

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

November 18, 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 18th day of November, 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.; Denise Kemp, City of West Columbia; Robert Bagwell, Baker & Lawson. 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 October totaled \$3,121.00.

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

2. Denise Kemp presented the water and sewer billing and collections report.

Accountability for the month was 80% for read dates 9/24-10/20/2015. Total pumping reported by Ryder & Co. was 4,511,000 gallons pumped and consumption billed totaled 3,630,000 gallons.

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

The cut-off list was presented; cut-off for delinquent accounts is scheduled for November 30, 2015.

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

Director Pell 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, North Ditch
4. Repaired meter leaks: Inwood, Twin Lakes W,Riverside
5. Cleaned storm drains
6. Installed Sewer taps: Pinehurst
7. Repaired fire hydrant on Laurel Valley
8. Ran Storm pumps/ closed gates 10/31
9. Replaced water meter at Cottages
10. Repaired Sewer tap Woodhaven

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

C. ENGINEER'S REPORT

1. Tabled.
2. Debra Lanehart updated the Directors on the status of the Emergency Action Plan submission to the Brazoria County Emergency Action Division for review.

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 with the correction of the removal of the IBC CD which is included in the Prosperity Bank total under the heading of Debt Service Fund, seconded by Director Sassin, unanimous approval.

ADMINISTRATOR REPORT CONT.

2. Tax Collections Report from the Brazoria County Tax Office showed \$2,902.83 in current collections for October. Prior period collections totaled \$6,379.87.

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 October 2015 to the Board. The Revenue and Disbursements are at 81.54% of the current year budget.

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

4. Budget Workshop Date: December 10, 2015 at 9:30am in the office of 1st Capital Business Services.

5. CD rates review for renewal of Star Bank (formerly Lone Star Bank) CD maturing 12/3/15. Due to possible changes in the interest rates, the Board tabled this item until the Budget Workshop scheduled for December 10th.

E. TRUST PROPERTIES

NONE

F. MINUTES

Director Pell made the motion to accept the minutes from the October 21, 2015 regular meeting as presented 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 \$62,426.75 from the Operating Fund.

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