

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
April 16, 2025

STATE OF TEXAS :

COUNTY OF BRAZORIA :

The Board of Directors of Varner Creek Utility District of Brazoria County, Texas convened in regular session on Wednesday, April 16, 2025, at 1st Capital Business Services office at 310 E Brazos Ave, West Columbia, 77486, outside the boundaries of the district.
to-wit:

Keith Barker	President
Becky Carroll	Vice-President
Jim Stubbs	Treasurer
Jody Tielke	Secretary
Mark Hopkins	Director

Also, present were the following: Micheal Bendit, 1st Capital Business Services, LLC; Morris Ryder, Ryder & Co LLC; Randy Liska and Steve Matula, Baker & Lawson Engineering. All Directors were present, thus constituting a quorum. The meeting was called to order at 9:30 AM

Minutes are presented in order of the stated agenda even though actual order of topics may be discussed out of agenda order.

A. Public comments: None.

B. OPERATOR'S and SECURITY REPORT

1. Operator's Monthly report

- Bacterial samples taken – all samples good.
- Levy Inspection – no issues with levy
- River Valley cul-de-sac water line replacement completed
- Met with WBCDD#11 contractor to continue Varner Creek cleanup

A motion was made by Jim Stubbs to have Ryder Company remove additional downed trees in Varner Creek at a cost of \$5000.00 and was seconded by Becky Carroll and the vote was unanimous 5-0.

Mark Hopkins made the motion to accept the Operators Report and was seconded by Jody Tielke. The vote passed unanimously 5-0.

D. Sewer and water billing and collection reports

1. *A motion was made by Becky Carroll and seconded by Mark Hopkins to approve the cut-off date of 04/23/25 and the overall Sewer and Water billing report and the vote*

- passed unanimously 5-0.*
2. *N/A*

E. Engineer's Report

1. Bid documents prepared and ready for 12" water line replacement at water plant. *Jim Stubbs motioned to approve Baker and Lawson to begin advertising public bidding for the 12" Water Line project and was seconded by Jody Tielke and the vote was unanimous 5-0.*
2. Plans drawn and submitted for plant control system
3. Preliminary plans and scope for 2028 Bond projects commencing.

Mark Hopkins motioned to accept the overall Engineer's report and Becky Carroll seconded the motion. The vote passed unanimously 5-0.

F. LEGAL/FINANCIAL:

1. *Update only- city should have contract ready for June meeting*

G. ADMINISTRATORS REPORT

1. Micheal Bendit presented the Cash Balance Reports with the transfers and balances in the District's Operating, Capital Projects, and Debt Service accounts for the month of March 2025. *Motion to accept the report made by Becky Carroll, seconded by Jody Tielke and the vote was unanimously approved 5-0.*
2. Budget Report/Income Statement: *Motion to accept the P&L and Budget was made by Mark Hopkins and seconded by Jody Tielke. The vote was unanimously approved 5-0.*
3. Micheal Bendit presented the list of checks prepared for the April 2025 invoices. *The checks total \$100,764.59 from the Operating fund and \$112,502 from Capital Projects Fund. Motion to pay the bills made by Becky Carroll, seconded by Mark Hopkins and the vote was unanimously approved 5-0.*
4. *A motion was made by Jim Stubbs and seconded by Jody Tielke to approve Meeting minutes from 03/19/25. The vote passed unanimously 5-0.*
5. *A motion was made by Jim Stubbs and seconded by Becky Carroll to approve tax assessor report for March 2025. The vote passed unanimously 5-0.*

H. There being no other business to come before the Board, Becky Carroll made a motion to adjourn at 11:15 AM. Jody Tielke seconded the motion and the vote was unanimous 5-0.

Micheal Bendit
District Administrator

(SEAL)