VARNER CREEK UTILITY DISTRICT (BRAZORIA COUNTY, TX)

Varner Creek Utility District Board Meeting - 2023-11-15

REGULAR Session Agenda Docket for Varner Creek Utility District (Brazoria County, Texas)

JURISDICTION CLASSIFICATION	POPULATION SERVED	MEETING DATE
SPECIAL_DISTRICT (MUD)	Texas Taxing Unit	2023-11-15

1. OFFICIAL PUBLIC MEETING AGENDA OVERVIEW

Meeting Session Title	**Varner Creek Utility District Board Meeting - 2023-1**
Session Classification & Date	**REGULAR SESSION | 2023-11-15**
Total Indexed Docket Items	**26 agenda items**

3. INDEXED AGENDA DOCKET & LEGISLATIVE ACTIONS

ITEM NUMBER & DOCKET TITLE	CATEGORY / FISCAL NOTE	ACTION / VOTE
1: Texas Pipeline Easement: No current updates were avai	GENERAL	PASSED (6-0)
1: Director Barker presented a contract template to be u	CONTRACTS	PASSED (6-0)
1: Monthly maintenance: October 2023 * Bacterial Samples	OPERATIONS	PASSED (6-0)
1: There were no payments for standby made in October on	CONTRACTS	PASSED (6-0)
1: Write offs of delinquent account: None	FINANCE	PASSED (6-0)
1: Motion by Director Stubbs to approve Allan Sassin as	GENERAL	PASSED (6-0)
2: The signature cards were finalized.	GENERAL	PASSED (4-2)
2: Investment Policy: Directors Sassin and Stubbs will r	FINANCE	PASSED (6-0)
2: Randall Liska, PE representing Baker & Lawson Enginee	OPERATIONS	PASSED (6-0)
2: The bathroom is not complete in the maintenance barn,	OPERATIONS	PASSED (6-0)
3: Morris Ryder will identify/prioritize/measure in line	OPERATIONS	PASSED (5-1)
3: Morris Ryder responded to the request for information	OPERATIONS	PASSED (6-0)
4: Debra Lanehart presented the list of checks prepared	FINANCE	PASSED (6-0)
4: NONE Motion to accept the report made by Director Car	GENERAL	GENERAL
5: Motion to approve the minutes from the October 25, 20	MINUTES	PASSED (6-0)
6: Tax collection report for October 2023 was presented.	FINANCE	PASSED (6-0)
A: Public comments: None	PUBLIC_HEARING	PUBLIC_HEARING
B: Board reorganization:	GENERAL	GENERAL
C: OPERATOR'S REPORT	OPERATIONS	OPERATIONS

C: OPERATOR'S REPORT CONT. * Prepare/plant grass on repa	**OPERATIONS**	**PASSED (6-0)**
E: SEWER AND WATER BILLING AND COLLECTION REPORTS * Bill	**FINANCE**	**FINANCE**
F: ENGINEER'S REPORT.	**INFRASTRUCTURE**	**INFRASTRUCTURE**
G: LEGAL/FINANCIAL:	**FINANCE**	**FINANCE**
H: ADMINISTRATORS REPORT CONT. transfers and balances in	**FINANCE**	**PASSED (6-0)**
H: ADMINISTRATORS REPORT	**GENERAL**	**GENERAL**
H: There being no other business to come before the Boar	**GENERAL**	**GENERAL**

4. DETAILED DOCKET ITEM SUMMARIES & ROLL-CALL OUTCOMES

Item 1: Texas Pipeline Easement: No current updates were available at meeting time. [Vote: PASSED (6 Yes, 0 No)] -- Texas Pipeline Easement: No current updates were available at meeting time.

Item 1: Director Barker presented a contract template to be used in the future for any construction contract not procured through the engineered project process. [Vote: PASSED (6 Yes, 0 No)] -- Director Barker presented a contract template to be used in the future for any construction contract not procured through the engineered project process.

