

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
December 16, 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, December 16, 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; Ben Ryder, Ryder & Co.

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
- Repaired leaks at 101 Paradise Valley, River Valley
- Taps: 1 Long Tap and 1 Sewer Tap

B. OPERATOR'S REPORT CONT.

The breakers on Well#2 went out. NTS quoted \$1,700 for surge protector.

2. Debra Lanehart reported that she had spoken with the owner of Devoe Fence, he stated that he was estimating a couple of weeks before he will be able to relocate the fence.
3. There were two breaks on River Valley about 60' apart.

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

C. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of November 2022
Read dates: 10/1-10/30/22
Pumped: 7,096,000
Consumption 7,160,000
Accountability: 100.90%
Water and Sewer Billing: \$63,246.36

Meters billed: Residential:1,088, Builder (no sewer) 84, Sprinkler (no sewer) 7, Meter Off residential 0, Commercial: 5 water, Hotel 1, Varner Hogg 1, Meter off Commercial 8, 38 multiple sewer units Total 1232

Disconnect Date 12/28/2022

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

Director Sauer made the motion to approve the December 28, 2022, 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. Director Sassin would like the culverts under Freeman Boulevard checked.
2. TCEQ is reviewing the request.
3. Texas Pipeline Easement: Mr. Richers is still investigating the chain of ownership of the easement. No new updates were available at meeting time.

D. ENGINEER'S REPORT CONT.

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

E. LEGAL/FINANCIAL:

1. Director Carroll made the motion to approve the contract with Ryder & Co. for maintenance operations with the adjustments discussed in contract meeting. Director Weeks seconded the motion and the vote was unanimous approval.

Director Carroll made the motion to approve the contracts with 1st Capital Business Services. There was no change to the Water and Sewer Billing contract and the administrative contract increase by \$2,000.00 annually. The motion was seconded by Director Weeks and the vote was unanimous approval.

F. SECURITY: NONE

G. ADMINISTRATORS REPORT

1. There were no payments made in November 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 November 2022.

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

- 3 Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$965,556.81 of income through November 2022 or 88.93 % of the total income budget of \$1,085,500.00. The reported expenses for the same period were \$986,957.35 or 90.92 % of the budgeted expenses of \$1,085,500.00.

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

4. Director Barker made a motion to approve the 2023 Budget as presented. Director Carroll seconded the motion and the vote was unanimous approval.

Debra Lanehart provided list of checks to be approved amounting to \$134,205.15 to be paid out of the Operating account and one check for the Brazoria County Appraisal District out of the Debt Service Fund. The check approval line item on the agenda was inadvertently left off. The action will be ratified at the next meeting.

G. ADMINISTRATORS REPORT CONT.

5. Motion to approve the minutes from the November 16, Regular Meeting made by Director Sassin, seconded by Director Carroll and the vote was unanimous approval. Motion to approve the December 14, 2022, Special Meeting minutes made by Director Sassin, seconded by Director Sauer and the vote was unanimous approval.

6. Tax collections for the month of November 2022 were \$70,418.36. There was an adjustment of \$2,113.75 in November.

Motion to approve the November tax collections report made by Director Carroll 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 10:58am. Director Weeks seconded the motion and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)