

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT  
October 20, 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, October 20, 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, 1<sup>st</sup> Capital Business Services, LLC; Steve Matula & Doug Roesler, Baker & Lawson; Morris Ryder, Ryder & Co. & Resident Mr. LaPorte

All members were present, except Director Pell 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. Replaced 24 solid grates.
5. Replaced manhole protectors.
6. Repair fire hydrant at Sunset Oaks/Paradise Valley
7. Removed tree on Riverside
8. Lead/Copper results good.
9. Met with Accurate Representative about meter issues.

## B. OPERATOR'S REPORT CONT.

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

## C. ENGINEER'S REPORT

1. a. North Pump Station engine to be delivered next week (10/25).

1. b. Well #2 Felder's work is complete.

Motion to approve \$12,263 increase to Felder contract made by Director Carroll, seconded by Director Weeks and the vote was unanimous.

1. c. Backup generator on Well #1 is installed and operational.

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

2&3. Bond Funds: The Slip Lining Project will be funded with Operating Funds. TCEQ must approve a change in use of Bond Funds.

The waterline supports from the Cottages to Hotel need to be replaced. Morris estimates the repair will be \$23,000. A bid scope will be done by Baker & Lawson for the project.

Director Sauer made the motion to proceed with the project at the bid price, second was made by Director Weeks and the vote was unanimous.

## D. LEGAL/FINANCIAL

1. Crappie Pond crossing permit was approved and signed by VCUD. The document will be given to the CLHOA Board for review and approval.

2. Easements: The Engineers have received only one Return Receipt from the Post Office for the three easement letters sent.

3. Bond Funds: See Engineer's report.

4. Presentation documents for CLHOA annual meeting: Simplified project worksheet with projects finalized and in progress.

E. SECURITY: Morris Ryder has installed three new cameras at the water plant.

## F. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of September 2021:

Read dates: 8/01-8/31/21.

Pumped: 7,105,000

Consumption: 6,496,400

Water and Sewer Billing: \$58,034.36

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

# 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

Disconnect Date: 10/27/2021

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

Director Sauer made the motion to approve the October 27th cut-off list. Director Weeks seconded the motion and the vote was unanimous.

2. No action on write offs of delinquent account

## H. ADMINISTRATORS REPORT

1. There were no payments made in September on the remaining standby balance.
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 September 2021.

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

3. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$643492.00 of income through September 2021 or 68.5% of the total income budget of \$939,000.00. The reported expenses for the same period were \$674,585.74 or 71.8% of the budgeted expenses of \$939,000.00.

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

4. Director Sauer made the motion to accept the September 15th Regular meeting minutes as presented. Director Carroll seconded the motion and the vote was unanimous.
5. Tax collections for the month of September 2021 was \$289.09. There were no adjustments for the current period. Prior period taxes collection was \$662.25.

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

H. ADMINISTRATORS REPORT CONT

8. Debra Lanehart provided list of checks to be approved with \$120,945.64 out of the Operating account and thirteen (13) checks out of Capital Projects Fund for total of \$248,603.50 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 11:15 am. Director Carroll seconded the motion and the vote was unanimous.

Debra Lanehart  
District Administrator

(SEAL)