

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
November 17, 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, November 17, 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; Morris Ryder, Ryder & Co. & Resident Mr. LaPorte

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 utility access holes
4. Changed inflow protectors.
5. Bore sewer line 2523 Ridgewood
6. Sewer taps-5, Sewer inspections-2, Replace Meter boxes-2, Water taps-2 long
7. Changed oil in storm pumps, cleaned storm drains
8. Found sinkhole in levee
9. West Pump Station: Looking for magneto for pump (parts hard to find)
10. Start bracing for waterline from cottages to hotel.

B. OPERATOR'S REPORT CONT.

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

C. ENGINEER'S REPORT

1. a. North Pump Station engine being installed today (Wednesday, November 17)
- b. Backup generator for Well #2 pending delivery.

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

2. Ridgewood project will require road closure on November 29th and 30th to slip line the line from Ridgewood to the gate closure outfall.
3. District will use remaining funds from the Bonds on the pumps at the lift station and on water line replacement.

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

D. LEGAL/FINANCIAL

1. No action has been taken by the CLHOA yet.
2. Easements: No updates.
3. Baker & Lawson will research the abandoned Texas Eastman pipeline easement next to the Water Plant

E. SECURITY: Cameras are working fine. No issues to report.

F. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of October 2021:
Read dates:9/01-9/30/21.
Pumped: 6,103,000
Consumption: 5,521,300
Water and Sewer Billing: \$52,958.97

Meters billed: Residential:1,010, Builder (no sewer) 52, Sprinkler (no sewer) 7, Meter Off residential 5, Commercial: 4 water, Hotel 1, Varner Hogg 1, Meter off Commercial 6, 37 multiple sewer units Total 1123

. F. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

Disconnect Date: 11/29/2021

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

Director Sauer made the motion to approve the November 29th cut-off list. Director Carroll seconded the motion and the vote was unanimous.

2. No action on write offs of delinquent account.

G. ADMINISTRATORS REPORT

1. There were \$105.00 in payments made in October on the remaining standby balance.
2. Debra Lanehart will provide the Board with a report stating the outstanding standby balances at the next meeting.
3. 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 October 2021.

Motion made by Director Sauer to move \$250,000 from TexPool-Operating to Prosperity Bank Operating account, seconded by Director Weeks and the vote was unanimous.

4. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$704,186.76 of income through October 2021 or 75% of the total income budget of \$939,000.00. The reported expenses for the same period were \$762,487.87 or 81% of the budgeted expenses of \$939,000.00.

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

5. Budget workshop will be held December 9, 2021, at 10:00am in the office of the Administrator (310 E Brazos Avenue, West Columbia, TX).
6. Director Sauer made the motion to accept the October 20th Regular meeting minutes as presented. Director Weeks seconded the motion and the vote was unanimous.
5. Tax collections for the month of October 2021 was \$4,999.32. There was an adjustment for the current period of +100,443.75. Prior period taxes collection was \$1,150.10 with an adjustment of -\$171.00.

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

8. Debra Lanehart provided list of checks to be approved with \$104,412.35 out of the Operating account and thirteen (6) checks out of Capital Projects Fund for total of \$45,522.42 for Bond Projects

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

I. ADJOURN:

There being no other business to come before the Board, Director Sassin made a motion to adjourn at 11:00 am. Director Carroll seconded the motion and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)