

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
January 20, 2021

STATE OF TEXAS :

COUNTY OF BRAZORIA :

The Board of Directors of Varner Creek Utility District of Brazoria County, Texas convened in regular session, open to the public on Wednesday, January 20, 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 / Financial Director
Becky Carroll	Secretary/Treasurer
Randall Weeks	Asst. Secretary/Treasurer
Ray Sauer	Director

Also present were the following: Debra Lanehart, 1st Capital Business Services, LLC; Doug Roesler & Steve Matula, Baker & Lawson; Ben Ryder, Ryder & Co. LLC.

. All members were present, 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: None

B. OPERATOR'S REPORT

1. Update on maintenance: December
 - Bacteriological samples were good.
 - Mowed and weeded pump stations and levee, North Ditch.
 - Cleaned storm drains.
 - Water taps: 2 long taps, 2 short tap, 6 sewer taps, 7 sewer inspections
 - Ran Pumps at E Pump Station: 12/18-12/20/20, 12/24, 12/31
 - Repair meter leak 112 Laurel Valley
 - Repair broken sewer 429 Twin Lakes.
 - Changed out additional storm grates.

B. OPERATOR'S REPORT CONTINUED

2. Tank cleaning done by Texas Tank Services on 12/16/20.
3. Lift Gate: On 12/14/20 The flood gates were closed at the East Pump Station. On 12/15/20 the flood gates were in the process of being opened and the gear stripped on the lift for the gate. NTS was called to repair the lift.

Motion to purchase a backup gear for the pump station was made by Director Weeks, seconded by Director Carroll and the vote was unanimous.

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

C. ENGINEER'S REPORT

1-3. Baker & Lawson The Generator Project bid package should be ready in February. The parts for Water Well #2 have been ordered. Felder estimates February date for the project start. The Engine/Pump have been ordered for the North Pump Station project. Estimated delivery date for the pump is May-June of 2021. An EPA emissions testing will be required after installation by owner. East Pump Station: Century Link fiber optic line found on the East Levee requiring a design change for the project.

4. The Operating Facilities Inspection will be scheduled for late January or early February.
5. The plants that were planted along Freeman Blvd. are doing well.

Motion to accept the report made by Director Sauer and seconded by Director Pell. The vote was unanimous.

D. LEGAL/FINANCIAL ADVISORS

1. No further actions to report on either Golf Course Purchase by the Columbia Lakes HOA or for the City of West Columbia Sewer Contract renewal.

E. SECURITY:

None.

F. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of December 2020
Read dates: 11/01–11/30/2020.
Pumped: 5,829,000

F. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

Consumption: 5,552,800

Accountability: 94.75%

Water and Sewer Billing: \$51,665.99

Meters billed: Residential:1,020 Commercial: 39 water, 35 sewers

Disconnect Date: 01/27/2021

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

Director Sauer made the motion to approve the cut off list for January 27, 2021. The motion was seconded by Director Weeks and the vote was unanimous.

3. A letter was received from the VFD requesting the donated funds being held by VCUD.

Motion to release the funds in the amount of \$10,092.13 to the WCVFD for use in Columbia Lakes Fire Station was made by Director Carroll, seconded by Director Sauer and the vote was unanimous.

Motion to reinstate the Voluntary donation in the amount of \$3.00 on the April 1, 2021 billing made by Director Sassin, seconded by Director Sauer and the vote was unanimous.

Board agreed that a letter would be sent out with an explanation of the charge and that the charge would be voluntary.

G. ADMINISTRATORS REPORT

1. Standby collections for December 2020 was \$2,715.00. Standby Accounts Receivable as of December 31, 2020 was \$24,510.00.

Motion to accept the Standby report made by Director Carroll, seconded by Director Sauer 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 December 2020.

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

3. Sewer Flow: Total Flow for the 3-month period of October1, 2020 to December 31, 2020 was 61,234,000. VCUD portion was at a rate of 32.71%. As of December31, 2020 the District has an overpayment of \$6,699.

G. ADMINISTRATORS REPORT CONT.

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

4. Tax collections for the month of December 2020 was \$749,328.63. The adjustment for December decrease the 2020 taxes by \$36.31. Prior period taxes collection was \$1,957.17.

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

5. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$988,947.93 of income through December 2020 or 113% of the total income budget of \$875,000.00. The reported expenses for the same period were \$748,461.48 or 85.5% of the budgeted expenses of \$875,000.00.

Motion to approve the Budget report for November made by Director Sauer, seconded by Director Carroll and the vote was unanimous.

6. Debra Lanehart provided list of checks with \$108,969.65 out of the Operating account to be approved and seven (4) out of Capital Projects Fund for total of \$2,250.00 for Bond Projects and one (1) check out of the Debt Service Fund for the Paying Agent Fee to Bank of NY Mellon.

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

H. MINUTES

Director Sauer made the motion to accept the minutes from the Special meeting on December 10, 2020. Director Carroll seconded the motion and the vote was unanimous.

Director Sauer made the motion to accept the December 16, 2020 Regular meeting minutes with the following correction: Under section C Engineer's Report the motion was made by Director Weeks not Director Pell. Director Weeks seconded the motion and the vote was unanimous.

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

Debra Lanehart
District Administrator

(SEAL)

