

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

January 16, 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 16th day of January, at 9 a.m. and the roll was called of the duly constituted officers and members of the Board, to-wit:

Ray D. Sauer	President
	Vice-President
James Gillenwaters	Secretary-Treasurer
Wayne Pollard	Asst. Secretary-Treasurer
Gene Pell	Financial Director

All members were present, with the exception of Director Gius, thus constituting a quorum.

Also present were the following: Debra Lanehart, 1st Capital Business Services; Morris Ryder, Ryder & Co.; Allan Sassin and Charles Bennett

Director Sauer called the Regular Meeting of the Board of Directors to order.

- A. No residents were in attendance to comment on water bills.
- B. The Directors received summaries of qualifications for Director from prospective Director candidates Alan Sassin and Charles Bennett.

The Board exercised its discretion to convene in closed/executive session as authorized by the Texas Government Code §551.074 at 9:30 a.m.

The Board resumed its Open Meeting at 9:40 a.m.

- C. Motion to appoint Alan Sassin to the position of Director to serve out the un-expired term of Director Gius was made by Director Pell, seconded by Director Pollard and the vote was unanimous.

The Board thanked both candidates for their interest in serving.

1. The District Administrator administered the Sworn Statement to Alan Sassin.
2. Alan Sassin was administered the Oath of Office by the District Administrator.
3. Reorganization of the Board:
 - Ray Sauer- President Motion-Director Pell, second- Director Pollard, unanimous vote
 - Gene Pell- Vice-President Motion- Director Gillenwaters, second- Director Pollard, unanimous vote
 - James Gillenwaters- Secretary/Treasurer Motion- Director Pell, second- Director Pollard, unanimous vote
4. A Motion was made by Director Pell to file an updated District Registration Form with TCEQ. Director Gillenwaters seconded the motion and the vote was unanimous.

D TRUST PROPERTY: No bids were received for VCUD trust property.

E. STANDBY, WATER AND SEWER BILLING AND COLLECTIONS REPORT

1. Debra Lanehart reported the collections for standby in December totaled \$2,815.00.

Director Gillenwaters made the motion to accept the standby collection report. The motion was seconded by Director Pell and the vote was unanimous.

2. Debra Lanehart presented the water and sewer billing and collections report. Accountability for the month was 71% for read dates 11/24-12/17/12.

The cut-off list was presented; cut-off for delinquent accounts is scheduled for January 28, 2013.

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

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

F. 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 Gillenwaters, unanimous approval.

2. Certified Tax Assessor report for December 2012 was presented. Current year collections for the month were \$430,549.56 and delinquent collections for the month were \$4,151.21.

ADMINISTRATOR REPORT CONT.

3. Debra Lanehart presented a summary report for total tax collections.

G. MINUTES

The minutes of the December 19, 2012 regular meeting were presented. Director Pell made the motion to accept the minutes as presented. Director Gillenwaters seconded the motion and the vote was unanimous.

H SECURITY REPORT:

Geneva West, CLHOA President was unable to attend.

I. OPERATOR'S REPORT

1. Bacteriological samples were good.
3. Levee Inspection good.
4. Flushed hydrants.
- 5 Mowed pump stations.
- 6 Winterized all pipes at water plant.
- 7 Painted water line going across Lagoon, line seems to be in good shape.
- 8 Installed were tap Inverness
- 9 Repaired water main Laurel Valley
- 10 Repaired lift station alarm/repaired site 2 glass.

Motion to accept the Operator's Report as given made by Director Gillenwaters, seconded by Director Pell and the vote was unanimous.

J. ENGINEER'S REPORT

Engineer was not present at the meeting.

K. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$54,891.42 from the Operating Fund.

From the Prosperity Bank Debt Service Fund, the following checks were presented:
Brazoria County Appraisal District: \$1,796.00 (1st quarter)

PAYMENT OF BILLS CONT.

Also presented were the February wire approvals for the following debt service:

BNY Mellon (2007 Bond interest Payment: \$92,488.13
BNY Mellon (2008 Bond interest Payment: \$123,266.25
Wells Fargo (Series 1996 interest Payment: \$11,802.50

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

(SEAL)

Debra Lanehart
District Administrator