Item 1: Monthly maintenance: October 2023 * Bacterial Samples Good * Mowed pump stations, levee, North Ditch, and right-of-way to City * Repaired leaks: Ridgewood, corner of Atmore & Twin Lakes, corner of Atmore & Twin Lakes [Vote: PASSED (6 Yes, 0 No)] -- Monthly maintenance: October 2023 * Bacterial Samples Good * Mowed pump stations, levee, North Ditch, and right-of-way to City * Repaired leaks: Ridgewood, corner of Atmore & Twin Lakes, corner of Atmore & Twin Lakes

Item 1: There were no payments for standby made in October on the remaining balances. [Vote: PASSED (6 Yes, 0 No)] -- There were no payments for standby made in October on the remaining balances.

Item 1: Write offs of delinquent account: None [Vote: PASSED (6 Yes, 0 No)] -- Write offs of delinquent account: None

Item 1: Motion by Director Stubbs to approve Allan Sassin as Investment Officer. The motion was seconded by Director Carroll and the vote was unanimous approval. [Vote: PASSED (6 Yes, 0 No)] -- Motion by Director Stubbs to approve Allan Sassin as Investment Officer. The motion was seconded by Director Carroll and the vote was unanimous approval.

Item 2: The signature cards were finalized. [Vote: PASSED (4 Yes, 2 No)] -- The signature cards were finalized.

Item 2: Investment Policy: Directors Sassin and Stubbs will review the current Investment Policy and present their findings at the Investment Policy and Budget Workshop. The workshop is scheduled for Thursday, December 14, 2023, at 10:00am. [Vote: PASSED (6 Yes, 0 No)] -- Investment Policy: Directors Sassin and Stubbs will review the current Investment Policy and present their findings at the Investment Policy and Budget Workshop. The workshop is scheduled for Thursday, December 14, 2023, at 10:00am.

Item 2: Randall Liska, PE representing Baker & Lawson Engineering, provided the Board with

drawings of the Levee and Swale at North Ridgewood Court. The drawings indicate the corrections to the installed drainage and the precautions necessary during a flood event [Vote: PASSED (6 Yes, 0 No)] -- Randall Liska, PE representing Baker & Lawson Engineering, provided the Board with drawings of the Levee and Swale at North Ridgewood Court. The drawings indicate the corrections to the installed drainage and the precautions necessary durin

Item 2: The bathroom is not complete in the maintenance barn, but Ryder & Co., LLC have begun to move their equipment into the space. Motion to finalize the sub-lease with Ryder & Co. LLC to begin in December 2023 was made by Director Sassin, seconded by Director [Vote: PASSED (6 Yes, 0 No)] -- The bathroom is not complete in the maintenance barn, but Ryder & Co., LLC have begun to move their equipment into the space. Motion to finalize the sub-lease with Ryder & Co. LLC to begin in December 2023 was made by Director Sassin, secon

Item 3: Morris Ryder will identify/prioritize/measure in linear feet the water lines that need to be replaced. [Vote: PASSED (5 Yes, 1 No)] -- Morris Ryder will identify/prioritize/measure in linear feet the water lines that need to be replaced.

Item 3: Morris Ryder responded to the request for information from TCEQ to complete the response to the Dam Inspection Report. Director Sassin made the motion to accept the Operator's Report. The motion was seconded by Director Weeks and the vote was unanimous ap [Vote: PASSED (6 Yes, 0 No)] -- Morris Ryder responded to the request for information from TCEQ to complete the response to the Dam Inspection Report. Director Sassin made the motion to accept the Operator's Report. The motion was seconded by Director Weeks and the vote w

Item 4: Debra Lanehart presented the list of checks prepared for the October invoices. The checks include twenty-eight (28) totaling $126,709.12 from the Operating fund. Motion to pay the bills made by Director Stubbs, seconded by Director Weeks and the vote was [Vote: PASSED (6 Yes, 0 No)] -- Debra Lanehart presented the list of checks prepared for the October invoices. The checks include twenty-eight (28) totaling $126,709.12 from the Operating fund. Motion to pay the bills made by Director Stubbs, seconded by Director Weeks an

Item 4: NONE Motion to accept the report made by Director Carrol, seconded by Director Weeks and the vote was unanimous. -- NONE Motion to accept the report made by Director Carrol, seconded by Director Weeks and the vote was unanimous.

