

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT  
September 21, 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, 1<sup>st</sup> Capital Business Services, LLC; Steve Matula and Miguel Saucedo, Baker & Lawson; Morris Ryder, Ryder & Co.

All members were present, except Keith Barker and Ray Sauer 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 Hearing: Meeting called to order at 9:30am.

1. Public Comments: None.
2. Adjourn public hearing at 9:35am.

B. Public comments: None

**C. 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
- Repaired water main leaks: Riverside, Shalmar, guard gate, Twin Lakes East, Green Meadows, Canterbury, Freeman
- Replaced meter box S. Amherst

### C. OPERATOR'S REPORT CONT.

- Power outage at water plant on 8/13.
  - Replaced battery and changed oil at pump station.
  - Repaired water service line 126 Pleasant Valley
  - Installed pumps at lift station.
2. The regulators have been ordered. The gas supply lines need replacing.
  3. The resident at the corner of Freeman and Riverside is having a survey done. He will move the fence after the survey.
  4. The water meter endpoints are being damaged by the contractors during construction. The district is absorbing the cost of replacement.

Motion by Director Carroll to approve the back charging of the cost to the builder. The motion was seconded by Director Weeks and the vote was unanimous approval.

### D. ENGINEER'S REPORT

1. Water lines issues need to be identified. Pecan Valley and Twin Lakes have many repaired sections.
2. There are 5 of the sanitary sewer manholes that have damage to the rings and covers. There would be an additional \$7,500.00 to rehabilitate the damaged rings and covers.

Motion by Director Weeks to approve the additional cost to rehabilitate the rings and covers on 5 of the sanitary sewer manholes being rehabilitated. The motion was seconded by Director Carroll and the vote was unanimous approval.

3. TCEQ Letter and packet needs letter from Bookkeeper for the change of use of Bond Funds.
4. Texas Pipeline Easement: Allan Sassin met with Wes Griggs on August 31, 2022. The cost for the research would be \$10,000.00. Mr. Griggs would require a \$5,000.00 retainer.  
Motion to table made by Director Carroll, seconded by Director Weeks and the vote was unanimous approval.

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

### E. LEGAL/FINANCIAL:

Motion to adopt the Resolution Adopting the tax rate at \$0.38/100 for Debt Service and \$0.10/100 for Maintenance Tax made by Director Carroll, seconded by Director Weeks and the

E. LEGAL/FINANCIAL CONT.

vote was unanimous approval.

Motion to adopt the Order Levying Taxes and the filing of the Amended Information form made by Director Carroll and seconded by Director Weeks and the vote was unanimous approval.

F. SECURITY: NONE

G. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of August 2022  
Read dates:7/1-7/31/22.  
Pumped: 11,999,000  
Consumption 9,765,800  
Accountability: 81.39%  
Water and Sewer Billing: \$77,624.12

# Meters billed: Residential:1,076, Builder (no sewer) 74, Sprinkler (no sewer) 7, Meter Off residential 1, Commercial: 5 water, Hotel 1, Varner Hogg 1, Meter off Commercial 6, 39 multiple sewer units Total 1210

Disconnect Date 9/27/2022

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

Director Weeks made the motion to approve the September 27th cut-off list. Director Carroll seconded the motion and the vote was unanimous approval.

2. Write offs of delinquent account: NONE
3. Director Sassin provided the Directors with an analysis of the delinquent water accounts and payment history.

H. ADMINISTRATORS REPORT

1. There were \$30.00 in payments made in August 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 August 2022.

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

H. ADMINISTRATORS REPORT CONT.

3 Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$719,447.29 of income through August 2022 or 66.28% of the total income budget of \$1,085,500.00. The reported expenses for the same period were \$655,597.44 or 60.4% of the budgeted expenses of \$1,085,500.00.

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

4 Debra Lanehart provided list of checks to be approved with \$109,375.82 out of the Operating account plus one additional check to NTS for \$28,295.50, and one (1) check out of the Capital Projects Fund for total of \$100.00 and one (1) check out of Debt Service Fund the 4<sup>th</sup> quarter fee to the Brazoria County Appraisal District for \$1,887.50.

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

5. Motion to approve the minutes from the August 17, 2022, Regular Meeting with the following corrections:

Page 2, Section C, Number 1 Project in progress

Page 3, Section F, Number 2 Motion to write off accumulated billing at the CL Hotel from the period after meter was replaced to current made by Director Sauer, seconded by Director Carroll and the vote of aye was unanimous.

6. Tax collections for the month of August 2022 were \$4,304.75. There were no adjustments.

Motion to approve the August tax collections report 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 11:45am. Director Carroll seconded the motion and the vote was unanimous.

Debra Lanehart  
District Administrator

(SEAL)

