

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

January 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 at Board Room the Columbia Lakes Clubhouse, West Columbia, Texas within the boundaries of the District on the 21st day of January, 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. and Ray Sauer, resident. All members were present, thus constituting a quorum.

Jim Gillenwaters called the meeting to order at 9:00 am.

A. STANDBY, WATER AND SEWER BILLING AND COLLECTIONS REPORT

1. Debra Lanehart reported the collections for standby in December totaled \$6,085.00.

Director Pell made the motion to accept the standby collection report. Director Sassin 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 72% for read dates 11/14-12/16/15. Total pumping reported by Ryder & Co. was 4,471,000 pumped and consumption totaled 3,218,600.

STANDBY, WATER AND SEWER BILLING AND COLLECTIONS REPORT CONT.

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

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

Director Pell 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. Cleaned storm drains.
4. Ran storm pumps December 18, 2014.
5. Repaired chlorinator
6. Repaired oiler well #2
7. Repaired meter leak on Freeman
8. New house on River Oaks/Freeman: Slip-lined 6inch cast iron pipe under road with 4-inch pipe to do tap.
9. Fire hydrant on Twin Lakes is out of order. Ryder has replacement waiting to install. Replacement will require extended water shut-off time

Director Pell made the motion to accept the Operators report. Director Carroll seconded the motion and the vote was unanimous.

C. ENGINEER'S REPORT

Director Gillenwaters presented a list of projects that need to be addressed by the Board.

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 as given, seconded by Director Pollard, unanimous approval.

2. Certified Tax Assessor report for December 2014: Current collections (2014) totaled \$505,166.02 and prior period collections totaled \$2,073.21. Collections for

D. ADMINISTRATOR REPORT CONT.

period of January 1 to December 31, 2014: Current collections (2014) totaled \$592,926.23 and prior year (2013) totaled \$358,918.78. All other prior years totaled \$58,523.44.

Director Sassin made the motion to accept the report. Director Pollard seconded the motion and the vote was unanimous.

3. Debra Lanehart reported the latest status of the Standby Application with TCEQ
4. Renewal of Contracts:
 - a. Ryder & Co: Contract tabled to review by Operator.
 - b. Administrator Contract: Director Sassin made the motion to approve the contract between the District and Debra Lanehart. Director Carroll seconded the motion and the vote was unanimous.
 - c. Standby billing and security contracts: Motion to approve the contract between VCUD, Columbia Lakes Homeowners Association and Debra Lanehart to continue the billing and collection of the Standby fees made by Director Sassin, seconded by Director Carroll and the vote was unanimous.
5. Sewer Treatment Facilities Contract with the City of West Columbia will expire in November 2017. Director Gillenwaters asked Directors Sassin and Pollard to review the contract to report on findings and suggest plan to initiate discussions with the City of West Columbia.

E. TRUST PROPERTIES

NONE

F. MINUTES

Director Pell made the motion to accept the minutes from the December 17th meeting. The motion was seconded by Director Carroll 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 \$52,539.36 from the Operating Fund.

Director Pell made a motion to approve the bills for payment, seconded by Director Pollard and the vote was unanimous.

There being no other business to come before the Board, Director Pollard made a motion to adjourn, seconded by Director Pell and the vote was unanimous.

(SEAL)

Debra Lanehart
District Administrator