

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
July 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, July 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, 1st Capital Business Services, LLC; Steve Matula & Doug Roesler, Baker & Lawson; Ben Ryder, Ryder & Co.; Mr. LaPort, resident

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 Bacterial Samples Good
2. Mowed pump stations, levee, North Ditch, and right-of-way to City
3. Weeded fire hydrants and manholes
4. Changed batteries at lift station, repaired ground rod at West Pump Station
5. Closed flood gates on 6/4, standby to run pumps
6. Kept water pumped down and gates closed (6/5-6/15)
7. Monitored Varner Creek levels, raised flood gates 6/23
8. Repaired meter leak on Woodhaven
9. Installed new compressors at water plant

B. OPERATOR'S REPORT

10. Replaced hood vent on Ground storage tanks
11. Moved transformer and electrical panel to Well #2
12. Met with NTS for problem at lift station
13. Installed 12 water/sewer taps since last meeting
14. Installed Road to Well #2.

Motion to top off road to Well #2 with milled asphalt made by Director Pell, seconded by Director Sauer and the vote was unanimous.

Motion to replace fence around Well #2 for price of \$7,310.00 made by Director Pell, seconded by Director Sauer and the vote was unanimous.

Operator reported that 24 solid grates were replaced and 24 more were authorized.

3a. Manholes: Of the 24 manholes checked, 13 showed no infiltration. The remaining 11 manholes need to be on schedule to rework/repair.

3b. Street flooding: 2300 block of Ridgewood – No action taken

4. Drought Contingency Plan: No action taken

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

C. ENGINEER'S REPORT

1-3. Baker & Lawson

The bid tabulations for the 36" CIPP and RCP Replacement are as follows:
Matula & Matula Construction, Inc., \$148,886.73 and 45 working days
T Gray Construction, \$269,966.00 and 100 working days

Motion to award Matula & Matula Construction, Inc. made by Director Pell, seconded by Director Sauer and the vote was unanimous.

a. North Pump Station:

The Engine/Pump should be on site August 9th. Motion made by Director Carroll for Change Order of \$7,370 for canopy. The motion was seconded by Director Weeks and the vote was unanimous.

c. Well #2: Road and fence action discussed in Operator's report.

d. Generator for Well #2: Delivery should be mid-August.

- e. Cul-de-sacs on Burning Tree and Buena Vista- on hold.
- f. Capacities: Booster pump project at Well #1- on hold

4 Crappie Pond easements: Tabled

5. Meters and Endpoint Warranty: 10 endpoints returned to Accurate for testing and warranty replacement. Only 2 of the 10 were found to be bad. Representative from Accurate will come to Columbia Lakes for review of issues of not communicating with Beacon.

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

D. LEGAL/FINANCIAL No report at present time.

E. SECURITY: No updates at present time.

F. SEWER AND WATER BILLING AND COLLECTION REPORTS

- 1. Billing for the month of June 2021:
Read dates: 5/01-5/31/21.
Pumped: 6,286,000
Consumption: 5,346,000
Water and Sewer Billing: \$51,377.01

Meters billed: Residential:1,084 Commercial: 39 water, 35 sewers

Disconnect Date: 7/28/2021

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

Director Sauer made the motion to approve the July 28th cut-off list. The motion was seconded by Director Weeks and the vote was unanimous.

- 2. No action on write offs of delinquent account

G. ADMINISTRATORS REPORT

- 1. Standby collections for June 2021 were \$750.00. Standby Accounts Receivable as of June 30, 2021, was \$15,536.00.

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

- 2. Debra Lanehart presented the Cash Balances report reviewing account monies,

G. ADMINISTRATORS REPORT

transfers and balances in the District's Operating, Capital Projects, and Debt Service accounts for the month of June 2021.

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

3. Tax collections for the month of June 2021 was \$21,158.64. The adjustment for the current period was -57.00. Prior period taxes collection was \$621.67.

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

4. Tax Rate Workshop: August 5th at the office of 1st Capital Business Services at 10:00.

5. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$424,521.67 of income through June 2021 or 45% of the total income budget of \$939,000.00. The reported expenses for the same period were \$445,647.31 or 47% of the budgeted expenses of \$939,000.00.

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

6. Sewer Flow for 9 months ending June 2021: (Heading wrong on report) Report reflects \$20,470.00 overpayment.

7. Motion to approve Engagement Letter with KML for the 2021 Audit for \$13,000 made by Director Carroll, seconded by Director Sauer and the vote was unanimous.

8. Debra Lanehart provided list of checks with \$120,490.64 out of the Operating account to be approved, fourteen (14) checks out of Capital Projects Fund for total of \$192,895.00 for Bond Projects and two (2) checks out of Debt Service Fund for total of \$4,250.00.

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

H. MINUTES

Director Carroll made the motion to accept the June 16th Regular meeting minutes as presented. 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 at 11:20 am. The motion was seconded by Director Carroll and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)