

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

February 19, 2014

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 19th day of February, at 9 a.m. and the roll was called of the duly constituted officers and members of the Board, to-wit: Gene

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.; Clark Lord, Bracewell & Guillani; Herb Smith, Baker & Lawson Engineering; Denise Kemp, City of West Columbia. All members were present except Gene Pell, thus constituting a quorum.

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

A. TRUST PROPERTY:

NONE

D. STANDBY, WATER AND SEWER BILLING AND COLLECTIONS REPORT

1. Debra Lanehart reported the collections for standby in January totaled \$2,880.00.

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.

D. STANDBY, WATER AND SEWER BILLING AND COLLECTIONS REPORT CONT.

Accountability for the month was 75% for read dates 12/18/13-1/24/14. Total pumping reported by Ryder & Co. was 5,381,000 pumped and consumption totaled 4,078,800.

The cut-off list was presented; cut-off for delinquent accounts is scheduled for February 25, 2014.

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

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

E. 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 Carroll to accept the cash report as given, seconded by Director Pollard, unanimous approval.

2. Certified Tax Assessor report for January 2014 was left out of reports and will be presented next month.
3. Debra Lanehart provided a fiscal year 2013 Profit or Loss Budget Performance to the Board.

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

4. Motion to approve Order Calling Election for 2014 made by Director Pollard, seconded by Director Carroll and the vote was unanimous.
5. Motion to approve contracting with Brazoria County to Conduct May 2014 Election made by Director Carroll, seconded by Director Pollard and the vote was unanimous.
6. Debra Lanehart informed the Board that the District had received partial payment of the damages to the Levee from Jonathan Norris.

F. MINUTES

Director Sassin made the motion to accept the minutes from January 15th. Director Carroll seconded the motion and the vote was unanimous.

G. SECURITY REPORT:

Nothing to report.

H. OPERATOR'S REPORT

1. Bacteriological samples were good.
Repaired meter leaks at Woodhaven, Freeman.
Replaced water line on Laurel Valley.
Mowed pump station
Turned off water: 256 Woodhaven, 245 Olympia and Canterbury
Removed oil drums from Well #1.

3. Ron Ramsey with Layne Christensen Company reported their findings on the Well #1 pump. Mr. Ramsey presented the Board their recommendations with a total job cost for repairs of \$44,872.00. The cost includes new pumping equipment, reconditioned 50 HP motor, new column assembly combination couplings, repair of the Amarillo Gear 60hp and reinstalling of the motor. He also recommends a Chlorine treatment of the 8" screens and nylon/wire brushing of the bottom screens and video surveys after cleaning. The cost of the cleaning was quoted at \$36,100.00.

Director Sassin made the motion to authorize the Engineer and President of the Board to get two additional bids and approve the best bid. Director Carroll seconded the motion and the vote was unanimous.

4. NTS put in a rental pump and took District pump from West pump station to be repaired. No report on the repairs as of the meeting date.

5. Herb Smith and Robert Bagley have started locating manholes at the Cottages that were not on maps to address the inflow problems suspected in the commercial private sewer lines. The determination of repairs should be paid by the Commercial entity.

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

I. ENGINEER'S REPORT

The Engineer's report was given as part of the discussion on the Operator's report.

J. LEGAL

Board advised that all agenda items and documents dealing with the 2014 Election must have Spanish translations. All items will be ratified at the next meeting.

K. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$61,347.25 from the Operating Fund. From the Capital Projects Fund \$230.00 to Baker & Lawson for Investigate odor complaint, \$390.00 to Baker & Lawson for Future Smoke testing of the Cottages and \$230.00 for Inspection services of the Well #1 Pump.

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

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

(SEAL)

Debra Lanehart
District Administrator