

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
July 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, July 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
Amy Neal	Director
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, Baker & Lawson Engineering. All Directors were present, thus constituting a quorum. Elliot Laporte, Ray Sauer, comprised public attendance. 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- mowing levee
- Continued cleanup of North ditch
- TCEQ inspections completed
- 2. Valle Verde pushed to August
- 3. No security issues to report

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

C. Engineer's Report

1. **12" water line replacement project-** Randy Liska of Baker and Lawson engineers updated the board contract is under review.

2. Update only and further discussion regarding planning for 2028 Bond projects.
3. NA

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

D. Sewer and water billing and collection reports

1. *A motion was made by Amy Neal and seconded by Jody Tielke to approve the cut-off date of 07/23/25 and the vote passed unanimously 5-0.*
2. *A motion was made by Mark Hopkins and seconded by Jody Tielke to write off balances totaling \$892.88 (see attached list) and the vote passed unanimously 5-0.*
3. *A motion was made by Jim Stubbs and seconded by Amy Neal to approve the overall June Sewer and water billing collection reports and the vote passed unanimously 5-0.*

E. LEGAL/FINANCIAL:

1. N/A
2. *Baker Lawson rate order increase- Jim Stubbs motioned to approve the increase in rates from Baker Lawson and was seconded by Mark Hopkins and the vote passed unanimously 5-0.*
3. NA

F. 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 June 2025. Motion to accept the report made by Jody Tielke, seconded by Amy Neal and the vote was unanimously approved 5-0.*
2. *Budget Report/Income Statement: Motion to accept the P&L Budget was made by Jody Tielke and seconded by Mark Hopkins. The vote was unanimously approved 5-0.*
3. *Micheal Bendit presented the list of checks prepared for the July 2025 invoices. The checks total \$116,949.01 from the Operating fund. Motion to pay the bills made by Jim Stubbs, seconded by Amy Neal and the vote was unanimously approved 5-0.*
4. *A motion was made by Amy Neal and seconded by Jim Stubbs to approve Meeting minutes from June 18, 2025 and the vote passed unanimously 5-0.*
5. *A motion was made by Jody Tielke and seconded by Amy Neal to approve tax assessor report for June 2025. The vote passed unanimously 5-0.*
6. *A motion to schedule the Budget and tax workshop scheduled for 8/7/25 was made by Jim Stubbs and seconded by Amy Neal and the vote passed unanimously 5-0.*
7. *A motion was made by Jody Tielke and seconded by Jim Stubbs to approve the 2025 FY Audit engagement letter from KML CPA and the vote passed unanimously 5-0.*

G. Director Reorganization and Bank Signature cards-

1. *Jody Tielke - motion; Mark Hopkins – second. All vote yes to reorganize the board as follows:
President- Keith Barker
Vice President- Jim Stubbs
Treasurer- Amy Neal
Secretary- Jody Tielke
Director – Mark Hopkins*
2. *Jody Tielke made the motion to amend the bank signature cards for all Prosperity bank accounts to remove Becky Carroll and add Amy Neal and was seconded by Jim Stubbs and 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 11:31 AM. Mark Hopkins seconded the motion and the vote was unanimous 5-0.

Micheal Bendit
District Administrator

(SEAL)