

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
September 16, 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, September 16, 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 Hearing: Hearing will be held on the 19th as advertised in newspaper Notice.
- B. Public Comments: None
- C. Resignation and Appointment:
 - 1. Motion to accept the Letter of Resignation from Director Wayne Pollard made by Director Carroll, seconded by Director Sauer and the vote was unanimous.
 - 2. Motion to appoint Randall Weeks to fill the unexpired term of Wayne Pollard made by Director Sauer, seconded by Director Carroll and the vote was unanimous.
 - 3. Director Weeks sworn in by Debra Lanehart, Notary of the State of Texas.
 - 4. Director Sauer made the motion for Director Weeks to fill the Assistant Secretary/Treasurer position. The motion was seconded by Director Pell and the vote was unanimous.

D. Security Report: Mr. Chapman, owner of the lakes has permits for Alligator harvesting. Permit holder using mules on the levee. Mr. Chapman has been contacted.

E. SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Billing for the month of August 2020

Read dates: 07/01/20-07/31/20

Pumped: 7,661,000

Consumption: 7,076,100

Accountability: 92.37%

Water and Sewer Billing: \$55,710.43

Meters billed: Residential:978 Commercial: 39 water, 35 sewers

Disconnect Date: 9/28/20

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

Director Sauer made the motion to approve the cut off list for September 28, 2020. The motion was seconded by Director Carroll and the vote was unanimous

F. OPERATOR'S REPORT

1. Update on maintenance: June

- Bacteriological samples were good.
- Mowed and weeded pump stations and levee, North Ditch.
- Cleaned storm drains
- 7 long taps, 2 short tap, 9 sewer taps
- Meter repair Crestview
- Inspected Manholes, Repaired
- Mowed Right of Way to City Sewer Plant

Cast iron 8" Water Line needs to be replaced. Approximately 60' Twin Lakes/Seminole at a cost of \$18,000.

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

G. ENGINEER'S REPORT

1-3. Water Well #2 project and East Outfall Bid opening on September 29, 2020. Bid package out for North Pump Station. Prebid on October 13. Emergency Generator for Water Well #1: Meeting next Monday for location and electrical location.

West Gravity Outfall Structure Completed by Matula & Matula.

G. ENGINEER'S REPORT CONT.

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

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

Director Sauer made the observation that it was time for the Annual Facilities Inspection.

H. LEGAL/FINANCIAL ADVISORS

1. No report.

I. ADMINISTRATORS REPORT

1. Standby collections for August 2020 was \$964.00.

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

2. Motion made to form committee of Directors Carroll and Sassin to review the Standby billing options available for collections.

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 August 2020. Administrator to check on the transfer of funds from Prosperity Checking to TexPool General Funds account.

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

4. Tax collections for the month of August 2020 was \$3,837.09 for the month and an adjustment of -\$39.91 for prior periods.

Motion to approve the August tax collections report made by Director Carroll Seconded by Director Pell and the vote was unanimous.

5. Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$569,041.64 income through August 2020 or 65% of the total income budget of \$875,000.00. The reported expenses for the same period were \$476,935.19 or 54.5% of the budgeted expenses of \$875,000.00.

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

6. Debra Lanehart provided list of checks with \$87,854.24 out of the Operating account to

I. ADMINISTRATORS REPORT CONT.

be approved, and eight (8) out of Capital Projects Fund for total of \$13,107.95 for Bond Projects and one (1) check from the Debt Service Fund for \$1,768.25 to Brazoria County Appraisal District for the 4th Quarter Appraisal Fees..

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

J. MINUTES

Director Sauer made the motion to accept the minutes from the Regular meeting on August 19, 2020 as presented. The motion was seconded by Director Pell and the vote was unanimous.

K. Adjourn: 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)