

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

August 19, 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 19th day of August, 2015 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.; Denise Kemp, City of West Columbia. Also present, 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 collection of standby fees in July totaled \$3,084.00.

Director Carroll 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 82% for read dates 6/23-7/24/2015. Total pumping reported by Ryder & Co. was 6,933,000 gallons pumped and consumption billed totaled

STANDBY, WATER AND SEWER BILLING AND COLLECTIONS REPORT CONT.

5,705,300 gallons.

The cut-off list was presented; cut-off for delinquent accounts is scheduled for August 27, 2015.

Director Pell 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 Pollard and the vote was unanimous.

C. OPERATOR'S REPORT

1. Bacteriological samples were good.
2. Levee inspection good.
3. Mowed pump stations, North Ditch
4. Water/sewer tap Wentworth, Olympia, Riverside, Seminole
5. Weed-eated and sprayed around manholes on right-of way to city treatment plant.
6. Repaired meter leaks : Canterbury, Olympia, Woodhaven
7. Water main breaks: Pleasant Valley (Saturday), Woodhaven (Thursday night)
8. Unstop sewer: Twin Lakes West
9. Replaced 2 inch valve Ridgewood Court
10. Replaced fire hydrant and 6 inch water line Twin Lakes East

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

D. ENGINEER'S REPORT

None

E. 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 Carroll, unanimous approval.

2. Tax Collections Report from the Brazoria County Tax Office showed \$9,704.50 in current collections for July. Prior period collections totaled \$3,857.53.

Motion to accept the tax report made by Director Pell, seconded by Director Pollard

## ADMINISTRATOR REPORT CONT.

and the vote was unanimous.

3. Debra Lanehart presented a Budget Performance Report for the January through July 2015 to the Board. The Revenue and Disbursements are at 58% of the current year budget.
4. The Board reviewed proposed tax rate information from the Administrator and Brazoria County Tax Assessor.

A motion was made by Director Sassin to propose a Debt Service tax rate of \$.69/\$100 valuation. The motion was seconded by Director Pollard.

Vote: Gillenwaters aye, Pell aye, Pollard aye, Sassin aye, Carroll aye.

A motion was made by Director Sassin to propose a Maintenance and Operations tax rate of \$.07/\$100 valuation.

Vote: Gillenwaters aye, Pell aye, Pollard aye, Sassin aye, Carroll aye.

5. Director Sassin made a motion to set the date, time and location for the Public Hearing on the proposed tax rate as follows: September 16, 2015 at 9:00 a.m. in the Board Room at Columbia Lakes Country Club. The motion was seconded by Director Pollard and the vote was unanimous
6. Motion to retain Kennemer, Master and Lunsford to perform 2015 audit made by Director Pell, seconded by Director Pollard and the vote was unanimous.

## F TRUST PROPERTIES

NONE

## G. MINUTES

Director Pell made the motion to accept the minutes from the July 15, 2015 regular meeting with the following correction: Presented: "The bid is for seven (7) parcels of land located on Twin Lakes, S Amherst, Turberry, Countryside and Preston Lane." (Preston should be Prescott) The motion was seconded by Director Sassin and the vote was unanimous.

Director Carroll made the motion to accept the minutes from the August 6, 2015 Budget meeting with the following correction: "Calculated 2015 Debt Service Tax Rate: \$0.67 per \$100 valuation." should be \$0.69 per \$100 valuation. Director Pell seconded the motion and the vote was unanimous.

## H. SECURITY REPORT

NONE

I. LEGAL

NONE

J. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$61,421.12 from the Operating Fund.

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 at 10:45. The motion was seconded by Director Pell and the vote was unanimous.

(SEAL)

Debra Lanehart  
District Administrator