

MINUTES
CINCO REGIONAL PLANT OPERATING COMMITTEE

May 13, 2021

George Goff	Harris County MUD 81
Patrick Cathcart	Harris County MUD 81
Buddy Trotter	Memorial MUD
Crystal Sampson	Memorial MUD
Len Forsyth	Mason Creek UD
Morgan Stagg	Cornerstones MUD
Tony Garza	Cornerstones MUD
Whitney Aelmore	Operator
Kate Hallaway	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 April 8, 2021, meeting of the Cinco Regional Plant (the "Plant") Operating Committee. After discussion, Ms. Stagg moved to approve the minutes, as submitted. Mr. Forsyth seconded the motion, which carried by unanimous vote.

APPROVE THE AUDIT FOR FISCAL YEAR END DECEMBER 31, 2020

Mr. Goff stated the audit for the Plant's fiscal year ending December 31, 2020 was reviewed and approved at the Cinco Regional Sewage Treatment Plant meeting on April 15, 2021 and noted that there was no representative present from Cornerstones MUD at the meeting. After discussion, Ms. Stagg moved to approve the audit. Mr. Forsyth seconded the motion, which passed unanimously, following a roll call 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. She noted Cinco Municipal Utility District No. 1 has paid the additional amount of \$900.00 with the correct monthly payment for this month, pursuant to the Reclaimed Water Agreement.

After discussion, Ms. Stagg moved to approve the bookkeeper's report. Mr. Cathcart 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.

Ms. Aelmore stated the access road for the Return Activated Sludge ("RAS") pumps is difficult to access during weather events and reviewed a proposal for the installation of a gravel road in the amount of \$7,500.00.

Ms. Aelmore presented and reviewed proposals for the repair of sludge pump nos. two and five in the amounts of \$16,606.00, plus \$800.00 for labor and \$17,699.00, plus \$800.00 for labor, respectively. She noted the repairs include a one-year warranty.

After review and discussion, Mr. Forsyth moved to (1) approve the operator's report; (2) approve the proposal for the installation of a gravel road to access the RAS pumps in the amount of \$7,500.00; and (3) approve the repair of sludge pump nos. 2 and 5 in the amounts of \$16,606.00, plus \$800.00 for labor and \$17,699.00, plus \$800.00 for labor, respectively, as recommended by the operator. Ms. Stagg seconded the motion, which passed unanimously.

SECURITY CAMERA MATTERS, INCLUDING FISK PROPOSAL

The Committee discussed a proposal from Fisk Electric in the amount of \$1,755.00 to provide access to the three security cameras at the Plant from the District administrative office. After discussion, Mr. Forsyth moved to approve the proposal from Fisk Electric in the amount of \$1,755.00. Mr. Trotter seconded the motion. After a roll call vote, the motion 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.

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 and the recommended timeline. The Committee requested that this project be included in the capital improvement plan.

REHABILITATION OF MAIN INFLUENT TRUNK LINE

PHASE 4

Ms. Hallaway stated BGE has received all required agency approvals for the Phase 4 trunk line rehabilitation project. Ms. Hallaway stated BGE is ready to advertise for bids for the project when authorized by the Committee. She noted that only Memorial MUD and Cornerstones MUD will be financially responsible for this project. Ms. Hallaway stated the previous estimate was approximately \$1.5 million. Discussion ensued regarding increased construction and labor costs. After discussion, the Committee concurred to authorize BGE to obtain an updated estimate for the project.

PHASE 5

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

EMERGENCY MANHOLE REPAIR

Ms. Hallaway discussed a collapsed manhole near the Plant site. She stated Boyer, Inc., is the contractor for the repair. She stated Boyer is on site and the emergency repairs are in process but cannot be completed until the adjacent sanitary sewer line repairs are completed.

EMERGENCY SANITARY SEWER LINE REPAIRS

Ms. Hallaway stated the excavation of the 42-inch trunkline section is currently underway.

MANHOLE SURVEY AND PROPOSED SCHEDULE FOR REHABILITATION

Ms. Hallaway stated that the sanitary sewer manhole survey is complete and BGE is currently working on a list of areas in need of rehabilitation. The Committee requested that this item be included in the capital improvement plan.

CAPITAL IMPROVEMENT PLAN

Ms. Hallaway stated the BGE is in the process of preparing the Plant Capital Improvement Plan.

CINCO MUNICIPAL UTILITY DISTRICT NO. 1 EFFLUENT REUSE SYSTEM

Ms. Hallaway stated BGE has begun updates to the design for the reuse system.

OTHER ENGINEERING MATTERS

Ms. Hallaway stated BGE has begun preparing the application for renewal of the wastewater discharge permit for the District.

Following review and discussion, Mr. Forsyth moved to approve the engineer's report. Ms. Stagg seconded the motion, which carried by unanimous vote.

OTHER MATTERS

Mr. Goff discussed conducting future Committee meetings in person. After discussion, MUD 81, Cornerstones MUD and Mason Creek MUD were in favor of beginning in person meetings in June, subject to final approval from Memorial MUD.

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

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