

MINUTES OF REGULAR MEETING
CHELFORD CITY MUNICIPAL UTILITY DISTRICT
HARRIS AND FORT BEND COUNTIES, TEXAS

CHELFORD CITY REGIONAL WASTEWATER TREATMENT FACILITY

10 January 2022

STATE OF TEXAS §
COUNTIES OF HARRIS AND FORT BEND §

The Board of Directors (the "Board") of Chelford City Municipal Utility District (the "District") of Harris and Fort Bend Counties, Texas, met in regular session, open to the public, on the 10th day of January 2022, at the Chelford City Regional Wastewater Treatment Facility Administration and Maintenance Building, 15027 Alief-Clodine Road, Harris County, Texas, outside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

John L. Gardner	President
Johnnie M. Brumfield	Vice President
Anna Ochoa	Secretary/Treasurer & Investment Officer
Bryant Magee	Asst. Vice President & Asst. Secretary
Warren Hector	Asst. Vice President & Asst. Secretary

and all of said persons were present, with Director Brumfield attending the meeting by teleconference. The Board noted that Director Brumfield could participate in the discussions but could not vote on matters before the Board at this meeting, pursuant to Section 551.127 of the Texas Government Code.

Also attending were Taylor Reed, P.E., of Vogler & Spencer Engineering, Inc. ("VSE"), the District's Engineer; Nick Alwine of the board of directors of Chelford One Municipal Utility District ("Chelford One"); Gary Gassmann of the board of directors of Harris County Municipal Utility District No. 120 ("HCMUD 120"); and Deborah Cupples of the board of directors of Mission Bend Municipal Utility District No. 1 ("MBMUD 1").

Attending the meeting via teleconference were Diane Bailey and Demitra Berry of McLennan & Associates, the Bookkeeper for the Chelford City Regional Wastewater Treatment Facility (the "Plant"); Carlous Smith, Ramon Castillo, and Ross Madia of Si Environmental, LLC, ("SiEnviro"), the Operator of the Plant; Norm Scholes, P.E. of VSE; Tanny Busby and Laura Bonjonia of Envirodyne Laboratories, Inc. ("Envirodyne"); Winetta Billings, Eston Hupp, Connie Fowler, and Mike Martin of the board of directors of Chelford One; Frances Browning, Bill Hammer, Tracy Jones, and Sylvia Marinez of the board of directors of HCMUD 120; David Bugyi, Kay Pugh, Mary Purzer, and Michelle Miller of the board of directors of Harris County Municipal Utility District No. 147; Kay Haynie, Mike Alderfer, and Carol McDonald of the board of directors of MBMUD 1; Susan Johnson, Brenda Whitehead, Judy Villagomez, and Marlene Weppler

of the board of directors of Mission Bend Municipal Utility District No. 2; Patrick Newton, P.E., of LJA Engineering & Surveying, Inc., engineer for HCMUD 120; and Dick Yale, Will Yale, and David Green of Coats Rose, P.C., the District's Attorney.

Director Gardner called the meeting to order.

Approval of Minutes

The minutes of the meeting of 13 December 2021 were presented for the Board's consideration. Upon a motion duly made and seconded, the Board voted to approve the minutes of the meeting of 13 December 2021, as written.

Operations Report

Mr. Smith reviewed the work performed at the Plant during the past month, as included in the Maintenance Items listed in the Operations Report, a copy of which is attached hereto. He called the Board's attention to the Vibration Analysis Report for the digester blowers and process water pumps dated 5 January 2022 as prepared by G-M Inspection Services, Inc. in connection with the vibration readings collected at the Plant during December 2021. A copy of the Vibration Analysis Report is included with the Operator's Report.

Mr. Smith reported that the Plant had not experienced any violations of the Permit to Dispose of Wastes for the reporting period of November 2021. He added that during November 2021 the Plant operated at 30.9% of its permitted capacity. He briefly reviewed the photographs of the work performed at the Plant, as included in the December 2021 Invoice, a copy of which is attached hereto. The Board then reviewed the Connection Account History for the Plant as included in the Operator's Report.

