

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
Revised

August 19, 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 on Wednesday, August 19, 2020 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 / 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.; Doug Roesler & Steve Matula, Baker & Lawson; Randall Weeks, resident. All members were present, thus constituting a quorum.

Director Sassin called the meeting to order at 9:40am

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. SECURITY

Director Carroll reported that Don Womble has declined doing the camera security work. Morris Ryder will contact Mr. Womble to get the locations of all District Cameras.

C. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of July 2020
Read dates: 6/01-6/30/2020
Pumped: 6,456,000
Consumption: 5,909,900

C. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

Accountability: 91.54%

Water and Sewer Billing: \$55,710.43

Meters billed: Residential: 976 Commercial: 39 water, 35 sewers

Disconnect Date: 8/31/2020

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

Director Carroll made the motion to approve the cut off list for August 31, 2020. The motion was seconded by Director Pell and the vote was unanimous

D. OPERATOR'S REPORT

1. Update on maintenance: June

- Bacteriological samples were good.
- Mowed and weeded pump stations and levee, North Ditch.
- Cleaned storm drains
- 1 long taps, 4 short tap, 7 sewer taps/ 5 inspections
- Meter repair 2341 Shalmar, 2181 Riverside
- Repaired yards at 2272 Riveroaks & 560 Green Meadows
- Cut willow trees out of bottom of North Ditch and sprayed
- Greased and exercised pumps and generator
- Maintenance on storm pumps
- Installed "No Trespassing" signs on Freeman

2. Storm Drains: Solid cover replacements seem to allow for better drainage. Will concentrate replacement in areas that historically has water backup, mainly in areas with heavy tree cover.

3. Sodding of bare spots on West Levee: Entire West Levee fertilized.

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

E. ENGINEER'S REPORT

1-3. Water Well #2 project and Generator for the Water Plant and North Pump Station project bid packets are out. The Generators for Well #1 are available on BuyBoard The 400Amp Automatic electric transfer switch would need to be a separate labor/install amount.

Director Sauer made a motion to bid the project as a whole project. The motion was seconded by Director Pell. Director Sauer indicated that bidding the whole package would

E. ENGINEER'S REPORT CONT.

give the District better recourse if problems occur. The vote was as follows: Yes votes- Sauer, Pell, and Pollard No vote- Carroll

Prebid meetings would be in late September and contracts would be awarded in October.

4. ROW access to crappie pond by owner. Doug Roesler contacted Murray Underwood, the owner of the pond to discuss easement access. A route was agreed on and Mr. Underwood was to provide a plan.

5. Director Pell met with Steve Worden from Divine Gardens and the plants are available.

6. Emergency Action Plan: The Plan has been filed at the County.

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

F. LEGAL/FINANCIAL ADVISORS

1. No report.

G. ADMINISTRATORS REPORT

1. Standby collections for July 2020 was \$4,238.00. The third quarter (July-September) billing of standby was \$8,028.00 on 552 lots. The District was contacted by a lot owner who is delinquent on HOA maintenance fees and Standby fees. She requested the District waive \$990.00 in standby fees on the account. She does not want to sell the property.

Motion not to waive the standby fees made by Director Carroll, seconded by Director Pollard and the vote was unanimous.

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 July 2020.

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

3. Sewer Flow Analysis 10-months: The District has an underpayment of \$23,057.00 for 35.85% rate of the total flow of 229,938,000. The total expenditures to date for the Sewer Treatment Plan are \$359,243.

G. ADMINISTRATORS REPORT CONT.

4. Tax collections for the month of July 2020 was \$10,698.56 for the current period and an adjustment of -\$128.00 for prior periods.

Motion to approve the June tax collections report made by Director Sauer, Seconded by Director Carroll and the vote was unanimous.

5. The Board reviewed the proposed tax rate of \$0.49/\$100 valuation for Debt Service and \$0.08/\$100 valuation for Maintenance and Operation. The total tax proposed is \$0.57/\$100 valuation. Director Pollard made the motion to approve the tax rate and approve the publication by Ro'Vin Garrett, Brazoria County Tax Assessor/Collector for the District. Director Sauer seconded the motion and the vote was unanimous.

6. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$482,228.29 income through July 2020 or 55.1% of the total income budget of \$875,000.00. The reported expenses for the same period were \$412,005.42 or 47.1% of the budgeted expenses of \$875,000.00.

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

7. Debra Lanehart provided list of checks with \$94,578.01 out of the Operating account to be approved, and seven (7) out of Capital Projects Fund for total of \$8,817.95 for Bond Projects and one (1) check from the Debt Service Fund for \$3,500 to Hilltop Securities for the 2019 Continuing Disclosure Report.

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

H. MINUTES

Director Carroll made the motion to accept the minutes from the Regular meeting on July 15, 2020 as presented. The motion was seconded by Director Pollard and the vote was unanimous.

Director Carroll made the motion to accept the minutes from the Special meeting on August 5, 2020 with the change to the Header from Regular Meeting to Special Meeting. The motion was seconded by Director Sauer and the vote was unanimous.

Director Wayne Pollard had Director Sassin read his letter of resignation, effective August 31, 2020. Director Pollard gave several recommendations for his replacement.

I. Adjourn: There being no other business to come before the Board, Director Sauer made a motion to adjourn at 11:50am. The motion was seconded by Director Carroll and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)