Item 5: Motion to approve the minutes from the October 25, 2023, regular meeting, made by Director Stubbs, seconded by Director Sassin and the vote was unanimous approval. [Vote: PASSED (6 Yes, 0 No)] -- Motion to approve the minutes from the October 25, 2023, regular meeting, made by Director Stubbs, seconded by Director Sassin and the vote was unanimous approval.

Item 6: Tax collection report for October 2023 was presented. The motion to accept the report was made by Director Barker, seconded by Director Weeks and the vote was unanimous approval. [Vote: PASSED (6 Yes, 0 No)] -- Tax collection report for October 2023 was presented. The motion to accept the report was made by Director Barker, seconded by Director Weeks and the vote was unanimous approval.

Item A: Public comments: None -- Public comments: None

Item B: Board reorganization: -- Board reorganization:

Item C: OPERATOR'S REPORT -- OPERATOR'S REPORT

Item C: OPERATOR'S REPORT CONT. * Prepare/plant grass on repaired leak areas. * Sewer taps on Olympia, Twin Lakes, Crestview & Ridgewood * Long taps: S. Amherst, Ridgewood * Short taps: Olympia, Twin Lakes, Crestview & Ridgewood A Castlerock contractor drove over [Vote: PASSED (6 Yes, 0 No)] -- OPERATOR'S REPORT CONT. * Prepare/plant grass on repaired leak areas. * Sewer taps on Olympia, Twin Lakes, Crestview & Ridgewood * Long taps: S. Amherst, Ridgewood * Short taps: Olympia, Twin Lakes, Crestview & Ridgewood A Castlerock contra

Item E: SEWER AND WATER BILLING AND COLLECTION REPORTS * Billing for the month of October 2023 Read dates: 9/1-9/30/23. Pumped: 10,415,000 Consumption 9,334,000 Accountability: 89.63% Water and Sewer Billing: $76,207.17 # Meters billed: Residential:1,13 -- SEWER AND WATER BILLING AND COLLECTION REPORTS * Billing for the month of October 2023 Read dates: 9/1-9/30/23. Pumped: 10,415,000 Consumption 9,334,000 Accountability: 89.63% Water and Sewer Billing: $76,207.17 # Meters billed: R

Item F: ENGINEER'S REPORT. -- ENGINEER'S REPORT.

Item G: LEGAL/FINANCIAL: -- LEGAL/FINANCIAL:

Item H: ADMINISTRATORS REPORT CONT. transfers and balances in the District's Operating, Capital Projects, and Debt Service accounts for the month of October 2023. Motion to accept the report made by Director Carroll, seconded by Director Barker and the vote was u [Vote: PASSED (6 Yes, 0 No)] -- ADMINISTRATORS REPORT CONT. transfers and balances in the District's Operating, Capital Projects, and Debt Service accounts for the month of October 2023. Motion to accept the report made by Director Carroll, seconded by Director Barker and

Item H: ADMINISTRATORS REPORT -- ADMINISTRATORS REPORT

Item H: There being no other business to come before the Board, Director Sassin made a motion to adjourn at 11:20am. Director Barker seconded the motion and the vote was unanimous. Debra Lanehart District Administrator (SEAL) -- There being no other business to come before the Board, Director Sassin made a motion to adjourn at 11:20am. Director Barker seconded the motion and the vote was unanimous. Debra Lanehart District Administrator (SEAL)

TEXAS OPEN MEETINGS ACT (CHAPTER 551) RECORD CERTIFICATION

This official meeting agenda document reflects the public meeting docket for Varner Creek Utility District (Brazoria County, Texas) convened on 2023-11-15, compiled pursuant to the Texas Open Meetings Act (Texas Government Code Chapter 551).

OFFICIAL STATUTORY DATA SOURCE & UPSTREAM PORTAL REFERENCE

https://varnercreekutilitydistrict.org

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