

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

September 19, 2012

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 19th day of September, 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
Gary Gius	Vice-President
James Gillenwaters	Secretary-Treasurer
Wayne Pollard	Asst. Secretary-Treasurer
Gene Pell	Financial Director

All members were present thus constituting a quorum.

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

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 August totaled \$950.00.

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

2. Denise Kemp presented the water and sewer billing and collections report. Accountability for the month was 82% for read dates 7/25-8/20/12.

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

The cut-off list was presented; cut-off for delinquent accounts is scheduled for September 26, 2012.

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

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 August 2012 was presented. Current year collections for the month were \$3,773.17 and delinquent collections for the month were \$958.46.

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

3. Debra Lanehart provided the Board with a list of documents to be included on the proposed website along with the costs of maintenance and setup of same.

Motion to approve the setup of a website for the Varner Creek Utility District by 1st Capital Business Services made by Director Pell, seconded by Director Gius and the vote was unanimous.

4. Meeting time change: Debra Lanehart informed the Board that the meeting room is not available for an evening meeting on Wednesdays due to the Club facilities are closed.

Motion to have no change in time made by Director Gillenwaters. The motion died with no second.

Motion to move time to 3rd Tuesday of the month at 6 pm for the next three (3) months or at the Board discretion made by Director Gius, seconded by Director Pell and the vote was unanimous

C. ADMINISTRATOR REPORT CONT.

5. Motion to purchase \$75,000.00 CD from Texas Gulf Bank made by Director Pollard, seconded by Director Gius and the vote was unanimous

D. MINUTES

Motion made by Director Gillenwaters to accept the minutes of the August 15, 2012 regular meeting as submitted, seconded by Director Pollard and the vote was unanimous.

E SECURITY REPORT:

Geneva West, CLHOA President reported there were no major security events to report.

F. OPERATOR'S REPORT

1. Bacteriological samples were good.
2. Repaired leak on Laurel Valley
3. Mowed levee.
- 5 Cleaned storm cell W Pump Station
- 6 Repaired phosphate pump offsite well.
- 7 Repaired cut-off valve on Ridgewood.

Directors requested a list of projects with estimated costs that need to be done. The list should be prioritized.

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

H. ENGINEER'S REPORT

1. Storm Pump Rehabilitation: Scheduled to be completed by end of September.
2. Right Angle Drive: Discussed above
3. Status of Levee Certification: No further update.

I. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$49,913.40 from the Operating Fund.

From the Prosperity Bank Capital Projects Fund, the following checks were presented:
Baker & Lawson: \$1,790.00 Right Angle Drives
Matula & Matula: \$23,258.70 Storm Water Pumps Rehabilitation
Baker & Lawson: \$1,875.00 Storm Water Pumps Rehabilitation

PAYMENT OF BILLS CONT.

From the Prosperity Bank Debt Service Fund, the following checks were presented:

First Southwest: \$3,500.00 Continuing Disclosure

Brazoria County Appraisal District: \$1,753.25 4th Quarter Fee

Texas Gulf Bank: \$75,000.00 Texas Gulf Bank CD

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

There being no other business to come before the Board, Director Gius made a motion to adjourn, seconded by Director Gillenwaters, and the vote was unanimous.

(SEAL)

Debra Lanehart
District Administrator