

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

June 18, 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 18th day of June, 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, Baker & Lawson Engineering. 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 May totaled \$1,276.00.

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.

Accountability for the month was 86% for read dates 4/17-5/22/14. Total pumping reported by Ryder & Co. was 7,295,000 pumped and consumption totaled 6,299,600.

STANDBY, WATER AND SEWER BILLING AND COLLECTIONS REPORT CONT.

The cut-off list was presented; cut-off for delinquent accounts is scheduled for June 24, 2014.

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

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

Debra Lanehart presented Board with letter from resident requesting relief from high water bill. Motion to deny request made by Director Pollard, seconded by Director Sassin and the vote was unanimous.

Discussion of complaints being circulated about the reading of meters and excessive water bills being generated. An analysis of random accounts will be done for presentation to the Board.

B. OPERATOR'S REPORT

1. Bacteriological samples were good.
Painted at sewer plant.
Mowed North Ditch and leveled out ruts caused by wild hogs
Mowed levee and right of way and removed fallen trees in N. Ditch
Repaired leak on River Oaks and N Amherst
Pressure washed East and West pump stations
Inspected manholes on right of way
Replaced transducer at water plant

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

C. ENGINEER'S REPORT

Felder Water Well & Pump Service, LLC was to finish angle drive rebuild and be done with the project next week.

Director Pollard made the motion to accept the Engineering Report. Director Carroll seconded the motion and the vote was unanimous.

H. LEGAL

Clark Lord reported that the Standby Application will be sent after receiving the preliminary documents from Administrator.

H. LEGAL CONT.

2. Delinquent Standby fees are treated as a tax. No standby fees can be legally waived by the Board. There is a 4-year statute of limitations on the collection of this fee.

Motion to deny all waiving of standby fees (except for the 4-year statute of limitations) per Standby rate order made by Director Pollard. Director Carroll seconded the motion and the vote was unanimous

D. ADMINISTRATOR REPORT CONT.

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 Carroll, unanimous approval.

2. Certified Tax Assessor report for May 2014: Current collections totaled \$16,689.45 and prior period collections totaled \$888.57.

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. Debra Lanehart presented the Board with the annual Consumer Confidence Report. Motion to approve the Report made by Director Pell, seconded by Director Carroll and the vote was unanimous.

E. TRUST PROPERTIES

NONE

F. MINUTES

Director Pell made the motion to accept the minutes from the May 21, 2014 meeting Director Pollard seconded the motion and the vote was unanimous.

G. SECURITY REPORT:

Nothing to report. Debra Lanehart agreed to make copies of the security reports for distribution to the Board members.

I. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$56,691.06 from the Operating Fund. Debt Service Fund check to Wells Fargo for \$375.00 for paying agent fees 6/1-8/2/14.

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

(SEAL)

Debra Lanehart
District Administrator