

MINUTES  
CINCO REGIONAL PLANT OPERATING COMMITTEE

February 10, 2022

George Goff	Harris County MUD 81
Patrick Cathcart	Harris County MUD 81
Tom Williams	Memorial MUD
Buddy Trotter	Memorial MUD
Morgan Stagg	Cornerstones MUD
Kate Hallway	Engineer
Pam Redden	Bookkeeper
Whitney Aelmore	Operator
Katie Carner	Harris County MUD 81 Attorney
Kim Cannon	Harris County MUD 81 Legal Assistant
Candace Santiago	Fisk Electric

APPROVE MINUTES

The Committee considered approving the minutes of the January 13, 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.

Ms. Redden noted that check no. 5003 has been voided because the check was unreadable at the bank and noted a wire was sent in place of the voided check.

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 UPDATE ON REPLACEMENT OF MIXER PUMP NO. 2, RETURN ACTIVATED SLUDGE PUMP NO. 4, AND BLEACH TANK NO. 1

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.

Ms. Aelmore updated the Committee on the replacement of mixer pump no. 2 and stated the pump has been ordered.

Ms. Aelmore updated the Committee on the replacement of the return activated sludge pump no. 4 and stated the pump has been ordered.

Ms. Aelmore updated the Committee on the replacement of bleach tank no. 1 and stated the tank has been ordered.

After review and discussion, Ms. Stagg moved to approve the operator's report. 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.

#### 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 Utility and Rehab Co. ("T. Gray"). She requested approval of Pay Estimate No. 2 in the amount of \$20,250.00, payable to T. Gray.

She then presented Change Order No. 1, with no change to the cost to the contract with T. Gray and an additional 16 contract days to the project. Discussion ensued regarding disincentive penalties allowed under the construction contract if the contractor exceeds the allotted contact time.

#### CAPITAL IMPROVEMENT PLAN

Ms. Hallaway presented and reviewed an updated project list for Plant Capital Improvement Plan and a break-down of pro-rata shares for the Plant Participants for the manhole rehabilitation and the sanitary sewer rehabilitation, phases 5 and 7 projects. Discussion ensued regarding the proposed Plant Capital Improvement Plan.

#### CINCO MUNICIPAL UTILITY DISTRICT NO. 1 EFFLUENT REUSE SYSTEM

Ms. Hallaway stated BGE has completed updates to the design for the reuse system. Discussion ensued regarding the reclaimed water permit and timing for advertising the project.

## WASTEWATER DISCHARGE PERMIT RENEWAL APPLICATION

Ms. Hallaway stated BGE has submitted the application for renewal of the wastewater discharge permit to the Texas Commission on Environmental Quality. She stated the application has been declared administratively complete.

## DISCUSS FISK SECURITY CAMERA PROPOSAL

Ms. Hallaway stated Fisk Electric is in the process of replacing the camera switches and connection for the security cameras to be viewable at the MUD 81 administration building. Ms. Santiago distributed and reviewed a proposal in the amount of \$2,470.00 for the camera equipment, including the relocation of the three suppression cables, and replacement of one security camera. Discussion ensued regarding the monitoring capabilities of the Plant security cameras at the MUD 81 administration building. A copy of the proposal is attached. The Committee discussed authorizing Fisk to purchase a monitor for onsite viewing of footage and cost of same.

Following review and discussion, Mr. Williams moved to (1) approve the engineer's report; (2) approve Pay Estimate No. 2 in the amount of \$20,250.00, as recommended; (3) approve Change Order No. 1, for no change to the cost of the contract and a 16 day extension to the contract time, based on the committees determination that the Change Order is beneficial to the Plant Participants and the engineers recommendation; (4) approve the 2022 project list and schedule inn the Capital Improvement Plan; and (5) approve the proposal from Fisk and authorize Fisk to purchase a monitor for a total amount not to exceed \$2,700.00, as discussed, and authorize access to the operator and George Goff for retrieval of security camera footage, as needed. Ms. Stagg seconded the motion, which carried by unanimous vote.

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

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