

MINUTES
CINCO REGIONAL PLANT OPERATING COMMITTEE

December 7, 2023

Patrick Cathcart	Harris County MUD 81
George Goff	Harris County MUD 81
Crystal Sampson	Memorial MUD
Len Forsyth	Mason Creek UD
Morgan Stagg	Cornerstones MUD
Tony Garza	Cornerstones MUD
Kate Hallaway	Engineer
Pam Redden	Bookkeeper
Corey Andujar	Operator
Katie Carner	MUD 81 Attorney

APPROVE MINUTES

The Committee considered approving the minutes of the November 9, 2023, 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.

ENGAGE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR END DECEMBER 31, 2023

Ms. Carner stated Forvis provided a proposal for preparation of the Cinco Plant audit report for the fiscal year ending December 31, 2023, at an estimated cost of \$8,900.00, plus expenses of \$1,000.00. After discussion, Ms. Stagg moved to engage Forvis to prepare the Plant's audit report. Ms. Sampson 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.

Ms. Redden distributed a revised draft of the Plant budget. Discussion ensued.

After discussion, Ms. Stagg moved to approve the bookkeeper's report and payment of the bills, subject to receipt of any additional invoices received prior to the Cinco Plant meeting next week, and adopt the Plant budget, as presented. Ms. Sampson seconded the motion, which carried by unanimous vote.

RECEIVE REPORT OF OPERATOR

Mr. Andujar 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. Ms. Sampson 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 PLANT CAPITAL IMPROVEMENT PLAN ("CIP")

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

AUTHORIZE DESIGN OF PLANT ELECTRICAL IMPROVEMENTS

Ms. Hallaway discussed the electrical improvements needed at the Plant and stated the estimated cost is \$170,000.00. She stated BGE is still finalizing the design proposal for the project.

REVIEW BIDS AND AWARD CONTRACT FOR CONSTRUCTION OF PHASE 4 TRUNK LINE SANITARY SEWER MANHOLE REHABILITATION

Ms. Hallaway stated BGE is advertising for bids and expects to present the bid results at next month's meeting.

APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR THE TRUNKLINE MANHOLE REHABILITATION, PHASES 5 & 7

Ms. Hallaway stated BGE has finalized the plans and specifications and is coordinating the final plan review with Harris County. She noted that HCFCD has approved the project and BGE will bid the project after the trunkline rehabilitation is complete.

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

Ms. Hallaway stated Texas Pride Utilities ("TPU") is the contractor for the trunk line sanitary sewer rehabilitation, phases 5 and 7. She presented Change Order No. 1 at no cost to the Plant Participants for an extension of 120 days. The Committee determined the change order is beneficial to the Plant Participants.

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

Ms. Hallaway stated Cinco MUD No. 1 has accepted the bid from JTR Constructors in the amount of \$7,600,972.00 for the construction of the reuse system. She stated the Notice to Proceed was issued on November 27, 2023.

Discussion ensued regarding the Texas Commission on Environmental Quality's ("TCEQ") review of the reclaimed water permit application. Ms. Hallaway stated the draft permit has been received and comments have been provided back to the TCEQ.

Following review and discussion, and based on the engineer's recommendation, Ms. Stagg moved to (1) approve the engineer's report; and (2) approve Change Order No. 1 to extend the Phase 5 and 7 trunkline rehabilitation contract by 120 days, based on the Committee's determination that the Change Oder is beneficial to the Plant Participants. Ms. Sampson 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

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