Options for In-Person Payment of Bills. Mr. Madia discussed with the Board the options available to the District's customers for submitting in-person payment of their bills for water and sanitary sewer service (the "Payments"). He stated that the Payments can be accepted at CheckFreePay stations located at certain Kroger, H-E-B, and Walmart stores. Mr. Madia stated that an insert regarding making payments through CheckFreePay would be included with the bills that are sent to the District's customers.

Bookkeeper's Report

Next, Ms. Berry submitted the Bookkeeper's Report for the Plant for the Board's consideration. She reviewed the bills to the Plant and the checks prepared in payment thereof. She then reviewed the payments of the Plant's expenses for the month of December 2021 as received from the Plant's participants. A discussion ensued regarding the status of the payment of the monthly invoices to the Plant participants.

Then the Directors examined the Operating Budget for the fiscal year ending 30 September 2022 and the Budget Comparison for December 2021, copies of which are included with the Bookkeeper's Report.

The Board completed the review of the bills to the Plant and the checks in payment thereof. Upon a motion duly made and seconded, the Board voted unanimously to authorize payment of the bills of the Plant. A copy of the Bookkeeper's Report for the Plant is attached hereto.

Testing and Analysis of Wastewater Collection System

Then Mr. Busby reviewed the report on the results of testing and analyses at the Plant and in the Plant's collection system, a copy of which is attached hereto. He stated that the overall results of the compliance monitoring of the Plant's collection system were good. Ms. Bonjonia stated that she would confer with Si Enviro regarding the schedule for the upcoming biomonitoring testing to be performed in March or April 2022.

Engineer's Report

Next, Mr. Reed presented the Engineer's Report, a copy of which is attached hereto.

Mission Bend Integrated Water System (the "IWS"). Mr. Reed reported on the status of the water plants in the IWS, as detailed in the Engineer's Report attached hereto.

Odor Control Project at Lift Station B. Mr. Reed reported on the contract with N&S Construction Co., LP (called "N&S") for construction of the Odor Control project. He stated that the new odor control unit had been installed and the contractor was working to tie in the piping and electrical conduit. Mr. Reed reported that N&S had submitted Pay Estimate No. 3 in the amount of \$164,475 in connection with the Odor Control Project. A copy of Pay Estimate No. 3 is included with the Engineer's Report.

Wi-Fi System for Plant SCADA. The Board discussed the status of the upgrades to the Wi-Fi System (the "Wi-Fi Upgrades") at the Plant by Fitch Services, Inc. ("Fitch"). Mr. Reed reported that installation of the Wi-Fi Updates is complete and that the electrical engineer has updated the programming for the SCADA to communicate with the new units. He added that Fitch needs to install certain items on the clarifiers.

Non-potable Water System for Plant (the "NPW System"). The Directors then discussed the contract with C3 Constructors, LLC (called "C3") for construction of the NPW System at the Plant. Mr. Reed reported that C3 was preparing for the electrical startup and to make the connection into the non-potable water line. He then reported that C3 had submitted Pay Estimate No. 7 in the amount of \$9,108 in connection with the NPW System project. A copy of Pay Estimate No. 7 is included with the Engineer's Report.

Plant Administration Building Ventilation. Mr. Reed reported on the contract with GH Mechanical & Services, LLC ("GHMS") for the proposed improvements to the ventilation system in the Plant Administration Building (the "Ventilation Improvements"). He remarked that construction of the Ventilation Improvements was continuing.

