

MINUTES
CINCO REGIONAL PLANT OPERATING COMMITTEE

December 3, 2020

George Goff	Harris County MUD 81
Patrick Cathcart	Harris County MUD 81
Tony Garza	Cornerstones MUD
Buddy Trotter	Memorial MUD
Len Forsyth	Mason Creek UD
Whitney Aelmore	Operator
Kate Hallaway	Engineer
Mary Lutz	Bookkeeper
Jennifer Hanna	Auditor
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 November 12, 2020, meeting of the Cinco Regional Plant (the "Plant") Operating Committee. After discussion, Mr. Garza moved to approve the minutes, as submitted. Mr. Trotter seconded the motion, which carried by unanimous vote.

ENGAGE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR END DECEMBER 31, 2020

Ms. Hanna presented a proposal from BKD for preparation of the Cinco Plant audit report for the fiscal year ending December 31, 2020, at an estimated cost of \$7,800, plus expenses. After discussion, Mr. Garza moved to engage BKD to prepare the Plant's audit report. Mr. Trotter 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 and adopt the Plant for fiscal year end December 31, 2021, as presented. Mr. Garza 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.

After review and discussion, Mr. Garza moved to approve the operator's report. Mr. Trotter 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 district. A copy of the engineer's report is attached.

UPDATE ON SECURITY CAMERA WIRING 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. Ms. Hallaway stated that Comcast plans to complete the installation in January.

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

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. Mr. Forsyth requested a sample format for the expenses for review at the next meeting, including the pro-rata share for the Participants.

EMERGENCY FORCE MAIN REPLACEMENT

Ms. Hallaway stated the operator discovered the main force main for the Plant is leaking. She 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. She stated Boyer, Inc. has constructed a bypass on the existing lift station for a temporary solution until construction can begin.

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. Garza moved to approve the engineer's report. Mr. Trotter 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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