

MINUTES
CINCO REGIONAL PLANT OPERATING COMMITTEE

January 14, 2021

George Goff	Harris County MUD 81
Patrick Cathcart	Harris County MUD 81
Tony Garza	Cornerstones MUD
Morgan Stagg	Cornerstones MUD
Tom Williams	Memorial MUD
Crystal Sampson	Memorial MUD
Len Forsyth	Mason Creek UD
Whitney Aelmore	Operator
Doug Baker	Engineer
Mary Lutz	Bookkeeper
Katie Carner	Harris County MUD 81 Attorney
Kim Cannon	Harris County MUD 81 Legal Assistant

APPROVE MINUTES

The Committee considered approving the minutes of the December 3, 2020, meeting of the Cinco Regional Plant (the "Plant") Operating Committee. After discussion, Mr. Garza moved to approve the minutes, as submitted. Mr. Forsyth seconded the motion, which carried by unanimous vote.

RECEIVE REPORT OF BOOKKEEPER

Ms. Lutz 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 that the Committee approve the bookkeeper's report. Mr. Forsyth seconded the motion, which passed unanimously.

RECEIVE REPORT OF OPERATOR

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

Mr. Forsyth discussed the operating report and requested that the format be updated to include more details regarding the repairs and associated costs going forward.

After review and discussion, Ms. Stagg moved to approve the operator's report. Ms. Sampson seconded the motion, which passed unanimously.

RECEIVE REPORT OF ENGINEER

Mr. Baker presented the engineer's report and reported on the wastewater treatment plant flows for each district. A copy of the engineer's report is attached.

UPDATE ON SECURITY CAMERA WIRING INSTALLATION AT THE PLANT SITE

Mr. Baker updated the Committee on the installation of security cameras at the Plant site and stated the cameras have been installed and NCS has completed the programming for the cameras. He stated that Comcast has not yet initiated the wiring installation and expects to complete the work by February 22, 2021.

PROCESS AERATION PIPING REPLACEMENT

Mr. Baker stated the process aeration piping is problematic for the operator and requires constant attention. He presented a proposal in the amount of \$289,700.00 to replace the aeration piping with galvanized steel. Discussion ensued regarding the proposed project and the recommended timeline in Spring 2021.

REHABILITATION OF MAIN INFLUENT TRUNK LINE

PHASE 4

Mr. Baker stated BGE is currently designing the Phase 4 trunk line rehabilitation project. He stated the plans will be submitted to Harris County Engineering for review at the end of the month.

PHASE 5

Mr. Baker stated BGE is currently working on the schedule for the Phase 5 trunk line rehabilitation project.

EMERGENCY MANHOLE REPAIR, INCLUDING ADJACENT SANITARY SEWER LINE REPAIRS

Mr. Baker discussed a collapsed manhole near the Plant site. He stated Boyer, Inc., is the contractor for the repair. He stated Boyer is on site and the emergency repairs are in process. Mr. Baker stated the contractor has identified an issue with the downstream 42-inch trunk line that is preventing the manhole from drying so the epoxy

coating can be applied. He recommended approval of a change order in the amount of \$38,893.00 for the trunk line replacement

MANHOLE SURVEY AND PROPOSED SCHEDULE FOR REHABILITATION

Mr. Baker stated that the sanitary sewer manhole survey is complete. Discussion ensued regarding the rehabilitation of the existing manholes and including the costs for this project in the Capital Improvement Plan. Mr. Baker noted the format for the expenses in the Capital Improvement Plan will include the pro-rata share for the Participants.

EMERGENCY FORCE MAIN REPLACEMENT

Mr. Baker stated the operator discovered the main force main for the Plant is leaking. He stated Boyer, Inc., was authorized to be the contractor for the emergency replacement and the Texas Commission on Environmental Quality has approved the emergency repair. He stated Boyer, Inc. has constructed a bypass on the existing lift station for a temporary solution until construction can begin on approximately January 18, 2021.

CAPITAL IMPROVEMENT PLAN

Mr. Baker presented a proposal in the amount of \$8,000.00 for development of a Plant Capital Improvement Plan. After discussion, the Committee members determined to bring the proposal back to their individual Boards for discussion.

Following review and discussion, Mr. Forsyth moved to approve the engineer's report, and based on the engineer's recommendation, to approve the change order in the amount of \$38,983.00. Ms. Stagg seconded the motion, which passed by unanimous vote.

ADOPT AMENDED ORDER ESTABLISHING A RECORDS RETENTION PROGRAM AND DESIGNATING A RECORDS MANAGEMENT OFFICER

Ms. Carner stated that the Texas Local Government Records Act provides that all local governments must establish an active and continuing records management program that contains policies and procedures that promote cost-effective and efficient recordkeeping. Ms. Carner stated that Harris County Municipal Utility District No. 81's ("MUD81") current records management program requires that all Plant records be retained permanently. Ms. Carner reviewed with the Committee an Amended Order Establishing a Records Management Program and Designating a Records Management Officer that amends MUD81's records management program to adopt the recommended retention schedules published by the Texas State Library and Archive Commission ("TSLAC"), which will allow MUD81 to periodically dispose of Plant records once the applicable retention period for that specific information has expired. After discussion, Mr. Forsyth moved to approve the Amended Order Establishing a

Records Retention Program and Designating a Records Management Officer, as authorized by the Committee. Ms. Stagg 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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