

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT  
October 21, 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, October 21, 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
Randall Weeks	Asst. Secretary/Treasurer
Ray Sauer	Director

Also present were the following: Debra Lanehart, 1<sup>st</sup> Capital Business Services, LLC; Morris Ryder, Ryder & Co.; Doug Roesler & Steve Matula, Baker & Lawson; Keith Barker, Columbia Lakes Homeowners Association President

. All members were present except Director Carroll, thus constituting a quorum.

Director Sassin called the meeting to order at 9:30am

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: None

**B. OPERATOR'S REPORT**

1. Update on maintenance: September
  - Bacteriological samples were good.
  - Mowed and weeded pump stations and levee, North Ditch.
  - Cleaned storm drains
  - 0 long taps, 3 short tap, 9 sewer inspections
  - Sewer line repair Twin Lakes
  - Change out sight tube on pressure tank
  - Mowed Right of Way to City Sewer Plant, removed tree on ROW

## B. OPERATOR'S REPORT CONTINUED

- Fire Hydrant flushing 9/28 – 9/30/20
- Bored new sewer line on Freeman
- Removed tree on lagoon levee
- Slip lined sewer line on Riveroaks
- Installed additional sign at Freeman gates

Motion to approve Texas Tank Service to clean both water tanks for quoted price of \$5,053.59 made by Director Sauer, seconded by Director Weeks and the vote was unanimous.

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

## C. ENGINEER'S REPORT

1-3. Baker & Lawson recommended award of the 42-inch Gravity Outfall – East Pump Station to Solid Bridge Construction, LLC for the bid price of \$199,201.00.

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

Baker & Lawson recommended award of the Water Well #2 Upgrade to Felder Water Well for the bid amount of \$97,920.00.

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

The Bid Tabulation for the North Pump Station is as follows:

Matula & Matula: \$394,000  
Principal Plant Service: \$817,437.50  
TLC Construction Contractors: \$920,181.00

Motion to accept the bid from Matula & Matula made by Director Pell, seconded by Director Weeks and the vote was unanimous.

New construction on Twin Lakes will require a fire hydrant be moved. The estimated cost is \$7,500.00.

The bid package for the installation of a Generator on Well #1 will be finalized soon.

4. Weather permitting, the landscape planting at the Freeman Gates will be done in November.

5. Facility Inspection: Last inspection was done in 2017. Baker & Lawson will do an inspection in the Spring of 2021.

C. ENGINEER'S REPORT CONTINUED

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

D. LEGAL/FINANCIAL ADVISORS

1. No report.

E. Security Report: The Operator has contacted Mr. Womble for a meeting to go over camera locations.

F. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of September 2020  
Read dates: 08/01 – 08/31/2020  
Pumped: 8,264,000  
Consumption: 7,544,000  
Accountability: 91.29%  
Water and Sewer Billing: \$60,918.38  
# Meters billed: Residential:985 Commercial: 39 water, 35 sewers

Disconnect Date: 10/29/2020

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

Director Sauer made the motion to approve the cut off list for October 29, 2020. The motion was seconded by Director Weeks and the vote was unanimous

G. ADMINISTRATORS REPORT

1. Standby collections for September 2020 was \$6,150.00.

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

2. Continue discussion of process to collect balance of Standby charges.

3. 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 September 2020.

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

4. Tax collections for the month of September 2020 was \$3,847.40 for the month.

## G. ADMINISTRATORS REPORT CONTINUED

Motion to approve the September tax collections report made by Director Sauer Seconded by Director Weeks and the vote was unanimous.

5. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$666,254.88 of income through September 2020 or 76.1% of the total income budget of \$875,000.00. The reported expenses for the same period were \$536,794.72 or 61.3% of the budgeted expenses of \$875,000.00.

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

6. The Analysis of Sewer Charges for period October 1, 2019 – September 30, 2020 reflects an underpayment of \$35,158.00. Report shows a rate of 35.10% of the overall sewer flow.

Motion to approve the Sewer Flow Analysis as of September 2020 was made by Director Sauer and seconded by Director Weeks. The vote was unanimous.

7. Debra Lanehart provided list of checks with \$106,111.54 out of the Operating account to be approved and five (5) out of Capital Projects Fund for total of \$7,672.12 for Bond Projects.

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

## H. MINUTES

Director Pell made the motion to accept the minutes from the Regular meeting on September 16, 2020 as presented. The motion was seconded by Director Weeks and the vote was unanimous.

Director Pell made the motion to accept the minutes from the Special Meeting on September 19, 2020 as presented. The motion was seconded by Director Weeks and the vote was unanimous.

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

Debra Lanehart  
District Administrator

(SEAL)

