

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
February 19, 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, February 19, 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 REPORT

1.
 - Bacterial samples taken – all samples good.
 - Levy Inspection – no issues with levy
 - 4 ft culvert project complete (old #17 greenspace)
 - Met with VCUD contractor to discuss scope of Varner Creek cleanup
 - Storm drain cleaning scheduled
 - New service lines in on Pecan Valley – Ryder to complete 2/24-2/25
(See detailed report upon request)
2. Update on Valle Verde or River Valley- will start jobs in March and April
Jim Stubbs made the motion to accept the Operators Report and was seconded by Jody Tielke. The vote passed unanimously 5-0.

C. Security Report- NA

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 02/24/25 and the overall Sewer and Water billing report and the vote passed unanimously 5-0.*
2. *A motion was made by Becky Carroll to write-ff balances provided by 1st Capital in the amount of \$3,095.24 (see detailed list) and was seconded by Mark Hopkins and the vote was approved unanimously 5-0.*

E. Engineer's Report

1. Pecan Valley project – Project almost complete and is scheduled for completion by 2/28/25 per B&L.
2. 12” water line at water plant- *Jim Stubbs made a motion to approve electrical upgrades to narrow scope of 12” water line at Water Plant not to exceed \$24,900.00 from Neil Technical Services and \$5,000.00 from Ryder Company for trenching and conduit to the switch gear for the booster pump and was seconded by Jody Tielke and the vote was unanimously passed 5-0.*
3. No other engineering issues to report

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

F. LEGAL/FINANCIAL:

1. *Becky Carroll motioned to sign amended contract with Waste Connections for garbage collection and was seconded by Jody Tielke and the vote passed unanimously 5-0.*
2. *Jim Stubbs motioned to lower base garbage rate from \$28 to \$27 and no change on second bins and was seconded by Jody Tielke and the vote was passed unanimously 5-0.*

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 January 2025. *Motion to accept the report made by Mark Hopkins, 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, made by Jim Stubbs and seconded by Becky Carroll. The vote was unanimously approved 5-0.*
3. Micheal Bendit presented the list of checks prepared for the February 2025 invoices. *The checks total \$157,208.05 from the Operating fund and \$2,800 & \$2,400 from Debt Service Fund. Motion to pay the bills made by Becky Carroll, seconded by Jody Tielke and the vote was unanimous approval 5-0.*
4. *A motion was made by Jody Tielke and seconded by Jim Stubbs to approve Meeting*

minutes from 01/15/2025. The vote passed unanimously 5-0.

5. *A motion was made by Becky Carroll and seconded by Mark Hopkins to approve tax assessor report for January 2025. The vote passed unanimously 5-0.*

H. There being no other business to come before the Board, Keith Barker made a motion to adjourn at 11:54 AM. Jody Tielke seconded the motion and the vote was unanimous 5-0.

Micheal Bendit
District Administrator

(SEAL)