Plant Administration Building Acoustical Improvements. Mr. Reed discussed with the Board matters relating to the proposed acoustical improvements to the meeting room at the Plant Administration Building to reduce echoes and reverberation. He reviewed with the Board the price quote from Acoustical Solutions in the amount of \$2,291.36 for the purchase of acoustic materials for use in the Plant Administration Building (the "Acoustic Materials"). A copy of the price quote is included with the Engineer's Report. Mr. Reed stated that the Acoustic Materials would not be ordered until the Ventilation Improvements were completed.

Waste Activated Sludge Pumps (the "Sludge Pumps"). Mr. Reed reported that the bids for the Sludge Pumps were pushed back due to questions regarding the correct Sludge Pump for the project. The issue has been resolved, he continued, and the bids will be taken on 14 January 2022.

West Harris County Municipal Utility District No. 4 ("WHCMUD 4") / Possible Request for Service. Mr. Reed stated that VSE had been contacted by Sherrington-Humble, LLC ("Sherrington-Humble"), the engineer for WHCMUD 4, regarding the possible request for sanitary sewer service to WHCMUD 4. He remarked that VSE and Sherrington-Humble had been holding discussions regarding the desired quantity of wastewater treatment capacity for WHCMUD 4.

City of Houston (the "City") / Withdrawal from Plant. Mr. Reed reported on matters relating to the future withdrawal by the City from the Plant. He stated that the engineer for HCMUD 120 was aware of the need to determine the future disposition of its wastewater flows (which currently feed into the City's 24-inch gravity sanitary sewer line along SH 6) prior to the abandonment of the Green Crest Lift Station. He added that the estimated date of sewage transfer was 2024.

Headworks A Screen. Mr. Reed reported that the transducers have been installed and the system is ready to have the control panel and screen bars repaired.

Headworks B Screen. Mr. Reed reported that Duperon was working on the equipment for the replacement of the linkage system and the unit. When it is ready, he continued, it will be sent to the site accompanied by Duperon personnel for installation along with the items on the Headworks A Screen.

Proposed Lightning Protection System. Mr. Reed reported that two bids were received for the Lightning Protection System. He stated that McDonald Municipal and Industrial, a division of C. F. McDonald Electric, Inc. ("McDonald") had submitted the low bid in the amount of \$14,500. A copy of the bid tabulation for the Lightning Protection System is included with the Engineer's Report. A discussion ensued regarding the bids

for the Lighting Protection System. Director Gardner expressed his view that the bid submitted by McDonald was excessively high. The Directors then deferred action on this matter to a future meeting of the Board.

Proposed Amendments to Rate Order. The Board briefly discussed the proposed amendments to the District's Consolidated Rate Order in connection with (1) the implementation of the Compliance Monitoring Program for the Plant; (2) establishing maximum allowable limits for certain pollutants in the Plant influent system that would trigger an investigation; and (3) possibly establishing penalties for the introduction of pollutants into the Plant influent system. Mr. Reed stated that revisions to the proposed amendments to the Rate Order were provided to the District's Attorney for review. He went on to say that the proposed amendments will be presented at a future meeting of the Board.

After discussion, upon a motion duly made and seconded, the Board voted unanimously to (1) accept the Engineer's Report; (2) authorize payment of Pay Estimate No. 3 to N&S; and (3) authorize payment of Pay Estimate No. 7 to C3.

Reschedule Board of Directors Meeting

Consideration was then given to rescheduling the Board's meeting of 6 January 2022, which was canceled due to a lack of a quorum, to either 18 or 25 January 2022. After discussion, the Directors declined to reschedule said meeting. The Directors noted that the next regular meeting of the Board would be held on Monday, 7 February 2022.

Attorney's Report

Mr. Yale stated that there were no additional items to be discussed under the Attorneys Report.

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

Secretary, Board of Directors

SEAL

Chelford City Municipal Utility District
Chelford City Regional Wastewater Treatment Facility
Meeting of 10 January 2022
Attachments

1. Operations Report;
2. Invoice from Si Environmental, LLC;
3. Bookkeeper's Report;
4. Testing & Analysis Reports; and
5. Engineer's Report.