

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

March 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 March, 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, 1<sup>st</sup> Capital Business Services; Morris Ryder, Ryder & Co. and Denise Kemp, City of West Columbia and Ray Sauer. 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 February totaled \$1,565.00.

Director Pollard 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 71% for read dates 1/24-2/13/2015. Total pumping reported by Ryder & Co. was 2,536,000 pumped and consumption totaled 1,795,800.

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

The cut-off list was presented; cut-off for delinquent accounts is scheduled for March 25, 2015.

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

Director Sassin 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. Checked manholes for infiltration.
4. Repaired leak on Inwood.
5. Repaired sewer line on Freeman.
6. Maintenance on flap gates performed.
7. Found evidence of 4-wheeler activity at West Pump Station. Set up camera and did have confirmation of activity but the picture not clear enough for identification.
8. Resident Chris Lay at 304 Woodhaven had a sewer problem that required a plumber to be called. The problem was located on the District's side of the line.

Motion to reimburse Mr. Lay for plumbing expense made by Director Pollard, seconded by Director Pell and the vote was unanimous.

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

### C. ENGINEER'S REPORT

Herb Smith presented report on the approximate cost of building a sewer treatment facility and lease options for treatment plant.

### 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 Sassin to accept the cash report as given, seconded by Director Pell, unanimous approval.

D. ADMINISTRATOR REPORT CONT.

2. Certified Tax Assessor report for February 2015: Current collections (2014) totaled \$67,267.74 and prior period collections totaled \$594.91.

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

F. TRUST PROPERTIES

NONE

G. MINUTES

Director Sassin made the motion to accept the minutes from the February 18th meeting. The motion was seconded by Director Carroll and the vote was unanimous.

Director Sassin requested the continuation of the tabled item from February 18, 2015 meeting regarding the request by the Columbia Lakes VFD to increase donation amount from the current \$2.00 to \$4.00.

Motion made by Director Pollard to deny the request. The motion was seconded by Director Gillenwaters and the vote was as follows: Pollard & Gillenwaters – yes and Sassin, Pell, and Carroll – no. The motion failed.

H. SECURITY REPORT:

NONE

I. LEGAL

1. Motion to approve the Amended Investment Policy made by Director Sassin and seconded by Director Carroll. The vote was unanimous.
2. Motion to approve the Order Imposing Standby Fees made by Director Sassin and seconded by Director Carroll. The vote was unanimous.

J. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$64,647.97 from the Operating Fund and \$1,658.50 to Brazoria County Appraisal District from the Debt Service

fund.

J. PAYMENT OF BILLS CONT.

Director Sassin 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 Sassin and the vote was unanimous.

(SEAL)

Debra Lanehart  
District Administrator