

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
As Amended

February 20, 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 20th day of February, 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
Gene Pell	Vice-President / Financial Director
James Gillenwaters	Secretary-Treasurer
Wayne Pollard	Asst. Secretary-Treasurer
Allan Sassin	Director

All members were present, thus constituting a quorum.

Also present were the following: Debra Lanehart, 1st Capital Business Services; Morris Ryder, Ryder & Co.; Denise Kemp, City of West Columbia; Geneva West, CLHOA; Herb Smith, Baker & Lawson

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

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

B. STANDBY, WATER AND SEWER BILLING AND COLLECTIONS REPORT

1. Debra Lanehart reported the collections for standby in January totaled \$2,605.00.

Director Gillenwaters made the motion to accept the standby collection report.
Director Pell 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 12/18/12 – 1/17/13.

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

The cut-off list was presented; cut-off for delinquent accounts is scheduled for February 25, 2013.

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

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

3. Water/Sewer revenue report for 2012 with prior year comparison. Report provided for informational purposes only.
4. Contract Renewal: a. Ryder & Co b. Debra Lanehart/1st Capital Business Services c. VCUD/CLHOA/Debra Lanehart for standby/maintenance fee billing and receiving

Debra Lanehart requested that the renewal dates of contracts be made uniform by having all of the renewal dates on February 1 each year.

Motion to consider and renew contracts at the regular VCUD meeting in January of each year with an effective date of February 1 made by Director Pell, seconded by Director Pollard and the vote was unanimous.

5. Motion to approve Resolution Concerning Tax Collection Procedures made by Director Pollard, seconded by Director Gillenwaters and the vote was unanimous.
6. Motion to approve Resolution Providing for Additional Penalty for Tax Collection Costs made by Director Gillenwaters, seconded by Director Pollard and the vote was unanimous.
7. Motion to approve Resolution Concerning Exemption of Residence Homesteads from Taxation for homeowners over 65 years old made by Director Gillenwaters, seconded by Director Pollard and the vote was unanimous.
8. According to the current rate order (page 5, Section 6, Return Check Charge), there is no provision for having check writing privileges reinstated once the customer has been put on a cash only basis for paying for water service. A resident who is currently a cash-only payer has requested to have her check writing privileges reinstated.

Item tabled until next months meeting.

9. Debra Lanehart presented new signature cards for Prosperity Bank Accounts reflecting the change in Directors. Gary Gius was removed and Director Allan Sassin was added as a signer on the District Accounts.

C. 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 Gillenwaters to accept the cash report as given, seconded by Director Pell, unanimous approval.

2. Certified Tax Assessor report for January 2013 was presented. Current year collections for the month were \$193,019.77 and delinquent collections for the month were \$2,259.89
3. Debra Lanehart presented a summary Tax Collection for the Current Period report to the Board.

D. MINUTES

The minutes of the January 16, 2013 regular meeting were presented.

Director Gillenwaters made the motion to accept the minutes with the following corrections: Director Sassin's first name was misspelled (Alan)- should be Allan and under the Operators report number 8 change "Installed were tap" to "Installed water tap". Director Pollard seconded the motion and the vote was unanimous.

E SECURITY REPORT:

Geneva West, CLHOA President had no security issues to report.

F. OPERATOR'S REPORT

1. Bacteriological samples were good.
2. Levee Inspection good.
3. Flushed hydrants.
4. Mowed pump stations.
5. Replaces battery at pump station.
6. Changed meter at 328 Amherst.
7. Installed pipe rack at water plant.
8. Repaired meter leak at 225 Woodhaven
9. Replaced cut off valve at 2265 Ridgewood.
10. Repaired leak on Twin Lakes East

F. OPERATOR'S REPORT CONT.

Motion to repair asphalt on Lake Forrest where line was repaired was made by Director Gillenwaters, seconded by Director Pell and the vote was unanimous.

The Board authorized Morris Ryder to purchase an airless pump for repairing manhole leaks.

Motion to repair arm assembly on lagoon flap gate under Freeman at cost of \$3,000.00 was made by Director Gillenwaters. Director Pell seconded the motion and the vote was unanimous.

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

G. ENGINEER'S REPORT

1. Motion authorizing Baker & Lawson to perform Annual Facility Inspection made by Director Pell, seconded by Director Sassin and the vote was unanimous.
2. Levee Certification status: Herb Smith reported to the Board that our Levee Certification should come at the end of next month (March). The Certification would remove us from the flood plain. There will be no revision of the maps at this time, but a letter would be available to residents for insurance purposes.
3. Jetta Operating Company, Inc. is a seismic company doing testing in and around West Columbia area. Engineer suggested a requirement to pay for inspection of infrastructure before, during and after the testing.

H. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$60,909.76 from the Operating Fund.

From the Prosperity Bank Debt Service Fund, the following check was presented:
Brazoria County Appraisal District: \$91.27

From the Prosperity Capital Projects Fund, the following check was presented:
PSI: \$1,290.00.

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

(SEAL)

Debra Lanehart
District Administrator