

MINUTES  
CINCO REGIONAL PLANT OPERATING COMMITTEE

December 8, 2022

Patrick Cathcart	Harris County MUD 81
Bruce Cox	Harris County MUD 81
Buddy Trotter	Memorial MUD
Tom Williams	Memorial MUD
Morgan Stagg	Cornerstones MUD
Tony Garza	Cornerstones MUD
Len Forsyth	Mason Creek UD
Kate Hallaway	Engineer
Aaron Orozco	Engineer
Pam Redden	Bookkeeper
Whitney Aelmore	Operator
Jeanie Trotter	Member of the public
Linda Williams	Member of the public
Jennifer Hanna	Auditor
Hannah Brook	Harris County MUD 81 Attorney

APPROVE MINUTES

The Committee considered approving the minutes of the November 10, 2022, 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 AUDIT FOR FISCAL YEAR END DECEMBER 31, 2022

Ms. Hanna presented a proposal from Forvis for preparation of the Cinco Plant audit report for the fiscal year ending December 31, 2022, at an estimated cost of \$8,400.00, plus expenses. After discussion, Ms. Stagg moved to engage Forvis to prepare the Plant's audit report. Mr. Forsyth seconded the motion, which carried by unanimous vote.

RECEIVE REPORT OF BOOKKEEPER, INCLUDING DISCUSS BUDGET FOR FISCAL YEAR END DECEMBER 31, 2023

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, 2023, a copy of which is attached to the bookkeeper's report. After discussion, Ms. Stagg moved to adopt the Plant budget, as presented. Mr. Forsyth seconded the motion, which carried by unanimous vote.

After discussion, Ms. Stagg moved to approve the bookkeeper's report and payment of the bills. Mr. Forsyth seconded the motion, which carried by unanimous vote.

#### RECEIVE REPORT OF OPERATOR, INCLUDING UPDATE ON WASHDOWN PUMP REPLACEMENT

Ms. Aelmore reviewed the operator's report, which includes maintenance and repairs to the Plant. A copy of the operator's report is attached.

Ms. Aelmore discussed the fence at the wastewater treatment plant and stated multiple repairs are needed. She stated she will present a proposal at next month's meeting for the replacement of the fence.

Ms. Aelmore updated the Committee on the status of the replacement of the washdown pumps at the Plant and stated one pump has been installed and the other has been shipped and should arrive shortly.

After review and discussion, Mr. Forsyth moved to approve the operator's report. Ms. Stagg 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 2023 CAPITAL IMPROVEMENT PLAN ("CIP")

Ms. Hallaway discussed the 2023 CIP and the pro rata share of the estimate for each Plant participant, a copy of which is attached to the engineer's report.

#### PHASE 4 REHABILITATION OF MAIN INFLUENT TRUNK LINE, INCLUDING PAY ESTIMATES, CHANGE ORDERS, SUBSTANTIAL COMPLETION, AND FINAL ACCEPTANCE

Ms. Hallaway stated the contractor for the rehabilitation of the main influent trunk line is T. Gray. She stated Pay Estimate No. 7 was received from the contractor and is being reviewed by BGE. She noted that the contractor has begun the installation of the articulated concrete block to satisfy Harris County Flood Control's request.

APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE  
ADVERTISEMENT FOR BIDS FOR THE TRUNK LINE SANITARY SEWER  
REHABILITATION, PHASES 5 AND 7

Ms. Hallaway stated BGE has received comments from Harris County and will resubmit the plans and specifications for the trunk line manhole rehabilitation, phases 5 and 7.

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

Ms. Hallaway stated BGE is currently finalizing the plans and specifications for the trunk line manhole rehabilitation, phases 5 and 7.

CINCO MUNICIPAL UTILITY DISTRICT NO. 1 EFFLUENT REUSE SYSTEM,  
INCLUDING RECLAIMED WATER PERMIT APPLICATION

Ms. Hallaway stated BGE has completed updates to the design for the reuse system and is currently updating the reclaimed water permit application.

WASTEWATER DISCHARGE PERMIT RENEWAL APPLICATION

Ms. Hallaway stated that the Texas Commission on Environmental Quality is finalizing their review of the wastewater discharge permit renewal application.

Following review and discussion, and based on the engineer's recommendation, Ms. Stagg moved to approve the engineer's report. Mr. Williams 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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