

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
May 19, 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, May 19, 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; Doug Roesler, Baker & Lawson; 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:

B. OPERATOR'S REPORT

- 1 Operator unable to attend meeting.
- 2 Operator unable to attend meeting.
- 3 Committee to review Drought Contingency Plan: Director Pell and Director Weeks

C. ENGINEER'S REPORT

1-3. Baker & Lawson

Water Well #2 Generator: Concrete Pad for the generator will be poured next week.
Transfer switch will be installed as well.

C. ENGINEER'S REPORT CONT.

The parts for Water Well #2 have been ordered. Well #2 will begin as soon as the right-angle drive is reinstalled on Well#1.

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.

The District currently meets the TCEQ Requirements for Water System Capacity.

The Outfall CIP and Replacement project on Ridgewood Drive is out for bids.

4. Water Leak Detection Survey: When time comes to start replacing the water lines, the testing would be beneficial.

5 Crappie Pond easements: Director Sassin will contact the CLHOA President to discuss the type of access needed.

6. Committee to review Operation & Maintenance Manual: Director Sauer, Morris Ryder (VCUD Operator) and Steve Matula (Baker & Lawson)

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

D. LEGAL/FINANCIAL

No updates at present time.

E. SECURITY:

No updates at present time.

F. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of April 2021:

Read dates: 3/01-3/31/21.

Pumped: 5,924,000

Consumption: 5,389,200

Water and Sewer Billing: \$51,204.97

Meters billed: Residential:1,032 Commercial: 39 water, 35 sewers (Not updated will be corrected next month)

Disconnect Date: 5/26/2021

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

F. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

Director Sauer made the motion to approve the May 26th cut-off list. The motion was seconded by Director Pell and the vote was unanimous.

2. Resident at 242 Inwood requested a water and sewer adjustment for a toilet malfunction. Director Carroll made the motion to deny the request. Homeowners are responsible for malfunctioning toilets. Director Sauer seconded the motion and the vote was unanimous.

G. ADMINISTRATORS REPORT

1. Standby collections for April 2021 were \$322.00. Standby Accounts Receivable as of April 30, 2021, was \$19,001.00.

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 April 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 April 2021 was \$15,601.61. The adjustments for April was a decrease of \$57.00 in the current period. Prior period taxes collection was \$354.36.

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 \$300,561.76 of income through April 2021 or 32% of the total income budget of \$939,000.00. The reported expenses for the same period were \$295,204.08 or 31.4% of the budgeted expenses of \$939,000.00.

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

5. Debra Lanehart provided list of checks with \$105,254.55 out of the Operating account to be approved and nine (9) out of Capital Projects Fund for total of \$39,050.50 for Bond Projects.

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

6. Consumer Confidence Report:

G. ADMINISTRATORS REPORT CONT.

Motion to approve distribution and publication of the CCR on the Varner Creek Utility website and publication of availability on the June water bills made by Director Carroll. The motion was seconded by Director Pell and the vote was unanimous.

Motion to set the Public Hearing on the CCR for June 16th before the regular Board meeting made by Director Carroll, seconded by Director Pell and the vote was unanimous.

H. MINUTES

Director Carroll made the motion to accept the April 21st 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 Carroll made a motion to adjourn at 10:55 am. The motion was seconded by Director Pell and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)