

MINUTES  
CINCO REGIONAL PLANT OPERATING COMMITTEE

December 9, 2021

George Goff	Harris County MUD 81
Patrick Cathcart	Harris County MUD 81
Tom Williams	Memorial MUD
Buddy Trotter	Memorial MUD
Len Forsyth	Mason Creek UD
John Cameron	Mason Creek UD
Morgan Stagg	Cornerstones MUD
Tony Garza	Cornerstones MUD
Kate Hallway	Engineer
Pamela Redden	Bookkeeper
Jennifer Hanna	Auditor
Whitney Aelmore	Operator
Katie Carner	Harris County MUD 81 Attorney

APPROVE MINUTES

The Committee considered approving the minutes of the November 11, 2021, 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.

ENGAGE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR END DECEMBER 31, 2021

Ms. Hanna presented a proposal from BKD for preparation of the Cinco Plant audit report for the fiscal year ending December 31, 2021, at an estimated cost of \$8,900, plus expenses. After discussion, Ms. Stagg moved to engage BKD to prepare the Plant's audit report. Mr. Williams seconded the motion, which carried by unanimous vote.

RECEIVE REPORT OF BOOKKEEPER, INCLUDING ADOPT PLANT BUDGET FOR FISCAL YEAR END DECEMBER 31, 2022

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 presented and reviewed the draft Plant budget for fiscal year end December 31, 2022, a copy of which is attached to the bookkeeper's report. After discussion, Mr. Forsyth moved to adopt the Plant budget, as presented. Ms. Stagg seconded the motion, which carried by unanimous vote.

RECEIVE REPORT OF OPERATOR, INCLUDING UPDATE ON REPLACEMENT OF MIXER PUMP NO. 2 AND RETURN ACTIVATED SLUDGE PUMP NO. 4

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 presented a proposal from Napco Chemical Company for the replacement of bleach tank no. 1, in the amount of \$15,489.00. She stated the tank comes with a five-year warranty.

After review and discussion, Ms. Stagg moved to (1) approve the operator's report; and (2) approve the proposal in the amount of \$15,489.00 for the replacement of bleach tank no. 1. 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 updated the Committee on the status of the rehabilitation of the main influent trunk line and stated the contractor was scheduled to mobilize on October 15, 2021 but has not mobilized. The Committee requested that ABHR send correspondence to the contractor regarding the failure to mobilize, if the contractor does not mobilize by next week's meeting.

CAPITAL IMPROVEMENT PLAN

Ms. Hallaway stated she would bring an updated project list to next month's meeting based upon the approved 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 revisions to 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.

## ADDITIONAL ENGINEERING ITEMS

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. She stated supply chain issues were delaying delivery of the parts.

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

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

LIST OF ATTACHMENTS

	Minutes
	<u>Page</u>
Bookkeeper's report.....	1
Operator's report .....	2
Engineer's report.....	2