

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

May 21, 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 Oak Room at the Columbia Lakes Clubhouse, West Columbia, Texas within the boundaries of the District on the 21th day of May, 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.; Robert Bagley, Baker & Lawson Engineering; Denise Kemp, City of West Columbia. All members except Director Carroll 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 April totaled \$5,533.00.

Director Pell made the motion to accept the standby collection report. Director Sassin 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 85% for read dates 3/21-4/16/14. Total pumping reported by Ryder & Co. was 4,485,000 pumped and consumption totaled 3,828,600.

STANDBY, WATER AND SEWER BILLING AND COLLECTIONS REPORT CONT.

The cut-off list was presented; cut-off for delinquent accounts is scheduled for May 27, 2014.

Director Sassin made a motion to approve the cut-off list, seconded by Director Pollard 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.
Painted at sewer plant.
Mowed levee, pump stations.
Built and installed grate over storm drain
Repaired gas line at E Pump Station
Repaired leak on Olympia Court
Sprayed and weed-eated flap gates
Water and Sewer Tap on Olympia

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

C. ENGINEER'S REPORT

Felder Water Well & Pump Service, LLC was to video Well #1 on May 21, 2014. Well bottom measured at 632 feet. Motor was to be delivered to Felder location on May 28, 2014.

Director Sassin made the motion to accept the Engineering Report. Director Pell seconded the motion and the vote was unanimous.

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 April 2014: Current collections totaled \$15,651.84 and prior period collections totaled \$25,684.84.

D. ADMINISTRATOR REPORT CONT.

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

3. Review of Budget and Cash Balances to plan for Maintenance Projects:
Tabled
4. CCR delivery: Debra Lanehart presented the Board with options for delivery of the annual Consumer Confidence Report. The use of Electronic Delivery with Option to Request Paper Delivery would save considerable time and money in printing and postage. The wording for the notice of availability will appear on the next water billing.

Director Pell made the motion to include the notice of CCR availability on the next water bill. Director Sassin seconded the motion and the vote was unanimous.

5. Election Items:
 - a. Adopt Order Canvassing Returns and Declaring Results of Directors Election: Director Sassin made the motion to adopt the Order Declaring the Results of the May10, 2014 Election to be: Wayne Pollard, 96 votes: Terry Osborne, 67 votes: Jim Gillenwaters, 100 votes: and Gene Pell, 91 votes. Therefore, Wayne Pollard, Jim Gillenwaters and Gene Pell will serve until May, 2018. Director Pell seconded the motion and the vote was unanimous.
 - b. Certification of Election: Director Sassin made the motion to approve the Certificate of Election declaring Wayne Pollard, James Gillenwater and Gene Pill have been elected to the Board of Directors of the District each for a four year term beginning May 2014 and expiring on the May 2018 Uniform Election Date. Director Pell seconded the motion and the vote was unanimous.
 - c. Approve Sworn Statements, Bonds and Oaths of Office: Director Sassin made the motion to administer the Sworn Statements, Oaths of Office and Bonding for the newly elected Directors. Director Pell seconded the motion and the vote was unanimous.
 - d. Reorganize Board: Director Pell made the motion that the Board retain the present officers. Director Pollard seconded the motion and the vote was unanimous.
 - e. Director Sassin made the motion to authorize the filing of the District Registration Form with the Texas Commission on Environmental Quality. Director Pollard seconded the motion and the vote was unanimous.

E. TRUST PROPERTIES

NONE

F. MINUTES

Director Pell made the motion to accept the minutes from the April 16, 2014 meeting Director Pollard seconded the motion and the vote was unanimous.

G. SECURITY REPORT:

Nothing to report.

H. LEGAL

I. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$67,871.32 from the Operating Fund. Capital Projects Fund check to Baker & Lawson for \$1,470.00 for inspection services on Well #1 project.

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 Pell made a motion to adjourn, seconded by Director Sassin and the vote was unanimous.

(SEAL)

Debra Lanehart
District Administrator