

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

May 20, 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, May 20, 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 9:10am

Minutes are presented in order of the stated agenda even though actual order of topics may be discussed out of agenda order.

Election Agenda:

1. Approve Certificate of Election:

Motion to Approve the Certificate of Election made by Director Carroll, seconded by Director Sauer and the vote was unanimous.

2. Approve Sworn Statements, Bonds and Oaths of Office for newly elected Directors:

Motion to approve Sworn Statements, Bonds and Oaths of Office for newly elected Directors made by Director Sauer, seconded by Director Pell and the vote was unanimous.

3. Reorganize Board and elect officers:

Motion to keep the current Officers the same made by Director Sauer, seconded by Director Pell and the vote was unanimous.

4 Authorize filing the District Registration Form with the TCEQ:

Motion the Authorize filing the District Registration Form with the Texas Commission on Environmental Quality made by Director Sauer, seconded by Director Carroll and the vote was unanimous.

Regular Meeting Agenda:

A. Public Comments:

1. No Public Comments.

B. SECURITY

Director Carroll reported that Don Womble is willing to monitor the cameras in place for \$18.00 per hour. Directors tabled decision.

C. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of April 2020

Read dates: 3/1-3/31/20

Pumped: 6,028,000

Consumption: 5,509,600

Accountability: 91.40%

Water and Sewer Billing: \$53,704.58

Meters billed: Residential: 945 Commercial: 39 water, 35 sewer

Director Sauer made the motion for no cut-off for another month (April 2020). The motion was seconded by Director Carroll and the vote was unanimous.

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

1

2. Delinquent Accounts: Meters 50-0247-06 and 50-0246-03 at 1 Inverness are to have any fees incurred taken off after the October 19, 2019 foreclosure date but leave the balance in the Accounts Receivable. Meter 50-0050-04 remains off and will continue to be monitored.

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.

D. OPERATOR'S REPORT

1. Update on maintenance: April

- Bacteriological samples were good.
- Mowed and weeded pump stations and levee, North Ditch.
- Cleaned storm drains
- 2 long taps, 1 short tap, 4 sewer taps/ inspections
- Checked lift station wet well: 4/4, 4/5, 4/9, 4/10, 4/11, 4/12, 4/18, 4/19
- Repaired fence on West Levee near Crappie Pond. Cost of repair was \$650.00. The young man who ran into the fence will reimburse the District for the repair.

2. Cul-de-sac water line replacements and storm drain solid cover replacements: Ongoing

3. Fence at East Pump Station and tree removal: Superior Fence installed the fence at the East Pump Station. Invoice was presented and approved. Check was not processed before

meeting but will be processed and Directors Pell, Sauer and Carroll will come by 1st Capital Business Services, LLC office to sign. Tree removal on the East Pump Station property was done in April.

4. The jetting machine was returned in April.

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

E. ENGINEER'S REPORT

1-3. Water Well #2 project and North Pump Station project tabled until late September. Engineers presented the North Levee Pump Station Specs for the project. The District's capacity report was presented with the addition of the proposed development of the front acreage.

The 42" West Gravity outfall project due to start Thursday, May 21. Matula & Matula waiting on the gate delivery.

4. Directors Pell will be meeting with Steve Worden from Divine Gardens to discuss options for the landscaping at the Freeman gate structure.

5. Director Sassin advised the Board that he had been contacted by the West Brazoria County Drainage District #11 about a possible project to be located at the corner of CR 25 and Highway 35 that may impact drainage in the area.

6. Dam Emergency Action Plan: Ongoing

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

F. LEGAL/FINANCIAL ADVISORS

1. No report.

2. Director Sauer made the motion not to apply for Renewal of the Standby Fees starting in 2021. The motion was seconded by Director Carroll and the vote was unanimous.

G. ADMINISTRATORS REPORT

1. Standby collections for April 2020 was \$2,160.00.

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

2. Debra Lanehart presented the Administrator's report reviewing account monies, transfers and balances in the District's Operating, Capital Projects, and Debt Service

G. ADMINISTRATORS REPORT CONT.

accounts for the month of April 2020.

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

3. Motion to approve setting up direct deposit of M&O funds to Texpool account made by Director Sauer, seconded by Director Carroll and the vote was unanimous.

4. Tax collections for the month of April 2020 was \$9,884.56 for the current period.

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

5. Debra Lanehart presented the Brazoria County Appraisal District Certificate of 2020 Estimated net taxable value of \$216,787,488 (pending additions, corrections or deletions during appeals process).

6. Budget Report for April 2020: Total Income January to April 2020 is \$285,484.84 or 32.63% of the total income budget of \$875,000 and total expenses of \$248,813.22 or 28.44% of the total expense budget of \$875,000.

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

7. Debra Lanehart provided list of checks with \$81,698.45 out of the Operating account to be approved, and nine (9) out of Capital Projects Fund for total of \$13,276.64 for Bond Projects. Four additional checks were listed on the Check list for formal approval. The checks were paid in May of 2019 but were not included on the original list.

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

Motion to add check for approval and processing to Superior fence for \$11,037 for the East Pump Station Fence.

Directors Pell, Sauer and Carroll will come to Administrator's office to sign the approved checks for processing.

8. Consumer Confidence Report:

Motion to approve the distribution and publication of the Consumer Confidence Report on the website made by Director Pell, seconded by Director Pollard and the vote was unanimous.

Motion to set the public hearing on the Consumer Confidence Report for June 17, 2020

G. ADMINISTRATORS REPORT CONT.

prior to the regular meeting at 9:00am made by Director Pell, seconded by Director Sauer and the vote was unanimous.

9. Changes to the VCUD Rate Order

Tap Fees: Water Tap $\frac{3}{4}$ Short-no bore increases from \$650 to \$950

Water Tap $\frac{3}{4}$ Long from \$1,300 to \$1,700

Water Tap 1" Short increase from \$850 to \$1,000

Water Tap 1" Long increase from \$1,500 to \$1,800

Sewer Tap increases from \$500 to \$700

Remove paragraph with instructions for after-hours service.

Deposits for builders added at \$75.00.

Rate for Multi Family Buildings: Change water from \$19.00 to \$13.50 per unit

Change cut-off on page 4 from 10 days to 12 days.

Addition of regulations for grease traps.

H. MINUTES

Director Sauer made the motion to accept the minutes from the Regular meeting on April 15, 2020. 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 Sauer made a motion to adjourn. The motion was seconded by Director Carroll and the vote was unanimous.

Debra Lanehart
District Administrator

(SEAL)