

MINUTES
CINCO REGIONAL PLANT OPERATING COMMITTEE

January 12, 2023

Bruce Cox	Harris County MUD 81
George Goff	Harris County MUD 81
Crystal Sampson	Memorial MUD
Tom Williams	Memorial MUD
Morgan Stagg	Cornerstones MUD
Tony Garza	Cornerstones MUD
Kate Hallaway	Engineer
Aaron Orozco	Engineer
Pam Redden	Bookkeeper
Whitney Aelmore	Operator
Kim Cannon	Legal Assistant

APPROVE MINUTES

The Committee considered approving the minutes of the December 8, 2022, meeting of the Cinco Regional Plant (the "Plant") Operating Committee. After discussion, Ms. Stagg moved to approve the minutes, as submitted. Mr. Williams seconded the motion, which carried by unanimous vote.

RECEIVE REPORT OF BOOKKEEPER

Ms. Redden presented the bookkeeper's report on the Plant funds, a copy of which is attached. She reviewed the Plant account, the bills to be paid, budget comparison, annual energy billings, connection worksheet, analysis of reserve fund, and investment for the Plant account.

After discussion, Ms. Stagg moved to approve the bookkeeper's report and payment of the bills. Mr. Williams seconded the motion, which carried by unanimous vote.

RECEIVE REPORT OF OPERATOR, INCLUDING REQUEST FOR RATE INCREASE FOR MOWING AND LANDSCAPE MAINTENANCE AT THE PLANT SITE

Ms. Aelmore reviewed the operator's report, which includes maintenance and repairs to the Plant. A copy of the operator's report is attached.

Ms. Aelmore discussed the fence at the wastewater treatment plant and stated multiple repairs are needed. She presented and reviewed a proposal from Allied Utility Construction, LLC ("AUC") in the amount of \$21,575.00. She stated the proposal includes the removal of old fence material, the purchase and installation of new cedar

wood fence material and posts, including the rot board. Discussion ensued regarding the eight-foot height requirement of the fence around the facilities and the proposal provided.

Ms. Aelmore presented and reviewed a request for a rate increase for the mowing and landscape maintenance at the Plant site from Custom Scapes and Designs ("CS"). She stated the current rate is \$450.00 per month and CS is requesting an increase to \$675.00 per month. She noted the increase is due to fuel, labor, equipment, and other cost increases. Ms. Aelmore also noted there has not been an increase request previously from CS. After discussion, the Committee concurred to request that CS attend the next meeting to discuss their cost increase request.

After review and discussion, Ms. Stagg moved to (1) approve the operator's report; and (2) approve the revised proposal from AUC, to include 8-foot cedar fence material, subject to final review and approval at the Sewage Treatment Plant meeting on January 19, 2023. Mr. Williams seconded the motion, which passed unanimously.

RECEIVE REPORT OF ENGINEER

Ms. Hallaway presented the engineer's report and reported on the wastewater treatment plant flows for each Participant. A copy of the engineer's report is attached.

DISCUSS 2023 CAPITAL IMPROVEMENT PLAN ("CIP")

Ms. Hallaway reviewed the revised 2023 CIP and the pro rata share for each Plant participant, a copy of which is attached to the engineer's report.

PHASE 4 REHABILITATION OF MAIN INFLUENT TRUNK LINE, INCLUDING PAY ESTIMATES, CHANGE ORDERS, SUBSTANTIAL COMPLETION, AND FINAL ACCEPTANCE

Ms. Hallaway stated the contractor for the rehabilitation of the main influent trunk line is T. Gray. She stated Pay Estimate No. 7 was received from the contractor and is being reviewed by BGE. She noted that the contractor has begun the installation of the articulated concrete block to satisfy Harris County Flood Control's request.

APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR THE TRUNK LINE SANITARY SEWER REHABILITATION, PHASES 5 AND 7

Ms. Hallaway stated BGE has submitted the plans and specifications for the trunk line sanitary sewer manhole rehabilitation, phases 5 and 7 to all agencies for approval. She requested approval of the plans and specifications and authorization to advertise for bids for the project.

APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR THE TRUNKLINE MANHOLE REHABILITATION, PHASES 5 & 7

Ms. Hallaway stated BGE is has stated the plans and specifications for the trunk line manhole rehabilitation, phases 5 and 7. She stated BGE will finalize the plans after phases 5 and 7 trunkline sanitary sewer rehabilitation project is bid.

CINCO MUNICIPAL UTILITY DISTRICT NO. 1 EFFLUENT REUSE SYSTEM, INCLUDING RECLAIMED WATER PERMIT APPLICATION

Ms. Hallaway stated BGE is currently working on the reuse design and anticipates bidding the project in February, pending approval by Harris County and the Texas Commission on Environmental Quality ("TCEQ"). She presented the revised Chapter 210 reclaimed water permit application and requested authorization to submit same to the TCEQ subject to final review.

WASTEWATER DISCHARGE PERMIT RENEWAL APPLICATION

Ms. Hallaway stated that the TCEQ is finalizing their review of the wastewater discharge permit renewal application.

Following review and discussion, and based on the engineer's recommendation, Ms. Stagg moved to (1) approve the engineer's report; (2) approve the plans and specifications and authorize advertisement for bids for the Phase 5 and 7 trunkline rehabilitation project; and (3) authorize BGE to submit the revised Chapter 210 reclaimed water permit application to the TCEQ, subject to final review. Mr. Williams seconded the motion, which carried by unanimous vote.

There being no further business to come before the Committee, the meeting was adjourned.

LIST OF ATTACHMENTS

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