

MINUTES OF  
SPECIAL MEETING  
VARNER CREEK UTILITY DISTRICT  
September 18, 2024

STATE OF TEXAS :

COUNTY OF BRAZORIA :

The Board of Directors of Varner Creek Utility District of Brazoria County, Texas convened in Special session on Wednesday, September 18, 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 ( <i>Absent</i> )

**PUBLIC TAX RATE HEARING was called to order by Keith Barker at 9:30 AM**

- 1. No comments from Public**
- 2. Jim Stubbs motioned to adopt the proposed Tax Rate of .364 / per \$100 valuation and the motion was seconded by Allan Sassin. The motion passed unanimously 3-0.**
- 3. Allan Sassin motioned to adjourn the tax rate hearing and was seconded by Jim Stubbs at 9:35 AM and the vote was unanimous 3-0.**

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT  
September 18, 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, September 18, 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 ( <i>Absent</i> )

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; Ray Sauer, Resident Jody Tielke, resident. Three Directors were present, thus constituting a quorum. The meeting was called to order at 9:35 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.
  - Repaired manhole cover
  - Discussed ongoing issue on Burning Tree and Turberry- Mr Ryder recommends bi-annual jetting of lines due to grease deposits and issues with the line
1. *Jim Stubbs made a motion and the motion was seconded by Allan Sassin to contract with Waste Water Industries for bi-annual service to Sunset Oaks and Burning Tree for Jetting of lines (maintenance) and the vote was unanimously passed 3-0.*

2. *No updates*

Allan Sassin made the motion to accept the Operator's Report. The motion was seconded by Jim Stubbs. *The vote was passed unanimously 3-0.*

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

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

1. *A motion was made by Allan Sassin and seconded by Jim Stubbs to approve the cut-off date of 9/25/24 and the vote passed unanimously 3-0.*
2. *A motion was made by Allan Sassin and was seconded by Jim Stubbs to accept the overall water and sewer collection report and the vote passed unanimously 3-0.*

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

1. Report complete per Randy Liska- report to be transmitted by B&L.
2. (A) Pecan Valley 8" water line project – BL prepared bid package and recommends Bull G Construction. *A motion was made by Jim Stubbs to accept the \$90,280.00 bid from Bull G Construction and was seconded by Allan Sassin and the vote was unambiguously approved 3-0.*  
(B). 12" water line @ water plant – *A motion was made by Jim Stubbs and seconded by Allan Sassin to approve the project and proceed with bidding process and the vote passed unanimously 3-0.*  
(C). 2550 Ridgewood Drainage issue- *BL recommends inlet and 6" line- Jim Stubbs made a motion to approve the project at a not to exceed cost of \$15,000.00 and was seconded by Allan Sassin and the vote was passed unanimously 3-0.*

Allan Sassin motioned to accept the overall Engineer's report and Jim Stubbs seconded the motion. *The vote passed unanimously 3-0.*

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

1. No update or Action
2. Waste Disposal Contract with City of West Columbia- A draft contract was reviewed with city of West Columbia, meeting with Wes Griggs and Mr Barker signed LOE to work with Mr Griggs on the contract – no further action taken.
3. *No vote or action taken.*
4. *HOA signed a temporary agreement for management of garbage contract through 12/31/2024.*
5. *Tabled*
6. *Discussed reviews of bank balances with Treasurer*

## **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 August 2024. *Motion to accept the report made by Allan Sassin, seconded by Jim Stubbs and the vote was unanimous approval 3-0.*
2. Budget Report/Income Statement: *Motion to accept the P&L, made by Allan Sassin seconded by Jim Stubbs. The vote was unanimous approval 3-0.*
3. Micheal Bendit presented the list of checks prepared for the September 2024 invoices. The checks total \$152,850.09 from the Operating fund. Motion to pay the bills made by Allan Sassin, seconded by Jim Stubbs and the vote was unanimous approval 3-0.
4. A. *Motion made by Allan Sassin and seconded by Jim Stubbs to approve Meeting minutes from 7/18/2024. The vote passed unanimously 3-0.*  
B. *Motion made by Allan Sassin and seconded by Jim Stubbs to approve minutes for 8-8-2024. The vote passed unanimously 3-0.*  
C. *Motion made by Allan Sassin and seconded by Jim Stubbs to approve minutes for 8-21-2024. The vote passed unanimously 3-0.*  
D. *Motion made by Allan Sassin and seconded by Jim Stubbs to approve minutes for 8-21-2024 special meeting. The vote passed unanimously 3-0.*  
E. *Motion made by Allan Sassin and seconded by Jim Stubbs to approve minutes for 8-28-2024. The vote passed unanimously 3-0.*
5. *A motion was made by Jim Stubbs and seconded by Allan Sassin to approve tax assessor report for August 2024. The vote passed unanimously 3-0.*

**H.** There being no other business to come before the Board, Keith Barker made a motion to adjourn at 12:17 PM. Jim Stubbs seconded the motion and the vote was unanimous 3-0.

Micheal Bendit  
District Administrator

(SEAL)