

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

January 20, 2016

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 in the Board Room at the Columbia Lakes Clubhouse, West Columbia, Texas within the boundaries of the District on the 20th day of December, 2016 at 9 am. and the roll was called of the duly constituted officers and members of the Board,
to-wit:

Jim Gillenwaters	President
Gene Pell	Vice-President / Financial Director
Wayne Pollard	Asst. Secretary
Allan Sassin	Secretary
Rebecca Carroll	Director

Also present were the following: Debra Lanehart, 1st Capital Business Services; Terry Elliott & Denise Kemp, City of West Columbia; Morris Ryder, Ryder & Co.; Ray Sauer, Resident. All members were present, thus constituting a quorum.

Jim Gillenwaters called the meeting to order at 9:00 am.

A. STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Debra Lanehart reported the collection of standby fees in December totaled \$2,985.00.

Director Sassin made the motion to accept the standby collection report. Director Carroll seconded the motion and the vote was unanimous.

2. Debra Lanehart presented the water and sewer billing and collections report for Denise Kemp. Accountability for the month was 91% for read dates 11/25-12/17/15.

The cut-off list was presented; cut-off for delinquent accounts is scheduled for January 26, 2016.

Director Pollard made a motion to approve the cut-off list, seconded by Director Carroll

A. STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

and the vote was unanimous.

Director Sassin made a motion to accept the water and sewer reports, seconded by Director Pollard and the vote was unanimous.

Terry Elliott, Operator for the West Columbia Sewer Treatment plant, informed the Board that he had ordered 2 pumps with a turn-key price of \$29,000.

B. OPERATOR'S REPORT

1. Bacteriological samples were good.
2. Levee inspection good
3. Mowed pump stations, North Ditch
4. Cleaned storm drains
5. Installed Water Tap: Seminole
6. Repaired man holes: Lakewood, Lake Forest, Montclair
7. Ran Storm pumps/ closed gates 12/21/15
8. Monitored Varner Creek level
9. Repaired meter leak on Prescott

Morris Ryder informed the Board that he had repaired a leak in the sewer line to the City of West Columbia sewer treatment plant. He estimated the cost of replacing the galvanized pipe with PVC (approximately 500 ft.) to be around \$46,000. Due to the scope and estimated cost the project would require bids. Morris will contact Baker & Lawson.

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

C. ENGINEER'S REPORT

F. ADMINISTRATOR REPORT

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

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

ADMINISTRATOR REPORT CONT.

2. Tax Collections Report from the Brazoria County Tax Office showed \$405,369.21 in collections for December (2015 assessment) Prior period collections totaled \$2,211.23 (2008-2014)

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

3. Debra Lanehart presented a Budget Performance Report for the January through December 2015. The Revenue and Disbursements of the current year budget are as follows: Revenue equals \$554,516.07 and Disbursements equal \$554,516.07. Net Revenues equal \$5,412.39 for the year.

Motion to accept the Budget Performance Report made by Director Pell, seconded by Director Carrol and the vote was unanimous.

4. Debra Lanehart presented the income statement for 2015.

Motion to accept the Income Statement report for 2015 was made by Director Pell seconded by Director Pollard and the vote was unanimous.

5. The Sewer Flow Report was presented showing an overpayment of \$3,833.

Motion to accept the Sewer Flow report was made by Director Pell, seconded by Director Sassin and the vote was unanimous.

6. Debra Lanehart presented the Proposed 2016 Budget to the Board. Revenues and Disbursements are budgeted at \$647,520.00.

Motion to accept the 2016 Budget was made by Director Sassin, Seconded by Director Pell and the vote was unanimous.

7. Water and Sewer rates will remain the same.

8. Elections:

Motion to appoint Debra Lanehart, District Administrator as an Agent of the Secretary of the Board of Directors during the 2016 May election period made by Director Carroll. Director Pell seconded the motion and the vote was unanimous.

E. TRUST PROPERTIES

NONE

F. MINUTES

Director Carroll made the motion to accept the minutes from the December 4, 2015 special meeting. The motion was seconded by Director Pell and the vote was unanimous. Director Sassin made the motion to accept the minutes from the December 16th regular meeting. The motion was seconded by Director Carroll and the vote was unanimous.

G. SECURITY REPORT

NONE

H. LEGAL

1. Director Pollard made the motion to renew the contract with Ryder & Co. as presented. Director Sassin seconded the motion and the vote was unanimous.
2. Director Pell made the motion to renew the contract with Debra Lanehart to perform the Administrator duties. The motion was seconded by Director Carroll and the vote was unanimous.
3. Director Sassin made the motion to renew the contract between VCUD, Debra Lanehart and the Columbia Lakes Homeowners Association for the joint standby billing with the quarterly maintenance statements. The motion was seconded by Director Pollard and the vote was unanimous.

Debra Lanehart informed the Board that the Texas Legislature had enacted HB 1295 which has contracting requirements which the District is subject to.

I. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$58,226.93 out of Operating Funds.

I. PAYMENT OF BILLS CONT.

Director Sassin made a motion to approve the bills for payment, seconded by Director Pell and the vote was unanimous.

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

(SEAL)

Debra Lanehart
District Administrator