

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

December 18, 2013

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 December, at 9 a.m. 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; Ben Ryder, Ryder & Co.; Clark Lord, Bracewell & Guillani; Herb Smith, Baker & Lawson Engineering and Ron Ramsey, Layne. All members were present, thus constituting a quorum.

Some items on the agenda were addressed out of order, but for ease of following the agenda the items were typed according to their place on the agenda.

A. TRUST PROPERTY:

The Board was provided a list of properties currently held by CBISD in Trust. The offer by Mr. M J Reddy for the properties on that list totaled \$18,327.00.

Director Sassin made the motion to accept the offer by Mr. Reddy for the list of properties provided by the Brazoria County Tax Office. Director Pollard seconded the motion and the vote was unanimous.

D. STANDBY, WATER AND SEWER BILLING AND COLLECTIONS REPORT

1. Debra Lanehart reported the collections for standby in November totaled \$665.00.

Director Sassin made the motion to accept the standby collection report. Director Pollard 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 77% for read dates 10/24-11/19/13. Total pumping reported by Ryder & Co. was 3,835,000 and consumption totaled 2,963,600.

The cut-off list was presented; cut-off for delinquent accounts is scheduled for December 31, 2013.

Director Pell 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.

#### 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 Pollard, unanimous approval.

2. Certified Tax Assessor report for November 2013 was presented. Current year (2013) collections for the month were \$88,579.15 and delinquent collections for the month totaled \$934.81.

Motion to accept the Tax Assessor report made by Director Pollard, seconded by Director Sassin and the vote was unanimous.

3. Debra Lanehart presented the 2014 proposed Budget to the Board.

Director Sassin made the motion to accept the 2014 Budget as presented. Director Sassin seconded the motion and the vote was unanimous.

4. Motion authorizing the posting of the Notice of Board Positions for May 2014 Elections was made by Director Carroll, seconded by Director Pell and the vote was unanimous.

#### F. MINUTES

Director Pell made the motion to accept the minutes from October 16, 2013 with the following corrections: Page 1, should read *on the 16<sup>th</sup> day of November* not October and on Page 3, Number 3 should read *The motion was seconded by Director Sassin and the vote was unanimous.* Director Sassin seconded the motion and the vote was unanimous.

#### G. SECURITY REPORT:

Nothing to report.

#### H. OPERATOR'S REPORT

1. Bacteriological samples were good.
2. Repaired hydrant on S Amherst.
4. Mowed at Pump Station.
5. Installed cps on sewer line
6. Flush hydrants and clean storm drains
7. Met with NTS/ winterize pipes at pump station.
8. Repaired leak on Laurell Valley
9. Started replacing meters on list supplied by City of West Columbia.

Mr. Ron Ramsey presented quotations from Layne Christensen Company for the pulling of the pumping equipment from well 1, haul complete pump to Layne's shop where it would be disassembled, cleaned and inspected. TV survey of all well casings and screen section after which recommendations would be made.

Director Pell made the motion to accept quotations (0129A) from Layne Christensen Company for Well #1 for \$8,100 to pull and inspect according to bid. Then, based on the findings of the inspection and the cost of repair, a decision would be made to solicit bids if necessary. Director Sassin seconded the motion and the vote was unanimous.

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

#### I. ENGINEER'S REPORT

Herb Smith provided pictures of the smoke testing in progress to the Board. The final accounting of the Smoke Testing and recommendations would be presented next month.

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

#### J. LEGAL

1. Deeds: Clark Lord reported that he had met with the Title Company and they seemed responsive to the District position. He stated that subsequent Title Companies had made the error.

#### K. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$51,995.66 from the Operating Fund. From the Capital Projects Fund: \$27,807.75 to Baker & Lawson for smoke testing project. From the Debt Service Fund \$1,723.25 to Brazoria County Appraisal District for the Quarterly Tax Levy administration and \$375 to Wells Fargo for Paying Agent Fees.

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

(SEAL)

Debra Lanehart  
District Administrator