

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

July 17, 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 17th day of July, 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, 1<sup>st</sup> Capital Business Services; Denise Kemp, City of West Columbia; Morris Ryder, Ryder & Co.;

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

A. Consumer Confidence Report for 2012: No residents were in attendance for comments or questions.

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

C. STANDBY, WATER AND SEWER BILLING AND COLLECTIONS REPORT

1. Debra Lanehart reported the collections for standby in June totaled \$3,728.00.

Director Gillenwaters 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.

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

Accountability for the month was 90% for read dates 5/21-6/18/13. Total pumping reported by Ryder & Co. was 5,887,000 and consumption totaled 5,351,400.

The cut-off list was presented; cut-off for delinquent accounts is scheduled for July 26, 2013.

Director Pollard made a motion to approve the cut-off list, seconded by Director Sassin, 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. Debra Lanehart provided the Board with an Analysis of Sewer Charges for 9-months (October 1, 2012-June 30, 2013). The current analysis reflects an overpayment of \$7,152.

Motion to accept the report made by Director Gillenwaters, seconded by Director Pell and the vote was unanimous.

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

2. Certified Tax Assessor report for June 2013 was presented. Current year collections for the month were \$39,155.92 and delinquent collections for the month were \$2,512.91.

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

3. Debra Lanehart presented the Board with an updated 6-month Budget Review.

The motion was made to accept the updated report as presented by Director Gillenwaters, seconded by Director Pell and the vote was unanimous.

### C. ADMINISTRATOR REPORT CONT.

4. Tax Rate Workshop: Tabled until Certified Value issued.
5. Motion not to renew \$250,000.00 CD at First State Bank Clute (matures 7/23/13) made by Director Pell, seconded by Director Gillenwaters and the vote was unanimous. One of the three original signers (Gary Gius, James Gillenwater or Wayne Pollard) will go to the Bank to sign any paperwork necessary.

Motion to make an early withdrawal of the funds from CD 11877 (\$247,000) from Lone Star Bank Brazoria made by Director Pell, seconded by Director Gillenwaters and the vote was unanimous.

6. A motion to renew the Texas Municipal League Insurance policy was made by Director Pollard, seconded by Director Gillenwaters and the vote was unanimous.

### E. MINUTES

Director Pollard made the motion to accept the minutes of the June 19th meeting with the following corrections: under heading J. Payment of Bills “seconded by Director Sassin” should have been “seconded by Director Pell” and in the last line of the minutes “Director Sassin made the motion.” should read “Director Pell made the motion... Director Gillenwaters seconded the motion and the vote was unanimous.

### F SECURITY REPORT:

Nothing to report.

### G. OPERATOR’S REPORT

1. Bacteriological samples were good.
2. Mowed N Ditch/weeded flap gate.
3. Mowed pump stations.
4. Checked manholes for leaks.
5. Repair fire hydrant on Freeman
6. Check for leak 225 Inwood.
7. Installed muffler on Auxiliary generator
8. Flush hydrants
9. Remove tree stump Twin Lakes East
10. Water leak Twin Lakes W
11. Inspect sewer South Amherst
12. Repair leak Ridgewood

#### H. ENGINEER'S REPORT

Engineer not in attendance. Smoke testing discussion tabled until next month.

#### I. LEGAL

Lawyer not in attendance.

#### J. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$63,895.08 from the Operating Fund.

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