

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

March 16, 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 Oak Room at the Columbia Lakes Clubhouse, West Columbia, Texas within the boundaries of the District on the 16th day of March, 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, 1<sup>st</sup> Capital Business Services; Ben 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 February totaled \$1,933.00.

Director Pollard 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 the read dates of 1/21-2/18/16. Accountability for the month was 81%. (pumpages 3,584,000 and consumption 2,914,500)

The cut-off list was presented; cut-off for delinquent accounts is scheduled for March 24, 2016.

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

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

#### B. OPERATOR'S REPORT

1. Bacteriological samples were good.
2. Levee inspection good
3. Mowed pump stations
4. Mowed levee
5. Repaired leaks on Inwood, Edgewater, Lake Forrest
6. Mowed right-of-way to City
7. Installed new no trespassing signs at East and West Pump stations
8. Installed Sewer Taps: Crestview, Colonial
9. Repaired sewer line at lift stations

Sewer line replacement will begin as soon as Varner Creek goes down and can be dammed up to trench and lay pipe instead of boring under the Creek.

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

#### C. ENGINEER'S REPORT

Directors requested the Administrator invite Herb Smith to the next meeting to discuss the Distr

#### D. 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 \$81,391.40 in collections for February (2015 assessment) Prior period collections totaled \$10,429.56 (2010-2014)

Motion to accept the tax report made by Director Sassin, seconded by Director Carroll

#### D. ADMINISTRATOR REPORT CONT.

and the vote was unanimous.

3. Debra Lanehart presented a Budget Performance Report for January 2016. The Revenue and Disbursements of the current year budget are as follows: Revenue equals \$112,478.07 and Disbursements equal \$78065.31. Net Revenues equal \$34,411.76 for the year.

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

#### E. TRUST PROPERTIES

NONE

#### F. MINUTES

Director Pollard made the motion to accept the minutes from the February 17, 2016 Regular meeting. The motion was seconded by Director Sassin and the vote was unanimous.

Director Pollard made the motion to accept the minutes from the February 26, 2016 Special meeting. The motion was seconded by Director Sassin and the vote was unanimous.

#### G. SECURITY REPORT

NONE

#### H. LEGAL

1. There were no changes to the Investment Policy, therefore no action is necessary.

#### I. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$64,924.63 out of Operating Funds, \$1,582.75 out of Debt Service Fund to Brazoria County Appraisal District for the 2<sup>nd</sup> quarter Tax Levy and \$1,925.00 to Baker & Lawson.

Director Pell made a motion to approve the bills for payment, seconded by Director Sassin

I. PAYMENT OF BILLS CONT.

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