

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT  
July 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, July 18, 2024, in the CLHOA meeting room at 128 Edgewater Drive (Maintenance Barn), Columbia Lakes, West Columbia, Texas 77486, inside the boundaries of the district.

to-wit:

Keith Barker	President
Randall Weeks	Vice-President
Becky Carroll	Secretary
Allan Sassin	Treasurer/Investment Officer
Jim Stubbs	Director

Also, present were the following: Micheal Bendit, 1<sup>st</sup> Capital Business Services, LLC; Ben Ryder, Ryder & Co LLC; Mark Hopkins; Randy Liska, Baker & Lawson Engineering; Mr. & Mrs. Lowe, Residents. All members were present with the exception of Jim Stubbs, who was absent, thus constituting a quorum. The meeting was called to order at 9:00 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:** Mr. And Mrs. Lowe commented they are new residents and were seeking to learn more about the district.

**B. Resignation, Appointment, Reorganization of Board, and Bank Signature cards**

- a. A motion was made by Allan Sassin and seconded by Becky Carroll to accept the resignation of Randall weeks effective 7/18/24 and to acknowledge his service to the board and District. *The vote passed unanimously 4-0*
- b. Allan Sassin made a motion and Becky Carroll seconded to appoint Mark Hopkins to the Board of Directors to serve the remainder of Randall Weeks term ending in May 2026, effective immediately. *The vote passed unanimously 3-0.*
- c. Allan Sassin made the motion to reorganize the board as follows:

Keith Barker – President

Becky Carroll- VP

James Stubbs – Secretary

Allan Sassin – Treasurer and Investment Officer

Mark Hopkins – Director

The motion was seconded by Becky Carroll. *The vote passed unanimously 3-0.*

- d. Becky Carroll made the motion to amend the signature cards at Prosperity Bank to remove Randall Weeks and to replace him with Mak Hopkins. Allan Sassin seconded the motion. *The vote passed unanimously 3-0.*

### **C. OPERATOR'S REPORT**

- Bacterial samples taken – all samples good.
- Maintenance to levees – trees on West Levee to be removed.
- Monitoring pumps during Hurricane Beryl
- Continued cleanup from Hurricane Beryl

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

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

1. A motion was made by Allan Sassin and seconded by Becky Carroll to approve cutoff date of 7/24/24. Vote 3-0.
2. A motion was made by Allan Sassin and seconded by Becky Carroll to approve the overall water and sewer billing and collection report. Vote 3-0.
3. Allan Sassin requested more information on delinquent accounts for possible write-off.

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

1. No action taken- project progressing on schedule
  2. Water line Cul de sac bids presented by Mr. Liska of Baker & Lawson
    - a. Becky Carroll motioned to accept the bid of Ryder Company for Turberry lines for \$36,400.00 and Allan Sassin seconded the motion. *The vote passed unanimously 3-0.*
    - b. Allan Sassin made the motion to accept the bid of Ryder Company for Valle Verde for \$54,574.00 and Becky Carroll seconded the motion. *The vote passed unanimously 3-0.*
  3. No vote taken on Pecan Valley or 12" water line at Water plant
  4. Consider & discuss future planning for Ridgewood pump station.
- Allan Sassin motioned to accept the overall Engineer's report and Becky Carroll seconded the motion. *The vote passed unanimously 3-0.*

**F. LEGAL/FINANCIAL:**

1. No update or Action
2. No action
3. Allan Sassin attended the Texas Water Board meeting in Bay City. Allan Sassin summarized issues discussed and discussed the meeting. *No vote or action taken.*

**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 June 2024. Motion to accept the report made by Allan Sassin, seconded by Becky Carroll and the vote was unanimous approval 3-0.
2. Budget Report/Income Statement:  
Motion to accept the Budget, made by Becky Carroll seconded by Allan Sassin. The vote was unanimous approval 3-0.
3. Micheal Bendit presented the list of checks prepared for the July 2024 invoices. The checks total \$145,003.00 from the Operating fund. Motion to pay the bills made by Becky Carroll, seconded by Allan Sassin and the vote was unanimous approval 3-0.
4. a. Motion made by Director Sassin and seconded by Director Carroll to approve Special Meeting minutes from 6/25/24. *The vote passed unanimously 3-0.*  
b. Motion made by Becky Carroll and seconded by Allan Sassin to approve Regular meeting minutes for 6/20/24. *The vote passed unanimously 3-0.*
5. A motion was made by Allan Sassin and seconded by Becky Carroll to approve tax assessor report for June 2024. *The vote passed unanimously 3-0.*
6. A motion was made by Allan Sassin to approve signing of KM&L 2024 Audit and was seconded by Becky Carroll. *The vote passed unanimously 3-0.*

**H.** There being no other business to come before the Board, Becky Carroll made a motion to adjourn at 12:19 PM. Allan Sassin seconded the motion and the vote was unanimous 3-0.

Micheal Bendit  
District Administrator

(SEAL)