

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

February 17, 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 17th day of February, 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; Denise Kemp, City of West Columbia; Morris Ryder, Ryder & Co.. 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 January totaled \$9,206.00.

Director Pell made the motion to accept the standby collection report. Director Pollard seconded the motion and the vote was unanimous.

2. Denise Kemp presented the water and sewer billing and collections report for the read dates of 12/18/15-1/20/16 Accountability for the month was 89%. (pumpages 4,250,000 and consumption 3,800,700)

The cut-off list was presented; cut-off for delinquent accounts is scheduled for February 29, 2016.

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

Director Sassin made a motion to approve the cut-off list, seconded by Director Pollard and the vote was unanimous.

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

B. OPERATOR'S REPORT

1. Bacteriological samples were good.
2. Levee inspection good
3. Mowed pump stations
4. Cleaned storm drains
5. Installed Water Tap: Crestview and Timber Lane
6. Ran Storm pumps/ closed gates 1/1/16-1/8/16
7. Repaired sewer line at lift stations

Motion to replace sewer line from lift station to high bank with new PVC made by Director Pollard, seconded by Director Pell and the vote was unanimous.

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

NONE

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.

2. Tax Collections Report from the Brazoria County Tax Office reflects \$212,698.21 in collections for January (2015 assessment) Prior period collections totaled \$4,154.04 (2010-2014)

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 January 2016. The

F. ADMINISTRATOR REPORT CONT.

Revenue and Disbursements of the current year budget are as follows: Revenue equals \$63,332.75 and Disbursements equal \$42,048.23. Net Revenues equal \$21,284.52 for the year.

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

4. Budget approved at January meeting.
5. Remove item from agenda.
6. Debra Lanehart presented the report on the possible effect a club/golf course closing would have on the District's revenues and availability of meeting rooms.

E. TRUST PROPERTIES

NONE

F. MINUTES

Director Pell made the motion to accept the minutes from the January 20, 2016 regular meeting. The motion was seconded by Director Carroll and the vote was unanimous.

G. SECURITY REPORT

NONE

H. LEGAL

1. Resolutions Concerning Tax Collections
 - a. Director Pollard made the motion to approve the Resolution Concerning Tax Collection Procedures, seconded by Director Pell and the vote was unanimous.
 - b. Director Pollard made the motion to approve the Resolution Providing for Additional Penalty for Tax Collection Costs, seconded by Director Pell and the vote was unanimous.
 - c. Director Pollard made the motion to approve the Resolution Concerning Exemption of Residence Homesteads from Taxation, seconded by Director Pell and the vote was unanimous.

H. LEGAL CONT.

2. Motion to ratify and approve Appointment of Debra Lanehart as an Agent of the Secretary of the Board of Directors during the 2016 Directors Election Period was made by Director Carroll, seconded by Director Pell and the vote was unanimous.

Director Pollard made the motion to ratify and approve Order Calling Election for 2016, seconded by Director Sassin and the vote was unanimous.

Director Pollard made the motion to approve contracting with Brazoria County to Conduct May 2016 Elections, seconded by Director Sassin and the vote was unanimous.

I. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$54,312.38 out of Operating Funds and \$450.24 out of Debt Service Fund to Ro'Vin Garrett Tax Assessor for the 2015 Commission.

Director Carroll 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