

MINUTES  
CINCO REGIONAL PLANT OPERATING COMMITTEE

June 5, 2025

Patrick Cathcart	Harris County MUD 81
George Goff	Harris County MUD 81
Buddy Trotter	Memorial MUD
Tom Williams	Memorial MUD
Morgan Stagg	Cornerstones MUD
Tony Garza	Cornerstones MUD
Brian Connolly	Mason Creek UD
Kate Hallaway	Engineer
Pam Redden	Bookkeeper
Jarryd Mayfield	Operator
Kim Cannon	Harris County MUD 81 Legal Assistant
Teshia Judkins	Harris County MUD 81 Attorney

APPROVE MINUTES

The Committee considered approving the minutes of the May 8, 2025, meeting of the Cinco Regional Plant (the “Plant”) Operating Committee. After discussion, Ms. Stagg moved to approve the minutes, as submitted. Mr. Connolly seconded the motion, which carried by unanimous vote.

RECEIVE REPORT OF BOOKKEEPER

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

RECEIVE REPORT OF OPERATOR

Mr. Mayfield reviewed the operator’s report, which includes maintenance and repairs to the Plant. A copy of the operator’s report is attached.

Mr. Mayfield updated the committee on the replacement of the non-potable pump and stated work is anticipated to begin next week.

After review and discussion, Ms. Stagg moved to approve the operator’s report. Mr. Williams seconded the motion, which passed unanimously.

## RECEIVE ENGINEER'S REPORT

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 2025 PLANT CAPITAL IMPROVEMENT PLAN ("CIP")

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

## APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR TRUNK LINE MANHOLE REHABILITATION, PHASES 1-3

Ms. Hallaway updated the Committee on the status of this project and stated BGE is currently designing the plans and specifications.

## REVIEW BIDS AND AWARD CONTRACT FOR PLANT ELECTRICAL IMPROVEMENTS AND GENERATOR REPLACEMENT

Ms. Hallaway stated that the plant electrical improvements and generator replacement project will be advertised in mid to late June.

## PAY ESTIMATES, CHANGE ORDERS, SUBSTANTIAL COMPLETION AND FINAL ACCEPTANCE FOR TRUNK LINE SANITARY SEWER MANHOLE REHABILITATION, PHASES 5 AND 7

Ms. Hallaway stated T. Gray Utility Co./ AIMS ("T. Gray") is the contractor for the trunk line sanitary sewer manhole rehabilitation, phases 5 and 7 project. She stated that one-third of the manholes are complete.

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

Ms. Hallaway stated the environmental matters have been addressed and the updated plans and specifications of the replacement of access road bridge wingwall and waterline repairs project have been submitted to Harris County for review.

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

Ms. Hallaway noted there is no update concerning the WFDD proposed Segment Q trail project.

CINCO MUNICIPAL UTILITY DISTRICT NO. 1 (CINCO MUD 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.

WATER SOURCES FOR PLANT OPERATIONS, INCLUDING INTERCONNECT TO CINCO MUD 1 WATER LINE AND AGREEMENT AMENDMENT RELATED TO SAME

Ms. Hallaway explained that additional engineering services are required in response to certain comments received from Cinco MUD 1 regarding the draft amendment to the Interconnect Agreement to allow water from the water line that provides potable water to the Plant to be used for fire-fighting and incidental flushing of the line as well as for operations at the Plant. She then reviewed a proposal in the amount of \$15,000.00 for the design of waterline piping and backflow preventers for the Plant.

Following review and discussion, and based on the engineer's recommendation, Ms. Stagg moved to: (1) approve the engineer's report; and (2) approve the proposal from BGE in the amount of \$15,000.00 for design of the waterline piping and backflow prevention at the Plant. Mr. Williams 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.

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MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 374

May 8, 2025

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 374 (the "District") met in regular session, open to the public, on the 8<sup>th</sup> day of May, 2025, at, Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2600, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Joe Sykes	President
Thomas Mohr	Vice President
Brian Canepa	Secretary
Jas Gill	Assistant Vice President
Scott Spidle	Assistant Secretary

and all of the above were present except Director Mohr, thus constituting a quorum.

