

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT
November 20, 2024

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, November 20, 2024, 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	Secretary
Allan Sassin	Treasurer/Investment Officer
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; Jody Tielke, resident; Elliot Laporte, Resident; Randall Weeks, Resident. Five 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

- Bacterial samples taken – all samples good.
- Levy Inspection – no issues with levy
- Interceptor Line – will begin
- Will add River Valley cul-de-sac to quote replacing water lines
- Repairs to Montclair
- Turberry Project – Complete

Allan Sassin made the motion to accept the Operator's Report. The motion was seconded by Becky Carroll. The vote was passed unanimously 5-0.

C. Security Report- NA

D. Sewer and water billing and collection reports

- 1. A motion was made by Allan Sassin and seconded by Becky Carroll to approve the cut-off date of 11/25/24 and the vote passed unanimously 5-0.*
- 2. A motion was made by Mark Hopkins and was seconded by James Stubbs to accept the overall water and sewer collection report and the vote passed unanimously 5-0.*

E. Engineer's Report

- 1. Pecan Valley project – Preconstruction meeting on 11/7- start date 12/3 with approximately 2-3 weeks overall.*
- 2. Still researching different meters and feasibility.*
- 3. 12" water line at water plant- B&L working on revised bid package NO action taken.*
- 4. Mr. Barker updated board on attending WBCDD#11 meeting to request work on Varner Creek.*

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

F. LEGAL/FINANCIAL:

- 1. Waste Disposal Contract with CLHOA- no further action taken.*
- 2. No vote or action taken – Mark Hopkins to begin reviewing Pipeline easement.*
- 3. Mr. Barker updated board on status of legal with Mr. Griggs – a motion was made by Becky Carroll and seconded by Mark Hopkins to disengage with Mr. Griggs and the motion 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 October 2024. Motion to accept the report made by Becky Carroll, seconded by Allan Sassin and the vote was unanimous approval 5-0.*
- 2. Budget Report/Income Statement: Motion to accept the P&L and Budget, made by James Stubbs seconded by Mark Hopkins. The vote was unanimous approval 5-0.*
- 3. James Stubbs made the motion and was seconded by Mark Hopkins to hold the 2025 Budget Workshop on 12/12/24 at 10am @ the office of the Administrator and was unanimously approved 5-0.*
- 4. Micheal Bendit presented the list of checks prepared for the November 2024 invoices. The checks total \$148,362.48 from the Operating fund. Motion to pay the bills made by Becky Carroll, seconded by Jim Stubbs and the vote was unanimous approval 5-0.*

5. *A. Motion made by Mark Hopkins and seconded by Becky Carroll to approve Meeting minutes from 10/23/2024. The vote passed unanimously 5-0.*
6. *A motion was made by Becky Carroll and seconded by Allan Sassin to approve tax assessor report for October 2024. The vote passed unanimously 5-0.*

Appointment of New Director and Resignation of Allan Sassin

1. *Becky Carroll made the motion to accept the resignation of Allan Sassin and was seconded by Mark Hopkins and the vote passed unanimously 5-0.*
2. *Keith Barker made the motion to appoint Jody Tielke to fulfil the term of Allan Sassin set to end in May of 2028 and was seconded by Becky Carroll and the vote passed unanimously 5-0.*

H. There being no other business to come before the Board, Jody Tielke made a motion to adjourn at 11:22 AM. Becky Carroll seconded the motion and the vote was unanimous 5-0.

Micheal Bendit
District Administrator

(SEAL)