

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

November 19, 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 at Oak Room the Columbia Lakes Clubhouse, West Columbia, Texas within the boundaries of the District on the 19th day of November, 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. and Denise Kemp, City of West Columbia. All members were present except Directors Carroll, 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 October totaled \$3,571.00.

Director Sassin made the motion to accept the standby collection report. Director Pollard 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 84% for read dates 9/19-10/20/14. Total pumping reported by Ryder & Co. was 4,563,000 pumped and consumption totaled 3,847,100.

## STANDBY, WATER AND SEWER BILLING AND COLLECTIONS REPORT CONT.

The cut-off list was presented; cut-off for delinquent accounts is scheduled for November 25, 2014.

Director Pell made a motion to approve the cut-off list, seconded by Director Pollard 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.

### B. OPERATOR'S REPORT

1. Bacteriological samples were good.
2. Repaired Manholes
3. Mowed North Ditch, pump station and levee.
4. Meter leaks repaired: Woodhaven, S Amherst, N Amherst, River Oaks, Seminole, Evergreen
5. Repaired Storm Sewer and Road Canterbury
6. Replaced valve in two cast iron pipes on Evergreen

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

### C. ENGINEER'S REPORT

NONE

### 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 Sassin to accept the cash report as given, seconded by Director Pell, unanimous approval.

Ms. Lanehart pointed out that the two CDs at Lone Star Bank would mature on December 3.

Director Pell made the motion to give Debra Lanehart the authority to renew the \$75,000 Operating Funds CD at maturity with Lone Star for one year if the renewal rate is the best rate available. Director Sassin seconded the motion and the vote

D. ADMINISTRATOR REPORT CONT.

was unanimous.

Director Pell made the motion to give Debra Lanehart the authority to renew the \$95,000 Debt Service Funds CD at maturity with Lone Star for one year if the renewal rate is the best rate available. Director Pollard seconded the motion and the vote was unanimous.

2. Certified Tax Assessor report for October 2014: Current collections totaled \$5944.47 and prior period collections totaled \$5628.50.

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

3. Debra Lanehart reported the latest status of the Standby Application with TCEQ.

4. Budget Workshop: Tentative date for the budget workshop is December 12 at 9am in the office at 310 E Brazos Avenue.

E. TRUST PROPERTIES

NONE

F. MINUTES

Director Sassin made the motion to accept the minutes from the October 15<sup>th</sup> meeting. The motion was seconded by Director Pollard and the vote was unanimous.

G. SECURITY REPORT:

NONE

H. LEGAL

NONE

I. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$60,949.55 from the Operating Fund.

Director Sassin made a motion to approve the bills for payment, seconded by Director

I. PAYMENT OF BILLS CONT.

Pollard 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 Pollard and the vote was unanimous.

(SEAL)

Debra Lanehart  
District Administrator