

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
June 16, 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, June 16, 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, Baker & Lawson; Keith Barker, Columbia Lakes Homeowners Association President, Mr. LaPort, resident

All members were present, thus constituting a quorum.

Director Sassin called the meeting to order at 9:33am

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: Mr. LaPort reported that he had seen people fishing from culverts under Freeman Boulevard.

B. Public Hearing Concerning Annual Water Quality Report. No Resident input.

C. OPERATOR'S REPORT

- 1 Bacterial Samples Good
2. Mowed pump stations, levee, North Ditch, and right-of-way to City
3. Flushed hydrants: 5/3-5/7/21
4. Weeded fire hydrants and manholes
5. Jetted out sewer main Turberry, unstop sewer Ridgewood
6. Ran pumps 5/20, 5/22, 5/23
7. repaired fire hydrant: Paradise Valley/Green Meadows

C. OPERATOR'S REPORT

8. Repaired water leak on Buena Vista

Mr. Ryder reported that he had checked the manholes for infiltration and has identified 8 manholes that need repair. The May sewer numbers are extremely high.

Director Sauer recommended the Operator look at the lateral lines and cost to slip line the ones not previously done.

Director Sauer made the motion to automatically do the laterals when installing taps to new houses. Director Carroll seconded the motion and the vote was unanimous.

Annual Inspection:

- Need to replace Air Compressor (Morris replaced small air compressor.)
- Add hand wash facility at Water Plant
- Natural gas piping corroded at pump station
- Battery charger needed at west pump station
- Lift Station: Lightning throws breaker-needs to be checked
- East and West pump stations: expansion fittings are cracked and need to be replaced

Drought Contingency- No Report

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

D. ENGINEER'S REPORT

1-3. Baker & Lawson

The bids for CIP to be opened next week Tuesday.

Water Well #2 – NTS will shut Well #2 down on Tuesday and Wednesday to energize new electrical panel.

The Engine/Pump have been ordered for the North Pump Station project. The walls have been formed and partially poured. Muffler upgrade possible to mitigate noise level when in operation.

Pad for Generator at Well #1 will be poured today (Wednesday)

PTO Booster pump on right angle drive stalled when testing for inspection. It is running fine now.

North Pump Station: Change order to upgrade muffler to one with lower decibel level. Engine was shipped July 15.

Engineer provided a handout with information on TCEQ requirements and formulas for calculating capacity.

4. Water Leak Detection Survey: Accurate Meter and Backflow, LLC submitted a Leak Detection Proposal for the Board's information. Tabled

5 Crappie Pond easements: Tabled

6. Committee to review Operation & Maintenance Manual: Review in Progress.

7. Water Meter warranty repair and Fire Station/Wash Rack meter installation: Fire Station needs a short tap, then lines can be separated. Mrs. Bendit will contact parties involved.

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 May 2021:

Read dates: 4/01-4/30/21.

Pumped: 7,005,000

Consumption: 5,976,200

Water and Sewer Billing: \$54,887.31

Meters billed: Residential:1,062 Commercial: 39 water, 35 sewers

Disconnect Date: 6/28/2021

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

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

G. ADMINISTRATORS REPORT

1. Standby collections for May 2021 were \$2,715.00. Standby Accounts Receivable as of May 31, 2021, was \$16,286.00.

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

G. ADMINISTRATORS REPORT CONT.

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 May 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 May 2021 was \$12,584.68. There were no adjustments for in the current period. Prior period taxes collection was \$49.26.

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

4. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$368,757.75 of income through May 2021 or 39.3% of the total income budget of \$939,000.00. The reported expenses for the same period were \$366,943.91 or 39.1% of the budgeted expenses of \$939,000.00.

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

5. Debra Lanehart provided list of checks with \$109,621.43 out of the Operating account to be approved and eleven (11) out of Capital Projects Fund for total of \$40,142.50 for Bond Projects.

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

H. MINUTES

Director Sauer made the motion to accept the May 19th Regular meeting minutes as presented. Director Carroll 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 11:15 am. The motion was seconded by Director Carroll and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)

