15 of income through September 2022 or 72.45 % of the total income budget of \$1,085,500.00. The reported expenses for the same period were \$756890.48 or 69.73 % of the budgeted expenses of \$1,085,500.00.

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

- 4 Debra Lanehart provided list of checks to be approved amounting to \$115,232.70 to be paid out of the Operating account.

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

5. Motion to approve the minutes from the September 21, 2022, Regular Meeting with the following corrections:

Page 2, Section D, Number 4 : Add Ray Sauer to names meeting with Wes Griggs about researching the Texas Pipeline Easement made by Director Sassin, seconded by Director Carroll and the vote was unanimous approval.

6. Tax collections for the month of September 2022 were \$1,144.61. There was an adjustment of -53.00.

Motion to approve the September tax collections report made by Director Sassin seconded by Director Barker 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 10:54am. Director Carroll seconded the motion and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)