

MINUTES  
CINCO REGIONAL PLANT OPERATING COMMITTEE

December 5, 2024

Patrick Cathcart	Harris County MUD 81
George Goff	Harris County MUD 81
Buddy Trotter	Memorial MUD
Morgan Stagg	Cornerstones MUD
Tony Garza	Cornerstones MUD
Kate Hallaway	Engineer
Demitra Berry	Bookkeeper
Whitney Aelmore	Operator
Jennifer Hanna	Auditor
Teshia Judkins	Harris County MUD 81 Attorney

APPROVE MINUTES

The Committee considered approving the minutes of the November 14, 2024, meeting of the Cinco Regional Plant (the "Plant") Operating Committee. After discussion, Ms. Stagg moved to approve the minutes, as submitted. Mr. Trotter seconded the motion, which carried by unanimous vote.

ENGAGE AUDITOR TO CONDUCT FISCAL YEAR END DECEMBER 31, 2024

Ms. Hanna of Forvis Mazars, LLP ("Forvis") presented and reviewed a proposal for preparation of the Cinco Plant audit report for the fiscal year ending December 31, 2024, at an estimated cost of \$9,400.00, plus expenses. After discussion, Ms. Stagg moved to engage Forvis to prepare the Plant's audit report. Mr. Garza seconded the motion, which carried by unanimous vote.

RECEIVE REPORT OF BOOKKEEPER

Ms. Berry 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 investments for the Plant account. After discussion, Ms. Stagg moved to approve the bookkeeper's report and payment of the bills. Mr. Trotter seconded the motion, which carried by unanimous vote.

RECEIVE REPORT OF OPERATOR

Ms. Aelmore reviewed the operator's report, which includes maintenance and repairs to the Plant. A copy of the operator's report is attached. After review and discussion, Ms. Stagg 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 Participant. A copy of the engineer's report is attached.

DISCUSS 2024 PLANT CAPITAL IMPROVEMENT PLAN ("CIP")

Ms. Hallaway discussed the revised CIP for 2025, a copy of which is attached to the engineer's report.

APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR TRUNKLINE MANHOLE REHABILITATION PROJECT, PHASES 1-3

Ms. Hallaway updated the Board on the status of this project and stated kickoff of the project is anticipated for January 2025.

APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR THE PLANT ELECTRICAL IMPROVEMENTS AND GENERATOR REPLACEMENT

Ms. Hallaway discussed the electrical improvements and generator replacement at the Plant.

PAY ESTIMATES, CHANGE ORDERS, SUBSTANTIAL COMPLETION AND FINAL ACCEPTANCE FOR TRUNK LINE SANITARY SEWER MANHOLE REHABILITATION, PHASE 4

Ms. Hallaway stated Allteam Solutions ("AS") is the contractor for the construction of phase 4 trunk line sanitary sewer manhole rehabilitation project. She stated the project is almost complete. She also presented and recommended approval of Pay Estimate No. 2 to AS in the amount of \$76,782.60.

REVIEW BIDS AND AWARD CONTRACT FOR THE TRUNK LINE SANITARY SEWER MANHOLE REHABILITATION, PHASES 5 AND 7

Ms. Hallaway stated BGE advertised the project for bids, but no bids were received. She stated BGE will rebid the project.

PAY ESTIMATES, CHANGE ORDERS, SUBSTANTIAL COMPLETION AND FINAL ACCEPTANCE FOR THE TRUNK LINE SANITARY SEWER REHABILITATION, PHASES 5 AND 7, INCLUDING EMERGENCY REPAIRS FOR COLLAPSED LINE

Ms. Hallaway stated Texas Pride Utilities, LLC ("TPU") is the contractor for the trunk line sanitary sewer rehabilitation, phases 5 and 7 and the project is almost complete.

APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR REPLACEMENT OF ACCESS ROAD BRIDGE WINGWALL AND WATERLINE REPAIRS

Ms. Hallaway stated the plans and specifications of the replacement of access road bridge wingwall and waterline repairs project have been submitted to Harris County for review and BGE is addressing comments from Harris County. She stated BGE is expecting to bid this project in January 2025.

DISCUSS WILLOW FORK DRAINAGE DISTRICT ("WFDD") PROPOSED SEGMENT Q TRAIL PROJECT ADJACENT TO PLANT SITE AND ACCESS ROAD

Ms. Hallaway reported on communications she received regarding the WFDD proposed Segment Q trail project.

CINCO MUNICIPAL UTILITY DISTRICT NO. 1 EFFLUENT REUSE SYSTEM, INCLUDING UPDATE ON CONSTRUCTION OF RECLAIMED WATER FACILITIES

Ms. Hallaway stated JTR Constructors is the contractor for the construction of the reuse system. She stated the construction is ongoing. She further reported that JTR Constructors has requested an extension of the time to complete the project but to her knowledge Cinco Municipal Utility District No. 1 has not yet made a determination on the requested extension.

Following review and discussion, and based on the engineer's recommendation, Ms. Stagg moved to: (1) approve the engineer's report; and (2) approve Pay Estimate No. 2 in the amount of \$76,782.60, payable to AS. Mr. Trotter seconded the motion, which carried by unanimous vote.

DISCUSS OTHER MATTERS THAT MAY COME BEFORE THE COMMITTEE

There was no discussion on this item.

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

LIST OF ATTACHMENTS

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