

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
June 15, 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, June 15, 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; Doug Roesler, Baker & Lawson; Morris 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.

Meeting called to order at 9:30am.

A. Public Comments: None

B. Public Hearing concerning Annual Water Quality Report: None

C. OPERATOR'S REPORT

1. Monthly maintenance

- Bacterial Samples Good
- Mowed pump stations, levee, North Ditch, and right-of-way to City
- Repaired storm water drain 423 N Amherst
- Cleaned out sewer line on Lake Forrest
- Wet well will be cleaned out on Thursday, June 16.
- Replaced saddle & U-branch 293 Crestview
- Jetted sewer mains through the month.

- Resident requested levee behind Riverside be cleared. Morris will check status.
- Drought contingency probably never needed because capacity of wells above pumping on normal basis. Morris will check aquifer levels.

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

D. ENGINEER'S REPORT

1. Generator on Well #2 is installed. Electrician will be installing an Emergency Shut off. Work will be done by NTS. Estimated cost will be \$3,400.

Motion to approve NTS installation of the Emergency Shut off for cost of \$3,400 made by Director Sassin, seconded by Director Barker and the vote was unanimously approved.

2. Manhole repair project will have to be re-advertised.
3. Clark will prepare an abandonment document on the Texas Eastman pipeline next to water plant.
4. Motion to add sewer line repair to water line replacement for use of 2018 Bond Funds and authorize Clark Lord and Doug Roesler documents to change the use of the Bond Funds made by Director Sassin, seconded by Director Carroll and the vote was unanimous.

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

E. LEGAL/FINANCIAL

1. Review of Deed Restrictions for septic system and water wells on Reserve Property.

F. SECURITY: No Report

G. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of May 2022
 Read dates:4/1-4/30/22.
 , Pumped: 7,714,000
 Consumption 6,669,700
 Accountability: 86.46%
 Water and Sewer Billing: \$60,540.34

Meters billed: Residential:1,064, Builder (no sewer) 70, Sprinkler (no sewer) 7, Meter Off residential 1, Commercial: 4 water, Hotel 1, Varner Hogg 1, Meter off Commercial 6, 39 multiple sewer units Total 1193

Disconnect Date 6/27/2022

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 June 27th cut-off list. Director Barker seconded the motion and the vote was unanimous.

2. Write offs of delinquent account: Director Sassin made the motion to write off the balance on account 50-2023-23. Renter moved out in March and did not alert the district. The motion was seconded by Director Carroll and the vote was unanimous.

H. ADMINISTRATORS REPORT

1. There were no payments made in May on the remaining standby balance.

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

Motion to close the Standby account at Prosperity Bank made by Director Sassin, seconded by Director Carroll 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 2022. Motion to accept the report made by Director Carroll, seconded by Director Sauer and the vote was unanimous.

3 Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$427,333.49 of income through May 2022 or 43% of the total income budget of \$1,004,100.00. The reported expenses for the same period were \$402,201.48 or 40% of the budgeted expenses of \$1,004,100.00. Motion to accept the Budget Report made by Director Sauer, seconded by Director Weeks and the vote was unanimous.

4 Debra Lanehart provided list of checks to be approved with \$127,864.38 out of the Operating account, one (1) check out of the Debt Service Fund for \$1,673.22 and five (5) checks out of Capital Projects Fund for total of \$91,942.38.

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

5. Motion to approve the minutes from the May 18, 2022, with date correction of the special meeting made by Director Carroll, seconded by Director Weeks and the vote was unanimous.

Motion to approve the minutes from the May 18, 2022, regular meeting with the correction of the date made by Director Barker, seconded by Director Carroll and the vote was unanimous.

6. Tax collections for the month of May 2022 was \$11,900.96. Prior period tax collection was \$1,094.72. There were \$1,240.49 in adjustments in the month of May

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

I. ADJOURN:

There being no other business to come before the Board, Director Carroll made a motion to adjourn at 11:35 am. Director Barker seconded the motion and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)