

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

May 18, 2016

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 Oak Room at the Columbia Lakes Clubhouse, West Columbia, Texas within the boundaries of the District on the 18th day of May, 2016 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., Herb Smith & Robert Bagley, Baker & Lawson Engineering; Denise Kemp, City of West Columbia. All members were present, thus constituting a quorum.

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

Some items on agenda were discussed out of order, but are being reported in the order the agenda set forth.

A. STANDBY, SEWER AND WATER BILLING AND COLLECTION REPORTS

1. Debra Lanehart reported the collection of standby fees in May totaled \$6,994.00.

Director Sassin 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 the read dates of 3/24-4/20/16. Accountability for the month was 78%. (pumpage 4,533,000 and consumption 3,513,100)

The cut-off list was presented; cut-off for delinquent accounts is scheduled for May 26, 2016.

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

Director Pollardl made a motion to approve the cut-off list, seconded by Director Carroll 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
4. Mowed levee
5. Installed Water & Sewer Taps: Mossy Meadow
6. Cleaned screens E and W Pump Stations
7. Water monitoring/ Pump water down @W Pump Station
8. Closed Gates 4/19-5/9/16

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

2. Sewer Line under Varner Creek: Varner Creek has not dried up sufficiently to trench next to existing line. Boring under Varner Creek will be more expensive. There is limited space available to set the equipment and at present the ground is too saturated.
3. Water billing John Suarez: No action

C. ENGINEER'S REPORT

District Engineer, Herb Smith presented report on the current capabilities of the District's Water System. Engineer will work up report to upgrade the Booster Pumps and present at the next meeting.

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. The motion was seconded by Director Carroll and the vote was unanimous.

D. ADMINISTRATOR REPORT CONT.

2. Tax Collections Report from the Brazoria County Tax Office reflects \$7,050.57 in collections for April (2015 assessment). Prior period collections totaled \$12,327.13 (2006-2014)

Motion to accept the tax report made by Director Sassin, seconded by Director Carroll and the vote was unanimous.

3. Debra Lanehart presented a Budget Performance Report for January through April 2016. The Revenue and Disbursements of the current year budget are as follows: Revenue equals \$208,769.13 and Disbursements equal \$174,733.23. Net Revenues equal \$34,035.90 for the year-to-date.

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

4. McClure Sewer Tap: The charge for the Sewer Tap itself is the only charge Mr. McClure should be responsible for. The additional water/sewer charges would be reflected on his water billing.

5. Consumer Confidence Report for 2015:

a. The availability of the CCR report on the District's website varnercreekutilitydistrict.org will be advertised on the water billing sent June 5, 2016.

b. Public Hearing on CCR will be June 15, 2016 at 9:00 am in the Oak Room at the Clubhouse before the regular monthly Board Meeting.

E. TRUST PROPERTIES

NONE

F. MINUTES

Director Sassin made the motion to accept the minutes from the April 20, 2016 Regular meeting. Director Pollard seconded the motion and the vote was unanimous.

G. SECURITY REPORT

NONE

H. LEGAL

1. No report.

I. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$69,345.82 out of Operating Funds.

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 Sassin made a motion to adjourn. The motion was seconded by Director Carroll and the vote was unanimous.

(SEAL)

Debra Lanehart
District Administrator