

MINUTES OF SPECIAL MEETING
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 81
OF HARRIS COUNTY, TEXAS

CINCO REGIONAL SEWAGE TREATMENT PLANT

January 21, 2021

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 81 (the "District") met in special session by teleconference, with access by telephone available to the public, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott's emergency disaster declaration dated March 13, 2020, on the 21st day of January, 2021, and the roll was called of the members of the Board being present by telephone:

George Goff	President
Patrick Cathcart	Vice President
Bruce Cox	Secretary
Donna Brown	Treasurer
Michael Olsen	Assistant Secretary

and all of said persons were present, except Director Cox, thus constituting a quorum.

Also attending the teleconference were: Len Forsyth of Mason Creek Municipal Utility District; Buddy Trotter and Crystal Sampson of Memorial Municipal Utility District; Kate Hallaway of BGE, Inc.; Whitney Aelmore of Si Environmental ("SE"); Mary Lutz of McLennan & Associates, L.P.; and Katie Carner and Kim Cannon of Allen Boone Humphries Robinson LLP ("ABHR").

Ms. Carner reviewed certain recommended protocols for conducting the District's meeting via teleconference. She announced that the meeting was being recorded and that consultant reports presented at the meeting were posted online and available to the public in the form of an "agenda packet" prior to the start of the meeting at www.districtdirectory.org/agendapackets/hcmud81.

MINUTES

The Board considered approving the minutes of the December 10, 2020, Cinco Regional Sewage Treatment Plant (the "Plant") meeting. After discussion, Director Cathcart moved to approve the minutes of the December 10, 2020, Plant meeting, as written. Director Brown seconded the motion. A roll call of the Board was taken and the motion passed unanimously.

BOOKKEEPER'S REPORT

Ms. Lutz presented the bookkeeper's report on the Plant funds. She reviewed the Plant account, the bills to be paid, budget comparison, investment report, and annual energy billing. A copy of the bookkeeper's report is attached.

After discussion, Director Cathcart moved to approve the bookkeeper's report and pay the bills. Director Brown seconded the motion. A roll call of the Board was taken and the motion passed unanimously, with all directors voting "yea."

PLANT OPERATIONS, DISCHARGE, AND REPAIRS AND MAINTENANCE

Ms. Aelmore reviewed a report on operations of the Plant, a copy of which is attached. She then reviewed the Discharge Monitoring Report and noted that no excursions occurred at the Plant during the month.

After review and discussion, Director Brown moved to approve the operator's report. Director Olsen seconded the motion. A roll call of the Board was taken and the motion passed unanimously, with all directors voting "yea."

ENGINEER'S REPORT

Ms. Hallaway presented a written engineer's report, a copy of which is attached.

Ms. Hallaway stated that BGE has begun design of the reuse system project.

APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR PHASE 4 REHABILITATION OF MAIN INFLUENT TRUNKLINE

Ms. Hallaway stated BGE has completed design of the Phase 4 project and is in the final review process.

PROCESS AERATION PIPING REPLACEMENT

Ms. Hallaway stated the process aeration piping is problematic for the operator and requires constant attention. She presented a proposal in the amount of \$289,700.00 to replace the aeration piping with galvanized steel. Discussion ensued regarding the proposed project.

EMERGENCY REPAIRS TO SANITARY SEWER MANHOLE

Ms. Hallaway stated that Boyer, Inc., has mobilized, and the emergency repairs are in process. She 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. She recommended approval of a change order in the amount of \$38,893.00 for the trunk line replacement. Mr. Forsyth requested that BGE inspect the downstream 42-inch trunk line and document the existing conditions. After discussion, the Board determined the change order is beneficial to the District.

MANHOLE REHABILITATION, INCLUDING PROPOSED PHASING PLAN

Ms. Hallaway 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.

EMERGENCY FORCE MAIN REPAIRS

Ms. Hallaway discussed a force main leak at the Plant site. She stated the contractor for the replacement is Boyer, Inc. in the amount of \$373,572.00. Ms. Hallaway stated that Boyer has constructed a temporary bypass, pending construction of the new line.

INSTALLATION OF WIRING FOR SECURITY CAMERAS AND EQUIPMENT

Ms. Hallaway updated the Board 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. She stated that Comcast is working on the wiring.

CAPITAL IMPROVEMENT PLAN

Ms. Hallaway presented a proposal from BGE in the amount of \$8,000.00 for development of a Plant Capital Improvement Plan. Discussion ensued.

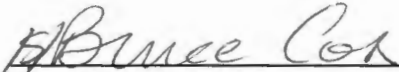
After discussion, Director Olsen moved to approve the engineers report and based on the engineer's recommendation and the Board's determination that the change order is beneficial to the District, to approve the change order in the amount of \$38,983.00. Director Cathcart seconded the motion. A roll call of the Board was taken and the motion passed unanimously, with all directors voting "yea."

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 the District's current records management program requires that all District and Plant records be retained permanently. Ms. Carner reviewed with the Board an Amended Order Establishing a Records Management Program and Designating a Records Management Officer that amends the District's records management program to adopt the recommended retention schedules published by the Texas State Library and Archive Commission ("TSLAC"), which will allow the District to periodically dispose of records once the applicable retention period for that specific information has expired. After discussion, Director Brown moved to adopt the Amended Order Establishing a Records Retention Program and Designating a Records Management Officer and direct that the Order be filed appropriately in the

District's official records. Director Olsen seconded the motion. A roll call of the Board was taken and the motion passed unanimously, with all directors voting "yea."

There being no further business to come before the Board, the Board concurred to adjourn the meeting.


Secretary, Board of Directors

(SEAL)



LIST OF ATTACHMENTS

	Minutes
	<u>Page</u>
Bookkeeper's report.....	2
Operator's report.....	2
Engineer's report.....	2