

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT  
August 21, 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, August 21, 2024, in the Columbia Lakes Resort Cottages Back Conference Room of Columbia Lakes, West Columbia, Texas 77486, inside 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, 1<sup>st</sup> Capital Business Services, LLC; Morris Ryder, Ryder & Co LLC; Randy Liska, Baker & Lawson Engineering; Ray Sauer, Resident. All members were present, thus constituting a quorum. The meeting was called to order at 9:31 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.
  - Maintenance to levees – filled in holes from down trees.
  - Generator needs new right angle drive replacement
  - Continued cleanup from Hurricane Beryl
1. *Jim Stubbs made a motion and the motion was seconded by Allan Sassin to contract with Chaffin Water Well Service to replace the right angle drive on the generator for \$2,750.00 and the vote was unanimously passed 5-0.*
  2. *Becky Carroll motioned to sell the old motor for scrap and was seconded by Jim Stubbs and the vote passed unanimously 5-0.*

3. *Jim Stubbs made a motion to purchase the Ranger 7 meter reading tool (not to exceed \$2,500.00) and Becky Carroll seconded the motion and the vote passed unanimously 5-0.*

Allan Sassin made the motion to accept the Operator's Report. The motion was seconded by Jim Stubbs . *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 Becky Carroll and seconded by Allan Sassin to approve the cut-off date of 8/26/24 and the vote passed unanimously 5-0.*
2. N/A  
*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 5-0.*

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

1. Report complete per Randy Liska- *Becky Carroll made the motion to certify and sign the Lead and Copper Line Inventory to transmit report and was seconded by Jim Stubbs and the vote passed unanimously 5-0.*
2. Bond Projects update presented by Mr. Liska of Baker & Lawson
  - a. Jim Stubbs motioned to amend scope to include fire hydrant replacement for Pecan Valley Project and Allan Sassin seconded the motion. *The vote passed unanimously 5-0.*
  - b. Jim Stubbs made the motion to amend scope to include Ryder Company bid to replace 13 taps on Pecan Valley w/ poly lines and Allan Sassin seconded the motion. *The vote passed unanimously 5-0.*
3. Update on Ridgewood project

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

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

1. No update or Action
2. Becky Carroll made the motion to approve the board's decision for VCUD to take over management of the contract for solid waste disposal with Waste Connections and the motion was seconded by Mark Hopkins and the vote was passed unanimously 5-0.
3. *No vote or action taken.*
4. *Allan Sassin motioned to NOT invest with a brokerage firm and the motion was seconded by Becky Carroll and the vote was 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 July 2024. Motion to accept the report made by Allan Sassin, seconded by Mark Hopkins and the vote was unanimous approval 5-0.
2. Budget Report/Income Statement: Motion to accept the P&L, made by Allan Sassin seconded by Becky Carroll. The vote was unanimous approval 5-0.
3. NA
4. Micheal Bendit presented the list of checks prepared for the August 2024 invoices. The checks total \$138,904.55 from the Operating fund and \$35,158.85 from Capital Projects fund. Motion to pay the bills made by Mark Hopkins, seconded by Allan Sassin and the vote was unanimous approval 5-0.
5. a. Motion made by Director Stubbs and seconded by Director Carroll to approve Meeting minutes from 6/20/24. *The vote passed unanimously 5-0.*  
b. Motion made by Mark Hopkins and seconded by Allan Sassin to approve minutes for 6/25/24. *The vote passed unanimously 5-0.*
6. A motion was made by Jim Stubbs and seconded by Allan Sassin to approve tax assessor report for June 2024. *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 12:17 PM. Jim Stubbs seconded the motion and the vote was unanimous 5-0.

Micheal Bendit  
District Administrator

(SEAL)