

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

July 16, 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 16th day of July, 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; Denise Kemp, City of West Columbia; Clark Lord, Bracewell & Giuliani; Ronnie Richards, CLHOA President and residents. All members were present, except Director Pollard, 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 June totaled \$5,455.00.

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.

Accountability for the month was 69% for read dates 5/23-6/19/14. Total pumping reported by Ryder & Co. was 6,048,000 pumped and consumption totaled 4,191,600.

STANDBY, WATER AND SEWER BILLING AND COLLECTIONS REPORT CONT.

The cut-off list was presented; cut-off for delinquent accounts is scheduled for July 28, 2014.

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

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

B. OPERATOR'S REPORT

1. Bacteriological samples were good.
Repainted Purple Poles on Levee indicating no trespassing.
Mowed North Ditch and leveled out ruts caused by wild hogs
Mowed levee and right of way
Replaced pump at Lift Station
Continued sampling at Well #1- unable to get passing samples

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

C. ENGINEER'S REPORT

1. Felder Water Well & Pump Service, LLC finished installing and is in operation.
2. Questions arising from the proposed sale of the golf course and possible development of an additional subdivision has prompted the review of the District's capacity to provide water and sewer service. Mr. Smith reported that the sewer treatment capacity was within the limits of the current contract with the City of West Columbia.
3. Director Pell made the motion to accept Change Order #1 adding \$1,500.00 to the approved contract for the rebuild of the right angle drives. Director Carroll seconded the motion and the vote was unanimous.

Director Sassin made the motion to accept the Engineering Report. Director Carroll 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 Carroll to accept the cash report as given, seconded by Director Sassin, unanimous approval.

2. Certified Tax Assessor report for June 2014: Current collections totaled \$36,261.70 and prior period collections totaled \$5,582.40.

Director Sassin made the motion to accept the report. Director Carroll 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 6-month Income Statement report.

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

5. Debra Lanehart presented the Board with the 9-month analysis of the sewer charges. The report indicates an underpayment of \$1,528.00 for the 9-month period from October 1, 2013 to June 30, 2014.

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

E. TRUST PROPERTIES

The District was presented with the list of 35 properties currently held by CBISD in trust of properties in the Columbia Lakes Subdivision. The bid was offered by M J Reddy.

Motion to accept the bid was made by Director Carroll, seconded by Director Pell and the vote was as follows: Yes, Directors Sassin, Pell and Carroll No, Director Gillenwaters The motion passed by majority.

F. MINUTES

Director Sassin made the motion to accept the minutes from the June 18, 2014 meeting. Director Pell seconded the motion and the vote was unanimous.

G. SECURITY REPORT:

The Administrator provided the Board with copies of the Security reports for the month of June 2014.

H. LEGAL

Ronnie Richards, CLHOA President, informed the Board that he had been informed of a problem that has arisen from an Access Easement granted to Billy Verkin (Marzo Club) by the CLHOA. The Easement constitutes an encroachment of the VCUD levee system. The Board will request the CLHOA to amend the Easement to reflect the portion of the easement that belongs to the Utility District.

I. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$56,851.76 from the Operating Fund. Capital Fund checks to Felder Water Well for \$69,000.00 and Baker & Lawson for \$4,380.00 were also presented for the Water Well #1 project.

Director Pell made a motion to approve the bills for payment, seconded by Director Carroll 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 Gillenwaters and the vote was unanimous.

(SEAL)

Debra Lanehart
District Administrator