Also present at the meeting were Jorge Diaz of McLennan & Associates, L.P. ("McLennan"); Kristy Hebert of Tax Tech, Inc. ("Tax Tech"); Keli Schroeder of BGE, Inc. ("BGE"); Chad Buckley of Inframark Water & Infrastructure Operations ("Inframark"); Erik Scott of Storm Water Solutions, LLC ("SWS"); and Teshia Judkins and Connie Rossi of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

Director Sykes offered any members of the public attending the meeting the opportunity to make a public comment. There being no members of the public requesting to make public comment, Director Sykes moved to the next agenda item.

MINUTES

The Board considered approving the minutes of the April 10, 2025, regular Board meeting. Following review and discussion, Director Spidle moved to approve the meeting minutes, as presented. Director Canepa seconded the motion, which passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS, INCLUDING AMEND BUDGET

Mr. Diaz presented and reviewed the bookkeeper's report, investment report, and the bills presented for payment from the District's accounts and a budget comparison. A copy of the bookkeeper's report is attached.

Discussion ensued regarding the operating budget for the fiscal year end August 31, 2025 as well as the current budget comparison, copies of which are included in the bookkeeper's report, including the engineering cost and repairs/maintenance on operating expense line nos. 6487 and 6499. Following discussion, the Board requested BGE and McLennan to review the budgeted amounts and determine whether adjustments are needed to either of the amounts.

Following review and discussion, Director Spidle moved to approve the bookkeeper's report, the checks presented for payment, and the investment report. Director Canepa seconded the motion, which passed by unanimous vote.

#### TRAVEL REIMBURSEMENT GUIDELINES AND ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE

The Board discussed the District's Travel Reimbursement Guidelines (the "Guidelines") in connection with the upcoming AWBD summer conference, and discussion ensued regarding specific expenses eligible and ineligible for the conference.

#### TAX ASSESSMENT AND COLLECTION MATTERS, INCLUDING DELINQUENT TAX COLLECTIONS, INSTALLMENT AGREEMENTS, AND PAYMENT OF TAX BILLS

Ms. Hebert reviewed the District's monthly tax report for the month of April, a copy of which is attached.

Following review and discussion, Director Spidle moved to approve the tax assessor/collector's report and the checks drawn on the District's tax account. Director Canepa seconded the motion, which passed by unanimous vote.

The Board considered authorizing Perdue, Brandon, Fielder, Collins & Mott, LLP ("Perdue") to proceed with the collection of 2024 real property taxes that are delinquent on July 1, 2025. Following discussion, Director Canepa moved to authorize Perdue to proceed with the delinquent property tax collection when appropriate. Director Spidle seconded the motion, which passed by unanimous vote.

#### ENGINEER'S REPORT

Ms. Schroeder presented and reviewed the engineer's report, a copy of which is attached.

#### REHABILITATION WASTEWATER TREATMENT UNIT 2 AND MODIFICATIONS TO THE REUSE BASIN

Ms. Shroeder updated the Board regarding the proposed rehabilitation of wastewater treatment unit 2 and modifications to the reuse basin project ("Unit 2

and Reuse Basin Project”). She reviewed the Opinion of Probable Construction Costs attached to the engineer’s report that included certain rehabilitation items, certain process routing and access improvements, as well as two options for screening. Discussion ensued, including discussion regarding the two screen options—Option A for a mechanical bar screen and Option B for a rotary drum screen. Ms. Schroeder and Mr. Buckley recommended Option B. Following discussion, the Board requested Inframark provide additional information on the differences in ongoing maintenance costs between the mechanical bar screen and the rotary drum screen and requested BGE provide a proposal for engineering services related to the design of the rotary drum screen.

The Board then discussed financial matters related to the project. Following discussion, the Board requested BGE coordinate with McLennan to determine the appropriate estimated costs that will occur in this fiscal year and future fiscal years for the proposed Unit 2 and Reuse Basin Project.

