

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

October 21, 2015

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 21st day of October, 2015 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; Morris Ryder; Ryder & Co. All members were present, except Director Pollard 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 September totaled \$6,390.00.

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.

Accountability for the month was 88% for read dates 8/22-9/23/2015. Total pumping reported by Ryder & Co. was 5,164,000 gallons pumped and consumption billed totaled 4,521,200 gallons.

The cut-off list was presented; cut-off for delinquent accounts is scheduled for October 27, 2015.

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

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

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

B. OPERATOR'S REPORT

1. Bacteriological samples were good.
2. Levee inspection good
3. Mowed pump stations, North Ditch
4. Repaired meter leak Sunset Oaks & Ridgewood
5. Cleaned storm drains
6. Installed Sewer taps: Colonial and Pecan Valley
7. Repaired fire hydrant on Twin Lakes West
8. Installed new cap on ground storage tank
9. Repaired phone line at water plant

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

Morris Ryder informed the Board that he had been called by resident Sue Lay at 257 Woodhaven with an ongoing sewer problem. When he checked the sewer tap he found that during the slip lining process, the tap was off center and creating the problem.

Director Pell made the motion to reimburse Mrs. Lay for the plumbing invoices related to this problem. The motion was seconded by Director Carroll and the vote was unanimous.

C. ENGINEER'S REPORT

1. Tabled.
2. 1st Capital Business Services will update the draft copy of the VCUD Emergency Action Plan and submit to Herb Smith for submission to the Brazoria County Emergency Action Department for approval. Once approved we will be able to respond to the TCEQ letter dealing with the Dam Safety Inspection.

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 as given, seconded by Director Sassin, unanimous approval.

ADMINISTRATOR REPORT CONT.

2. Tax Collections Report from the Brazoria County Tax Office showed \$951.61 in current collections for September. Prior period collections totaled \$1,326.17.

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 September 2015 to the Board. The Revenue and Disbursements are at 74% of the current year budget.

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

4. Debra Lanehart presented the Sewer Flow Analysis Report which reflects a tentative overpayment of \$27,703 based on the current financials for the sewer department.
5. Budget Workshop Date: December 10, 2015 at 9:30am in the office of 1st Capital Business Services.
6. Motion to approve letter to Texpool to stop fax receipt service made by Director Sassin, seconded by Director Carroll and the vote was unanimous.

E. TRUST PROPERTIES

NONE

F. MINUTES

Director Sassin made the motion to accept the minutes from the September 16, 2015 regular meeting with a correction to the date of August 19, 2015 to September 16, 2015. Director Carroll seconded the motion and the vote was unanimous.

G. SECURITY REPORT

NONE

H. LEGAL

NONE

I. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$60,251.81 from the Operating Fund. One (1) checks from the Debt Service Fund were distributed for sum of \$3,500.00 to First Southwest for the District Continuing Disclosure Fee.

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 Pell made a motion to adjourn. The motion was seconded by Director Carroll and the vote was unanimous.

(SEAL)

Debra Lanehart
District Administrator