

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT

December 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 December, 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: Debra Lanehart, 1<sup>st</sup> Capital Business Services; 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 November totaled \$1,977.00.

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

2. Debra Lanehart presented the water and sewer billing and collections report. Accountability for the month was 83% for read dates 10/19 – 11/23/2012.

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

The cut-off list was presented; cut-off for delinquent accounts is scheduled for December 27,2012.

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.

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

2. Certified Tax Assessor report for November 2012 was presented. Current year collections for the month were \$87,729.20 and delinquent collections for the month were \$1,648.56.

D. RESIGNATION

Motion to accept Director Gius resignation from the Board effective December 31, 2012 made by Director Pollard, seconded by Director Pell and the vote was unanimous.

Motion to appoint a replacement for Director Gius' full term made by Director Pollard, seconded by Director Gillenwaters and the vote was unanimous.

Directors are to make a list of prospective nominees and contact the nominee to verify interest in serving if appointed.

Board to meet in a special meeting January 7, 2013 at 9am in Debra Lanehart's office at 310 E Brazos, West Columbia, TX. to interview and appoint a replacement Director.

#### E. MINUTES

The minutes of the November 21, 2012 regular meeting and December 3, 2012 special meeting were presented. Director Pell made the motion to accept the minutes as presented. Director Gillenwaters seconded the motion and the vote was unanimous.

#### F SECURITY REPORT:

Geneva West, CLHOA President reported that in general things had been quiet in the neighborhood.

#### G. OPERATOR'S REPORT

Operator's report given by Debra Lanehart due to death in family of Morris Ryder.

1. Bacteriological samples were good.
2. Levee Inspection good.
3. Cleaned storm drains.
- 5 Need to clean street curbs due to lots of leaves and acorns.
- 6 Winterized all pipes at water plant.
- 7 Painted water line going across Lagoon, line seems to be in good shape.
- 8 Was able to trap water at both East and West pump stations. Met with Ray Wright on Sunday (12/16/12) to run pumps.

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

#### G. ENGINEER'S REPORT

Engineer was not present at the meeting. Director Sauer did inform the Board that the extra pump had not been delivered as of the meeting date.

#### H. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$57,239.86 from the Operating Fund.

From the Prosperity Bank Capital Projects Fund, the following checks were presented:  
Baker & Lawson: \$455.00 (Right Angle Drives)

From the Prosperity Bank Debt Service Fund, the following checks were presented:  
Ro' Vin Garrett: \$501.44 (Current Commission fees 2012)  
Wells Fargo: \$375.00 (Series 96 paying agent fees)

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

I. PUBLIC COMMENTS: None

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