

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT  
October 23, 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, October 23, 2024, at 1<sup>st</sup> 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 ( <i>Absent</i> )
Jim Stubbs	Secretary
Allan Sassin	Treasurer/Investment Officer
Mark Hopkins	Director

Also, present were the following: Micheal Bendit, 1<sup>st</sup> Capital Business Services, LLC; Morris Ryder, Ryder & Co LLC; Randy Liska, Baker & Lawson Engineering; Jody Tielke, resident. Four 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
- East Pump station – will bring in dirt to level out low areas
- Completed project @ 2550 Ridgewood
- Turberry Project – began work and should finish late October
- Mr. Ryder noted increased usage of ~300k gallons
- Mr. Ryder noted continued issues with damage to meters, meter boxes, and endpoints during construction of new homes.

1. *Allan Sassin made a motion and the motion was seconded by Jim Stubbs to create and send a letter to builders notifying them of a new fee for damaged to meter and or box to be set at \$1200. The motion passed unanimously 4-0.*

*Jim Stubbs made the motion to accept the Operator's Report. The motion was seconded by Mark Hopkins. The vote was passed unanimously 4-0.*

### **C. Security Report- NA**

### **D. Sewer and water billing and collection reports**

1. *A motion was made by Jim Stubbs and seconded by Allan Sassin to approve the cut-off date of 10/23/24 and the vote passed unanimously 4-0.*
2. *A motion was made by Allan Sassin and was seconded by Mark Hopkins to accept the overall water and sewer collection report and the vote passed unanimously 4-0.*
3. *A motion was made by Allan Sassin to write off balances (below) and was seconded by Mark Hopkins and the vote was passed unanimously 4-0.*
4. *A motion was made by Mark Hopkins and seconded by Jim Stubbs to credit Maryln Smith and the vote was passed unanimously 4-0.*
5. *Accounts Written off:*
  - 50-1564-01 \$145.45*
  - 50-1628-08 \$346.19*
  - 50-0839-01 \$169.24*
  - 50-2010-16 \$76.78*
  - 50-0288-03 \$425.19*

### **E. Engineer's Report**

1. TCEQ Lead & Copper Inventory Report- Report complete per Randy Liska- report submitted 9/19/24- no updates.
2. Pecan Valley project – contract signed with Bull G and presented to board.
3. 12" water line at water plant- preparing scope and board discussed further scope. Potential needs may including additional booster pump and upgrades to electrical panel. NO action taken.

*Jim Stubbs motioned to accept the overall Engineer's report and Mark Hopkins seconded the motion. The vote passed unanimously 4-0.*

## **F. LEGAL/FINANCIAL:**

1. No update or Action taken on arbitration report
2. Waste Disposal Contract with CLHOA- no further action taken.
3. *No vote or action taken – Mark Hopkins to begin reviewing Pipeline easement.*
4. *Ryder and Co. updated contract- Allan Sassin made a motion and was seconded by Mark Hopkins to approve the updated and revised contract with Ryder and Company and the vote passed unanimously 4-0.*
5. *1<sup>st</sup> Capital Business Services updated contract – Jim Stubbs made the motion and was seconded by Allan Sassin to approve the updated and revised contract with 1<sup>st</sup> Capital Business Services and the vote passed unanimously 4-0.*
6. *A special meeting will be held in January of 2025 to discuss amending the rate order- no action taken by board. The board discussed the inter-local agreement with the City of West Columbia (sewer contract) and no action was taken.*
7. *Waste water plant- Jim Stubs made a motion to request Baker and Lawson to investigate feasibility of installing a gravity line and was seconded by Mark Hopkins and the vote passed unanimously 4-0.*

## **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 September 2024. Motion to accept the report made by Allan Sassin, seconded by Mark Hopkins and the vote was unanimous approval 4-0.*
2. *Budget Report/Income Statement: Motion to accept the P&L and Budget, made by Mark Hopkins seconded by Allan Sassin. The vote was unanimous approval 4-0.*
3. *Micheal Bendit presented the list of checks prepared for the October 2024 invoices. The checks total \$148,421.70 from the Operating fund. Motion to pay the bills made by Mark Hopkins, seconded by Jim Stubbs and the vote was unanimous approval 4-0.*
4. *A. Motion made by Mark Hopkins and seconded by Allan Sassin to approve Meeting minutes from Tax Rate Hearing 9/18/24. The vote passed unanimously 4-0.*  
*B. Motion made by Allan Sassin and seconded by Jim Stubbs to approve minutes for 9-18-2024 Regular meeting. The vote passed unanimously 4-0.*
5. *A motion was made by Jim Stubbs and seconded by Mark Hopkins to approve tax assessor report for September 2024. The vote passed unanimously 4-0.*

**H.** There being no other business to come before the Board, Allan Sassin made a motion to adjourn at 12:15 PM. Keith Barker seconded the motion and the vote was unanimous 4-0.

Micheal Bendit  
District Administrator

(SEAL)