

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

April 15, 2020

STATE OF TEXAS :

COUNTY OF BRAZORIA :

The Board of Directors of Varner Creek Utility District of Brazoria County, Texas convened in regular session, open to the public via telephonic communication on the 15th day of April 2020 at 9am. and the roll was called of the duly constituted officers and members of the Board,

to-wit:

| | |
|---------------|-------------------------------------|
| Allan Sassin | President |
| Gene Pell | Vice-President / Financial Director |
| Becky Carroll | Secretary/Treasurer |
| Wayne Pollard | Asst. Secretary/Treasurer |
| Ray Sauer | Director |

Also present were the following: Debra Lanehart, 1st Capital Business Services, LLC; Morris Ryder, Ryder & Co.; Steve Matula & Doug Roesler, Baker & Lawson; Clark Lord, Bracewell Randall Weeks. All members were present, thus constituting a quorum.

Director Sassin called the meeting to order at 9:10am

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:

1. No Public Comments.

B. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of March 2020

Read dates February 2-26, 2020

Pumped: 4,781,000

Consumption: 3,819,200

Accountability: 79.88%

Water and Sewer Billing: \$42,768.00

Meters billed: Residential: 951 Commercial: 39 water, 35 sewer

2. Director Sauer made the motion to make the necessary rate adjustments for late water

and sewer billing due to the current health directives. The motion was seconded by Director Carroll and the vote was unanimous.

Director Sauer made the motion to suspend cut-off of service for non-payment due to directive of State of Texas Governor. The motion was seconded by Director Pell and the vote was unanimous.

A commercial property owner has requested several commercial meters be shut off due to lack of occupancy. The Property owner requested the ability to turn meters off and on to defray cost of having the Operator do the reconnection which is a \$25.00 reconnect fee.

Motion not to allow non VCUD personnel to turn off/on meters made by Director Sauer, seconded by Director Pell and the vote was unanimous.

Director Carroll made a motion to accept the water and sewer reports, seconded by Director Sauer and the vote was unanimous.

C. OPERATOR'S REPORT

1. Update on maintenance: March

- Bacteriological samples were good.
- Mowed and weeded pump stations and levee, North Ditch.
- Cleaned storm drains
- 5 sewer taps/ inspections
- Fence at the end of Ridgewood (newly installed fence at end of West Levee) was hit by vehicle.

Motion to pursue charges of trespassing on the levee was made by Director Sauer, Seconded by Director Pollard and the vote was unanimous. Smaller conference call with Attorney to discuss further action was suggested.

- Four lots at the end of Ridgewood have no water lines to property. The 6" line across the street is capped. Operator suggested running a 2" line to service the 4 lots.

Motion to use 2" water line on lots at the end of Ridgewood instead of 6" line made by Director Pell, seconded by Director Sauer and the vote was unanimous.

2. Time for monthly rental of jetting machine is expiring.

Motion to return the rental machine made by Director Pell, seconded by Director Sauer and the vote was unanimous.

Motion to accept the Operator's report made by Director Pell and seconded by Director Sauer and the vote was unanimous.

D. ENGINEER'S REPORT

1-3. Water Well #2 project and North Pump Station project tabled until late September. The bidding/award process would put the project starts in the middle of hurricane season.

D. ENGINEER'S REPORT CONT.

The Upgrade to the 3rd Booster Pump was awarded to Felder last month. The pump can be pulled in a day and reinstalled in about a week and a half if materials are preordered. There should not be an impact to water pressure with the other two pumps at 800psi capacity.

Baker & Lawson recommends the 42" West Gravity outfall project be awarded to Matula & Matula for \$138,933.00. Once materials are onsite, the project will take about a week to complete. There is a 4-6-week delivery time on materials. The junction box can be set then gate installed.

Motion to award the 42" West Pump Station Gravity Outfall project to Matula & Matula made by Director Pell, seconded by Director Sauer and the vote was unanimous.

Directors Pell and Pollard will work on ideas for landscaping on Freeman Lagoon to camouflage the flap gate structures is ongoing.

East Pump Station fencing project is ongoing. Mr. Ryder reported signs of activity on the property.

Director Carroll was appointed to look at options for security of VCUD assets.

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

E. LEGAL/FINANCIAL ADVISORS

No report.

F. ADMINISTRATORS REPORT

1. Debra Lanehart presented the Administrator's report reviewing account monies, transfers and balances in the District's Operating, Capital Projects, and Debt Service accounts for the month of March 2020.

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

2. Debra Lanehart provided list of checks with \$92,804.48 out of the Operating account to

be approved, and nine (9) out of Capital Projects Fund for total of \$75,312.00 for Bond Projects.

Motion to approve check list made by Director Carroll, seconded by Director Pell and the vote was unanimous. Directors Pell, Sauer and Carroll will come to Administrator's office to sign the approved checks for processing.

G. MINUTES

Director Sauer made the motion to accept the minutes from the Regular meeting on March 18, 2020 with the correction under the Engineer's Report from "I will need.." to It will need... The motion was seconded by Director Pell and the vote was unanimous.

There being no other business to come before the Board, Director Carroll made a motion to adjourn. The motion was seconded by Director Pollard and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)