

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT  
September 15, 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, September 15, 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, Baker & Lawson; Ben Ryder, Ryder & Co.

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 Hearing

1. Public Comment regarding proposed tax rate: No Public Comments
2. Motion to adjourn public hearing made by Director Sauer, seconded by Director Weeks and the vote was unanimous.

B. Public Comments: None

C. 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. Repaired water main break on Woodhaven
5. Slip lined sewer at 2342 Ridgewood and 213 Twin Lakes

### C. OPERATOR'S REPORT CONT.

6. Located valve and turned off leaking fire hydrant.
7. Bored new 4" sewer line at 2406 Ridgewood
8. Broke out concrete drive on Turberry, repaired sewer at 2551 Turberry
9. Passed out lead & copper sample bottles on 8/30, collected samples on 8/31
10. TCEQ 3-year inspection: No violations

Motion to authorize Ryder & Co. to clean gutters with any additional cost for excessive debris made by Director Carroll, seconded by Director Sauer and the vote was unanimous.

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

### D. ENGINEER'S REPORT

1. a. North Pump Station engine to ship next week.
1. b. Well #2 Felder's work is complete. Need 3 test samples to pass to complete project.
1. c. Backup generator on Well #1 is installed and operational. Well #2 generator has a November delivery date.

Motion to release final payment to Felder upon satisfactory completion of project made by Director Sassin, seconded by Director Sauer and the vote was unanimous.

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

2. Bond Funds: Directors Sassin and Sauer along with Steve Matula from Baker & Lawson Engineering will consider the project needs of VCUD and report to the Board the findings.

### E. LEGAL/FINANCIAL

1. Motion to accept the Budget for the City of West Columbia Sewage Treatment Plant made by Director Carroll, seconded by Director Sauer and the vote was unanimous
2. Motion to approve the increase the WWT Replacement Fund monthly from \$0.03 to \$0.10 made by Director Sauer, seconded by Director Weeks and the vote was unanimous.
3. Motion to adopt the Order Levying Taxes for 2021 in the amount of \$0.53 per \$100 valuation made by Director Carroll, seconded by Director Weeks and the vote was unanimous.
4. Motion to approve the Amended Information Form for 2021 made by Director Sauer,

E. LEGAL/FINANCIAL CONT.

seconded by Director Carroll and the vote was unanimous.

F. SECURITY: No updates at present time.

G. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of August 2021:  
Read dates:7/01-7/31/21.  
Pumped: 5,873,000  
Consumption: 5,230,200  
Water and Sewer Billing: \$51,296.07

# Meters billed: Residential:1,008, Builder (no sewer) 51, Sprinkler (no sewer) 7, Meter Off residential 5, Commercial: 4 water, Hotel 1, Varner Hogg 1, Meter off Commercial 6, 37 multiple sewer units Total1120

Disconnect Date: 9/29/2021

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

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

2. No action on write offs of delinquent account

H. ADMINISTRATORS REPORT

1. Standby collections for August 2021 were \$294.00.
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 August 2021.

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

3. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$571,409.56 of income through August 2021 or 60.9% of the total income budget of \$939,000.00. The reported expenses for the same period were \$600,915.37 or 64% of the budgeted expenses of \$939,000.00.

Motion to accept the Budget Report made by Director Sauer, Seconded by

## H. ADMINISTRATORS REPORT CONT.

Director Carroll and the vote was unanimous.

4. Director Weeks made the motion to accept the August 18th Regular meeting minutes as presented. Director Sauer seconded the motion and the vote was unanimous.

5. Tax collections for the month of August 2021 was \$4,390.43. There were no adjustments for the current period. Prior period taxes collection was \$7,081.85.

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

8. Debra Lanehart provided list of checks to be approved with \$106,792.00 out of the Operating account, five (5) checks out of Capital Projects Fund for total of \$7,620.50 for Bond Projects and one (1) out of Debt Service Fund for \$1,821.25 for Brazoria County Appraisal District Quarterly Tax Levy fee.

Motion to approve check list made by Director Carroll, seconded by Director Weeks 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 11:30 am. Director Sauer seconded the motion and the vote was unanimous.

Debra Lanehart  
District Administrator

(SEAL)