#### DEEDS, EASEMENTS, CONSENTS TO ENCROACH, REQUEST FOR SERVICE OR UTILITY COMMITMENT LETTERS

There was no discussion on this agenda item.

Following review and discussion, Director Spidle moved to approve the engineer’s report. Director Canepa seconded the motion, which passed by unanimous vote.

#### OPERATOR’S REPORT

Mr. Buckley presented and reviewed the monthly operator’s report for the period covered by the report, a copy of which is attached. He then reviewed invoice amounts with the Board. Mr. Buckley also reported on routine maintenance and repair items since the last Board meeting.

Mr. Buckley report that there were no exceedances at the wastewater treatment plant for the month of April.

Mr. Buckley reviewed the Consumer Confidence Report (“CCR”), a copy of which is attached to the operator’s report, regarding the quality of the District’s water and stated that it will be filed with the Texas Commission on Environmental Quality (“TCEQ”) and distributed to District residents by July 1, 2025.

Mr. Buckley reported a sewer blockage at 10618 Twilight Creek Lane, noting Inframark determined that the blockage was caused by pool plaster entering the sewer main. He stated that Inframark televised the sewer lines and determined that the

plaster appeared to have come from the stated address. He requested authorization for Inframark to pursue reimbursement from the resident of the \$4,201.84 remediation cost. Discussion ensued. Following discussion, the Board declined to pursue reimbursement based on the information presented but requested Inframark inform the resident of Inframark's findings.

Director Sykes inquired about maintenance needs on Cypress Creek Lake Drive, between Lake Nos. 1 and 2. Following discussion, the Board requested that Inframark investigate the issue and provide an update to the Board.

Following review and discussion, Director Spidle moved to: (1) approve the operator's report; and (2) approve the CCR and authorize it to be distributed to the District's residents. Director Canepa seconded the motion, which passed by unanimous vote.

#### HEARING REGARDING TERMINATION OF UTILITY SERVICE TO DELINQUENT ACCOUNTS AND AUTHORIZE TERMINATION OF SERVICE

Mr. Buckley reported on the list of delinquent customers this month. The Board conducted a hearing regarding water and sewer service terminations. He reported the customers on the termination list who are delinquent in the payment of their water and sewer bills were given written notification in accordance with the District's Amended Rate Order prior to the meeting of the opportunity to appear before the Board of Directors to explain, contest, or correct their bills and to show why utility service should not be terminated for reason of non-payment. Following discussion, Director Spidle moved to authorize termination of delinquent accounts in accordance with the District's Amended Rate Order, and direct that the delinquent customer list be filed appropriately and retained in the District's official records. Director Canepa seconded the motion, which passed by unanimous vote.

#### REPORT ON MAINTENANCE, INCLUDING DETENTION POND MOWING AND REPAIR OF DISTRICT PARKS AND RECREATIONAL IMPROVEMENTS; IRRIGATION SYSTEM AND IRRIGATION PUMP STATION REPAIRS; AND CLUBHOUSE RENTAL POLICIES

Mr. Scott reviewed the report on maintenance for the month of May, a copy of which is attached.

The Board discussed debris accumulation in the trash screen located in Channel A. The Board considered authorizing Inframark to send a letter to the District's water account holders advising them not to blow grass clippings or other debris into the District's storm sewer system.



Following review and discussion, Director Canepa moved to: (1) approve the report on maintenance; and (2) authorize Inframark to send a letter to the water account holders advising them not to blow grass clippings or other debris into the District's storm sewer system. Director Gill seconded the motion, which passed by unanimous vote.

DISTRICT CORRESPONDENCE, INCLUDING DISTRICT WEBSITE,  
CORRESPONDENCE BY DISTRICT, AND CORRESPONDENCE RECEIVED BY  
DISTRICT, DIRECTORS, OR CONSULTANTS

There was no discussion under this agenda item.

The Board concurred to hold the next regular meeting on July 10, 2025, at 11:30 a.m., at the offices of ABHR.

There being no further business to come before the Board, the Board concurred to adjourn the meeting.



  
Secretary, Board of Directors

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