

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

June 17, 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, June 17, 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.; Steve Matula & 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. Public Hearing to answer questions from residents concerning the Annual Water Quality Report for 2019:

No Public Comments

C. SECURITY

Director Carroll reported that Don Womble is willing to monitor the cameras in place for \$18.00 per hour. The District would require adequate insurance coverage to be carried by Mr. Womble. Contract would stipulate notification of VCUD if insurance is dropped during contract period.

D. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of May 2020

Read dates: 4/1-4/30/2020

Pumped: 6,412,000

Consumption: 5,745,600

Accountability: 89.61%

Water and Sewer Billing: \$52,240.51

Meters billed: Residential: 958 Commercial: 39 water, 35 sewers

Director Pell made the motion for no cut-off for another month (June 24, 2020). The motion was seconded by Director Sauer and the vote was tied (Pollard and Carroll-No, Pell and Sauer-Yes). Director Sassin voted yes to extend the no cut-off policy for the month.

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

2. Discussion of Delinquent Accounts above.

3. Commercial Meters: A letter was sent to the Commercial Property owner dated April 15, 2020 denying the owner the ability to turn meters off/on. The District will monitor the Commercial accounts to verify if the owner is abiding by the rules.

E. OPERATOR'S REPORT

1. Update on maintenance: May

- Bacteriological samples were good.
- Mowed and weeded pump stations and levee, North Ditch.
- Cleaned storm drains
- 4 long taps, 3 short tap, 6 sewer taps/ 8 inspections
- Changed out 2" water line on Valle Verde (bond job)

2. Cul-de-sac water line replacements and storm drain solid cover replacements: Solid drain covers on order. Two cul-de-sacs left to replace.

3. Sodding of bare spots on West Levee: Waiting for rain to strip sod

4. 347 Twin Lakes: Remove from agenda.

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

E. 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. Encountering a gas easement issue. The additional Booster Pump Project will be delayed until winter. There are no bid packages for review.

4. Utilities to Front Acreage: There is a 12" sewer line to CR 25 along Olympia and Water

E. ENGINEER'S REPORT CONTINUED

lines accessible on Freeman Boulevard to the front acreage.

5. Director Pell met with Steve Worden from Divine Gardens about suitable plants along the Freeman Lagoon Project. Mr. Worden recommended Horsetail Reeds.

Motion to purchase ample plants for the project not to exceed \$1,000.00 made by Director Sauer, Seconded by Director Pell and the vote was unanimous.

6. Emergency Action Plan: The Operators Report Section of the plan needs to be updated.

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 May 2020 was \$892.00.

Motion to accept the Standby report made by Director Sauer, seconded by Director Pell 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 May 2020.

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

3. Tax collections for the month of May 2020 was \$11,740.93 for the current period.

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

4. Budget Report for May 2020: Total Income January to May 2020 is \$347,595.19.84 or 39.7% of the total income budget of \$875,000 and total expenses of \$301,793.75 or 34.5% of the total expense budget of \$875,000.

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

7. Debra Lanehart provided list of checks with \$91,248.68 out of the Operating account to be approved, and nine (11) out of Capital Projects Fund for total of \$149,452.10 for Bond Projects. One Debt Service Fund check to Brazoria County Appraisal District for the 3rd quarter tax levy.

H. ADMINISTRATORS REPORT CONTINUED

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

I. MINUTES

Director Pollard made the motion to accept the minutes from the Regular meeting on May 20, 2020 with the additional bullet point of Grease Trap changes. The motion was seconded by Director Carroll and the vote was unanimous.

J. TRUST PROPERTIES

NONE

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

Debra Lanehart
District Administrator

(SEAL)