

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT  
April 21, 2021

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, April 21, 2021 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                              |
| Gene Pell     | 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; Doug Roesler & Steve Matula, Baker & Lawson; Morris Ryder, Ryder & Co. LLC; Kevin Cadenhead, KM&L; Rufa Charnetski, resident

All members were present, except Ray Sauer, thus constituting a quorum.

Director Sassin called the meeting to order at 9:30am

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: Ms. Charnetski reported that she has not had her water on since the February freeze. She requested a prorated billing for the 2 months. The Administrator will review the billing and respond accordingly.

B. 2020 Audit Presentation: Mr. Cadenhead from KM&L, presented the 2020 audit report to the Board. The District received and unmodified opinion for the period ending December 31, 2020. Financial highlights: 1. The assets and deferred outflows of resources of the District exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$103,927. Of this amount, \$521,350 (unrestricted net position) may be used to meet the government's ongoing obligations. 2. The District's total net position increased by \$637,383. 3. As of the close of the current fiscal year, the District's governmental funds reported combined ending fund balances of \$2,975,585. 16.71% of this total amount, \$497,328 (unassigned fund balance) is available for use within the District's fund designation. 4. At the end of the current fiscal year, fund balance for the general fund was \$501,101. Of this amount, \$3,773 is non-spendable leaving

an unassigned balance of \$497,328. The unassigned fund balance represents 64.00% of current general fund expenditures.

### C. OPERATOR'S REPORT

#### 1. Update on maintenance: March

- Bacteriological samples were good.
- Mowed and weeded pump stations and levee, North Ditch.
- Cleaned storm drains.
- Water taps: 6 long taps, 2 short tap, 10 sewer taps, 6 sewer inspection
- Repaired leak 2228 Ridgewood, Forest Park/Edgewater, #10 Marion
- Repaired compressor
- Repaired hydrants on Green Meadows
- Slip lined sewer 2315 Shalmar.
- Repaired cut off valve on Riveroaks.
- Removed bottle brush plants on Freeman.
- Mowed Right-of-way to City

TNMP invoiced \$15,822.29 to relocate the primary line on the North Levee. The original estimate was \$7,500.

Motion to pay the invoice at the \$15,822.29 rate made by Director Carroll, seconded by Director Pell and the vote was unanimous.

The new pump was used to pump out the swimming pool for the Columbia Lakes HOA.

The right-angle drive for Well #1 should be back from repair shop at the end of the week. Should be able to be reinstalled by May 1.

Motion to approve a down-payment of 25% of the cost of the Generator for Well #2 when ordered, if necessary, made by Director Pell, seconded by Director Carroll and the vote was unanimous.

Motion to accept the Operator's report made by Director Carroll and seconded by Director Pell and the vote was unanimous.

### D. ENGINEER'S REPORT

#### 1-3. Baker & Lawson

Water Well #2 Generator: Motion to install generator per quoted price at the March 31<sup>st</sup> meeting (\$8,500 for concrete pad, \$9,800 for the auto switch and \$1,800 for the crane setup) made by Director Carroll, seconded by Director Weeks and the vote was unanimous.

The parts for Water Well #2 have been ordered. Well #2 will begin as soon as the right-angle drive is reinstalled on Well #1.

The Engine/Pump have been ordered for the North Pump Station project. Excavation for the North Pump Station are about 60% complete. The bottom concrete will be poured

D. ENGINEER'S REPORT CONT.

next week

e. The District currently meets the TCEQ Requirements for Water System Capacity.

4. Water Leak Detection Survey: When time comes to start replacing the water lines, the testing would be beneficial.

5 Crappie pond easements: Mr. Roesler will contact the CLHOA President to discuss the type of access needed.

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

E. LEGAL/FINANCIAL

No updates at present time.

F. SECURITY:

None.

G. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of March 2021:

Read dates: 2/01-2/28/2021.

Pumped: 4,214,000

Consumption: 4,891,800 (Well meters affected by freeze- pumpage readings not accurate

Accountability: 116.08%

Water and Sewer Billing: \$46,663.36

# Meters billed: Residential:1,032 Commercial: 39 water, 35 sewers

Disconnect Date: 04/29/2021

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

Director Carroll made the motion to approve the April 29<sup>th</sup> cut-off list. The motion was seconded by Director Weeks and the vote was unanimous.

2. Balance write-off: No action taken.

H. ADMINISTRATORS REPORT

1. Standby collections for March 2021 were \$330.00. Standby Accounts Receivable as of March 31, 2021 was \$19,333.00.

## H. ADMINISTRATORS REPORT CONT.

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

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 2021.

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

3. Tax collections for the month of March 2021 was \$33,067.70. There were no adjustments for March. Prior period taxes collection was \$405.48.

Motion to approve the March tax collections report made by Director Weeks seconded by Director Pell and the vote was unanimous.

4. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$155,345.42 of income through February 2021 or 16.5% of the total income budget of \$939,000.00. The reported expenses for the same period were \$140465.75 or 15% of the budgeted expenses of \$939,000.00.

Motion to approve the Budget report for February made by Director Pell, seconded by Director Weeks and the vote was unanimous.

5. Debra Lanehart provided list of checks with \$102,108.91 out of the Operating account to be approved and twelve (12) out of Capital Projects Fund for total of \$116,544.89 for Bond Projects.

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

## I. MINUTES

Director Pell made the motion to accept the March 21, 2021 Regular meeting minutes as presented after correction to delete "via telephonic communication" from the opening paragraph, seconded by Director Carroll and the vote was unanimous.

Director Pell made the motion to accept the Special meeting minutes as presented. The motion was seconded by Director Carroll and the vote was unanimous.

J. ADJOURN:

There being no other business to come before the Board, Director Weeks made a motion to adjourn. The motion was seconded by Director Carroll and the vote was unanimous.

Debra Lanehart  
District Administrator

(SEAL)