

MINUTES  
CINCO REGIONAL PLANT OPERATING COMMITTEE

November 12, 2020

John Savage	Harris County MUD 81
George Goff	Harris County MUD 81
Morgan Stagg	Cornerstones MUD
Tony Garza	Cornerstones MUD
Crystal Sampson	Memorial MUD
Len Forsyth	Mason Creek MUD
Whitney Aelmore	Operator
Kate Hallaway	Engineer
Mary Lutz	Bookkeeper
Michael Olsen	Resident of Harris County MUD 81
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 October 8, 2020, 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.

RECEIVE REPORT OF BOOKKEEPER, INCLUDING PLANT BUDGET FOR FISCAL YEAR ENDING DECEMBER 31, 2021

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.

Ms. Lutz discussed the draft budget for fiscal year end December 31, 2021, a copy of which is attached to the bookkeeper's report.

After discussion, Mr. Forsyth moved that the Committee approve the bookkeeper's report. Ms. Stagg 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 updated the Committee on the repair on blower no. 4 and stated it is near completion.

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

SECOND AMENDMENT TO RECLAIMED WATER AGREEMENT WITH CINCO MUNICIPAL UTILITY DISTRICT NO. 1 AND SECOND SUPPLEMENT TO LETTER AGREEMENT FOR SALE OF EFFLUENT FOR PRODUCTION OF RECLAIMED WATER

Ms. Carner stated the draft Second Amendment to the Reclaimed Water Agreement has been distributed to the Plant Participants for review. Ms. Carner stated that BGE has revised the exhibits to include an access road and finalized the configuration of the additional ground storage tanks. Mr. Forsyth stated that Mason Creek MUD has approved the draft with the revised exhibits, and Ms. Stagg and Ms. Sampson stated that Cornerstones MUD and Memorial MUD will meet Monday and discuss the draft.

RECEIVE REPORT OF ENGINEER

Ms. Hallaway 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.

HARRIS COUNTY FLOOD CONTROL DISTRICT CHANNEL

Ms. Hallaway reported that Harris County has completed the work.

UPDATE ON SECURITY CAMERA AND EQUIPMENT INSTALLATION AT THE PLANT SITE

Ms. Hallaway 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. She stated that Comcast has not yet completed the wiring installation. Mr. Savage stated that Comcast plans to complete the installation by January 20<sup>th</sup>.

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 in Spring 2021.

## REHABILITATION OF MAIN INFLUENT TRUNK LINE

Ms. Hallaway discussed the inspections.

### PHASE 4

Ms. Hallaway stated BGE is currently designing the Phase 4 trunk line rehabilitation 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.

## MANHOLE SURVEY AND PROPOSED SCHEDULE FOR REHABILITATION

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.

## FORCE MAIN EMERGENCY REPAIRS

Ms. Hallaway stated the operator discovered the main force main for the Plant is leaking. She stated BGE believes it is an emergency situation, and she will bring a proposal for replacement of the force main to next week's meeting.

## CAPITAL IMPROVEMENT PLAN

Ms. Hallaway 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. Ms. Sampson seconded the motion, which passed by unanimous vote.

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

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