

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT  
April 19, 2023

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, February 15, 2023, 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; Morris Ryder, Ryder & Co.; Miguel Saucedo, Baker & Lawson Engineering; Jordan Rollins, KM&L; and Elliott LaPorte, resident.

All members were present, except Director Barker, 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

2022 Audit presentation was given by Jordan Rollins from KM&L CPA firm. District received an unmodified opinion that the “financial statements (for year ended December 31, 2022) present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District, as of December 31, 2022 and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.”

Financial Highlights:

Assets and deferred outflows of resources of the District exceeded its liabilities and deferred

inflows of resources by \$1,173,643. Of this amount, \$538,223 (unrestricted net position) may be used to meet the government's ongoing obligations.

The District's total net position increased by \$546,118.

## 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.
- Repair meter leak 2263 Lake Forrest
- Meter leak 320 N. Amherst, Twin Lakes West
- Install water taps: 3 short and 3 long taps.

## B. OPERATOR'S REPORT CONT.

- Install sewer taps: 6 taps and 10 sewer inspections.
- Replace saddle & U-branch at 326 S. Amherst.
- Repaired sewer stacks at 216 Woodhaven
- Repaired fire hydrant leak on Green Meadows
- Well #2- Chlorine too high- flushed tanks and fire hydrants. NTS has checked the Chlorinator system. As of the meeting, the chlorine levels have been fine for 11 days.
- The new regulators on the storm pumps have been replaced.
- Twin Lakes East: Pipe under road was deteriorated and was slip lined.
- Storm pump has light staying on. NTS will check when in the neighborhood.

### 2. Discussion under Engineer Report

3. Feral Hog Eradicator from Brazoria County has met with Ben to discuss the State/County policy on feral hogs.

2. The Columbia Lakes HOA is working through some title policy issues with the lawyer and title company underwriters but is proceeding.

Director Carroll made the motion to accept the Operator's Report. The motion was seconded by Director Weeks and the vote was unanimous approval.

C. SECURITY REPORT: No problems noted.

## D. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of March 2023  
Read dates: 02/01-02/28/23.  
Pumped: 5,149,000  
Consumption 4,666,0 00

D. SEWER AND WATER BILLING AND COLLECTION REPORTS cont.

Accountability: 90.62%  
Water and Sewer Billing:

# Meters billed: Residential:1,108, Builder (no sewer) 76, Sprinkler (no sewer) 8, Meter Off residential 7, Commercial: 5 water, Hotel 1, Varner Hogg 1, Meter off Commercial 7, 39 multiple sewer units Total 1252

Disconnect Date 04/24/23.

The water billing report for the month of February was not completed correctly so no vote to accept was taken.

Director Sauer made the motion to approve the April 24, 2023, cut-off list. Director Carroll seconded the motion and the vote was unanimous approval.

2. Write offs of delinquent account: NONE

E. ENGINEER'S REPORT.

1. Miguel Saucedo from Baker and Lawson Engineering suggested the District consider replacing the main line from the water plant. May be able to run a parallel line to the main water line and tap in to minimize the amount of time the water would need to be turned off.

2. The response letter has been resubmitted for \$71,770.00 to TCEQ. As of the meeting day no decision has been received from TCEQ.

3. Backup for the boosters at well #1: District has redundant systems for backups.

4. Texas Pipeline Easement: No updates.

5. The 5-year desk review of the CL National Inventory of Dams Emergency Action Plan will be held at the offices of Baker & Lawson, April 20, 2023, at 10am.

6. LONO (Letter of No Objection) for Sunset Oaks/Freeman Boulevard to be re-platted as a residential lot (currently a reserve property). Consideration tabled for further review.

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

F. LEGAL/FINANCIAL:

1. No news on the status of the West Columbia Wastewater Treatment.

## G. ADMINISTRATORS REPORT

1. There was no report for standby in March on the remaining balances.
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 March 2023.

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

- 3 Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$261,730.60 of income through March 2023 or 24.35 % of the total income budget of \$1,075,000.00. The reported expenses for the same period were \$222,425.48 or 20.69 % of the budgeted expenses of \$1,075,000.00.

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

4. Debra Lanehart presented the list of checks prepared for the March invoices. The checks include twenty-six (26) totaling \$129,956.85 from the Operating funds.

Motion to pay the bills made by Director Carroll seconded by Director Weeks and the vote was unanimous approval.

5. Motion to approve the minutes from the March 15, 2023, Regular Meeting made by Director Carroll, seconded by Director Sauer and the vote was unanimous approval.
6. Tax collections for the month of March 2023 were \$23,660.69. There was a negative (\$48.00) adjustment in March.

Motion to approve the March 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 11:06 am. Director Sauer seconded the motion and the vote was unanimous.

Debra Lanehart  
District Administrator

(SEAL)

