

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

July 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 on Wednesday, July 15, 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, Baker & Lawson; Randall Weeks, resident. All members were present, thus constituting a quorum.

Director Sassin called the meeting to order at 9:00am

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 is still looking at insurance needs.

D. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of June 2020
Read dates: 5/01-5/31/2020
Pumped: 6,353,000
Consumption: 5,790,300

D. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

Accountability: 91.14%

Water and Sewer Billing: \$52,998.15

Meters billed: Residential: 960 Commercial: 39 water, 35 sewers

Disconnect Date: 7/27/2020

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

2. Director Sauer made the motion to write-off the balance on meter 50-0050-04. Director Carroll seconded the motion. The vote was: Sauer, Carroll, and Pell- yes and Pollard- no
Vote passed by majority. The meter remains off.

3. Commercial Meters: No action, will continue to monitor.

E. 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, 1 short tap, 2 sewer taps/ 5 inspections
- Meter repair at 118 & 116 Pecan Valley
- Flushed hydrant on S. Amherst
- Checked sewer problem at 24 Canterbury
- Cut willow trees out of bottom of North Ditch and sprayed
- Signage needed on flap gate structure on Freeman Lagoon.
- Fire Station needs separate meter. Would incur short tap fee.
- Damaged Endpoints: Motion by Director Carroll, seconded by Director Pell to absorb the cost of replacing endpoints for residents, but charging Builders or Contractors for cost of replacing if damaged in course of construction. The vote was unanimous.

2. Cul-de-sac water line replacements and storm drain solid cover replacements: Solid drain covers on order. To-date about 75 grates have been replaced. The Operator will monitor effectiveness of the solid grates versus original grates before ordering more. Two cul-de-sacs left to replace Valle Verde and Burning Tree.

3. Sodding of bare spots on West Levee: Entire West Levee needs to be fertilized. Operator will monitor weather and fertilize before next rain.

4. 14 Augusta Lane: All repairs and grading on the East Levee have been satisfactorily done.

E. OPERATOR'S REPORT CONT.

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

F. ENGINEER'S REPORT

1-3. Water Well #2 project and Generator for the Water Plant planning being done. North Pump Station project tabled until late September. The additional Booster Pump Project will be delayed until winter. There are no bid packages for review.

4. ROW access to crappie pond by owner. Doug Roesler will contact Murray Underwood, the owner of the pond to discuss easement access.

5. Director Pell met with Steve Worden from Divine Gardens about suitable plants along the Freeman Lagoon Project. Director Pell reported that the plants should cost \$250.00. Morris Ryder will plant the plants for the District.

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

7. Olympia 30' easement: Joan Ibert owner of Columbia Lakes Section 4, Block 36, Lots 46-47 wrote the Board concerning a 30' utility easement located on the west side of Lot 46. She requested the Board to relinquish the easement if there was no specific purpose for the easement.

Motion to retain the easement made by Director Carroll, seconded by Director Sauer and the vote was unanimous.

The Board instructed Debra Lanehart to compose and send a letter to the resident, upon approval by Director Sassin.

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

G. LEGAL/FINANCIAL ADVISORS

1. No report.

H. ADMINISTRATORS REPORT

1. Standby collections for June 2020 was \$1,590.00.

Motion to accept the Standby report made by Director Sauer, seconded by Director Carroll 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 June 2020.

H. ADMINISTRATORS REPORT CONT.

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

3. Tax collections for the month of June 2020 was \$23,119.32 for the current period and \$1,734.14 for prior periods.

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

4. Disaster Declaration Affecting the Property Tax rate under Section 49.23602 of the Texas Water Code: Under the ruling the District could continue with the 8% rollback rate or adopt the new 3.8% cap on tax collections. The Board agreed that the District was not adversely affected and would adopt a tax rate based on the 3.8% cap.

5. Tax Rate Workshop and 2020 Budget Review: Director Sauer made the motion to set the Tax Workshop and Budget Review for August 5, 2020 at 10:00.

6. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$411,263.72 income through June 2020 or 47% of the total income budget of \$875,000.00. The reported expenses for the same period were \$395,936.39 or 41% of the budgeted expenses of \$875,000.00.

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

7. Debra Lanehart provided list of checks with \$84,985.35 out of the Operating account to be approved, and ten (10) out of Capital Projects Fund for total of \$34,861.00 for Bond Projects.

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

I. MINUTES

Director Pell made the motion to accept the minutes from the Regular meeting on June 17, 2020 as presented. The motion was seconded by Director Sauer and the vote was unanimous.

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

Debra Lanehart
District Administrator

(SEAL)