

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
March 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, March 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; Ben Ryder, Ryder & Co LLC; Randy Liska and Steve Matula, Baker & Lawson Engineering; Jordan Rollins of KM&L; David Neil of Neil Technical Services. 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. 2024 Financial Audit- Jordan Rollins of KM&L presented the 2024 Financial Audit for the District. The audit was presented as a “clean audit” of District Finances and accounting practices and a motion was made by Becky Carroll to accept the audit as presented by KM&L and was seconded by Jim Stubbs. The vote was approved by unanimous consent 5-0.

C. OPERATOR'S and SECURITY REPORT

1. Operator's Monthly report
 - Bacterial samples taken – all samples good.
 - Levy Inspection – no issues with levy
 - 3 fire hydrants replaced
 - Met with WBCDD#11 contractor to continue Varner Creek cleanup
 - Changed endpoints on unresponsive meters.

(See detailed operator's report upon request)

2. David Neal of Neil Technical Services presented multiple options to the board on needed system upgrades to the water plant.

After discussion and presentation by NTS, Jim Stubbs made the motion to approve the proposal of Neil Technical Services to make necessary upgrades (WP SKADA System with backup EDA Controllers) to water plant at \$49,800.00 and the motion was seconded by Mark Hopkins and the motion passed unanimously 5-0.

3. River Valley cul-de-sac to be completed after Pecan Valley project completion.

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 Jody Tielke to approve the cut-off date of 03/24/25 and the overall Sewer and Water billing report and the vote passed unanimously 5-0.*

2. *N/A*

E. Engineer's Report

1. Pecan Valley project – Project completed with small amount of site cleanup needed.
2. 12" water line at water plant- B&L reported that bid documents are near completion as plans are now complete.
3. Other Engineering Issues- Steve Matula from Baker Lawson presented the board with a proposal to replace the Booster Pump #4 (motor and pump) needed for 12" water line project- *Jim Stubbs motioned to use Felder Water Well Service to replace the pump and motor for booster pump # 4 at a cost not to exceed \$24,900.00 and was seconded by Mark Hopkins and the vote passed unanimously 5-0.*

Further discussion was held regarding road replacement costs for Columbia Lakes and Jim Stubbs motioned to approve Baker and Lawson Engineers to begin proposal for road replacement, water line replacement, storm drains, MCC Panel and new building to house panel and was seconded by Jody Tielke and the vote passed unanimously 5-0.

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

F. LEGAL/FINANCIAL:

1. *City making progress on Sewer Contract review*
2. *N/A*
3. *N/A*

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 February 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, 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 March 2025 invoices. *The checks total \$158,793.60 from the Operating fund and \$2,386.75 from Debt Service Fund and \$14,380.00 from Capital Projects Fund. Motion to pay the bills made by Becky Carroll, seconded by Jody Tielke and the vote was unanimously approved 5-0.*
4. *A motion was made by Beck Carroll and seconded by Mark Hopkins to approve Meeting minutes from 02/19/25. The vote passed unanimously 5-0.*
5. *A motion was made by Jody Tielke and seconded by Beck Carroll to approve tax assessor report for February 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 11:56 AM. Jody Tielke seconded the motion and the vote was unanimous 5-0.

Micheal Bendit
District Administrator

(SEAL)