

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

December 16, 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 16th day of December, 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; Ray Sauer, Resident. 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 November totaled \$1,199.00.

Director Pell 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 81% for read dates 10/21/2015-11/25/15.

The cut-off list was presented; cut-off for delinquent accounts is scheduled for December 31, 2015.

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

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

Director Sassin made a motion to accept the water and sewer reports, seconded by Director Carroll 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 water leaks: Olympia
5. Cleaned storm drains
6. Installed Sewer taps: S. Amherst
7. Repaired fire hydrant on Laurel Valley
8. Ran Storm pumps/ closed gates 11/6/15
9. Monitored Varner Creek level
10. Repaired meter leak on Prescott

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

C. ENGINEER'S REPORT

1. Debra Lanehart updated the Directors on the status of the Emergency Action Plan: The updated plan was submitted to the Brazoria County Emergency Action Division for review. The plan will need to be submitted to TCEQ.

Motion to approve and submit the updated Brazoria County Emergency Action Plan to TCEQ was made by Director Carroll and seconded by Director Sassin. The vote was unanimous.

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 Sassin, unanimous approval.

ADMINISTRATOR REPORT CONT.

2. Tax Collections Report from the Brazoria County Tax Office showed \$76,582.62 in current collections for November (2015 assessment). Prior period collections totaled \$20,202.36 (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 November 2015 to the Board. The Revenue and Disbursements are at 89% of the current year budget.

4. Debra Lanehart informed the Board that the District has Director positions for the upcoming May 2016 Election cycle. More information and documents will be available by the next regular Board meeting.

E. TRUST PROPERTIES

NONE

F. MINUTES

Director Sassin made the motion to accept the minutes from the November 18, 2015 regular meeting as presented Director Pell 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 \$50,465.70 from the Operating Fund and \$1,582.75 to the Brazoria County Appraisal District for the 1st quarter 2016 tax levy collection and billing.

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