

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

**CHELFORD CITY REGIONAL WASTEWATER TREATMENT FACILITY**

11 April 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 11th day of April 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, thus constituting a quorum.

Also attending were Taylor Reed, P.E., and Norman Scholes, 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"); David Bugyi of the board of directors of Harris County Municipal Utility District No. 147 ("HCMUD 147"); Deborah Cupples of the board of directors of Mission Bend Municipal Utility District No. 1 ("MBMUD 1"); and Jacob Floyd, P.E., of Langford Engineering, Inc., engineer for Mission Bend Municipal Utility District No. 2 ("MBMUD 2").

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 and Ramon Castillo of Si Environmental, LLC, ("SiEnviro"), the Operator of the Plant; Tanny Busby and Laura Bonjonia of Envirodyne Laboratories, Inc. ("Envirodyne"); Winetta Billings, Eston Hupp, 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; Kay Pugh and Michelle Miller of the board of directors of HCMUD 147; Kay Haynie and Mike Alderfer of the board of directors of MBMUD 1; Judy Villagomez and Marlene Weppler of the board of directors of MBMUD 2; Leroy Eaglin, a resident of MBMUD 2; Patrick Newton, P.E., of LJA Engineering & Surveying, Inc., engineer for HCMUD 120; and Dick Yale,

Will Yale, Christopher Hsu, 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 14 March 2022 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 14 March 2022, 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 then called the Board's attention to the Vibration Analysis Report for the digester blowers and process water pumps dated 4 April 2022 as prepared by G-M Inspection Services, Inc. in connection with the vibration readings collected at the Plant during March 2022. A copy of the Vibration Analysis Report is included with the Operations Report.

Mr. Smith reported that the Plant had not experienced any violations of the Permit to Dispose of Wastes for the reporting period of February 2022. He added that during February 2022 the Plant operated at 31.6% of its permitted capacity. He briefly reviewed the photographs of the work performed at the Plant, as included in the March 2022 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. A discussion ensued regarding the Connection Account History. Director Gardner questioned the decrease of 567 connections for the Plant during calendar year 2021.

Then Mr. Smith discussed with the Board the retrofit of the existing lighting fixtures in the Administration Building meeting room to replace the fluorescent lighting elements with LED light strips (the "Retrofit") as authorized at the Board's meeting on 4 April 2022. He explained that the price quote for the Retrofit was only for replacing the fluorescent lighting elements with LED light strips and did not include the replacement of the lighting fixtures.

### **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 March 2022 as received from the Plant's participants. A discussion ensued between Director Gardner and Ms. Bailey regarding the schedule for the billing sent to the Plant's participants.

Then the Directors examined the Operating Budget for the fiscal year ending 30 September 2022 and the Budget Comparison for March 2022, copies of which are included with the Bookkeeper's Report. The Board also reviewed and discussed the Accounts Receivable Recap and the Schedule of Special Projects Operating Budget as presented in 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 then reported that the biomonitoring testing was completed in March 2022 and that the test results were satisfactory.

### **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. He informed the Board that, to date, VSE had received preliminary approval from three of the participating water districts in the IWS regarding the proposal from VSE to (1) perform certain engineering evaluations related to the operation of the Integrated Water System during times of natural disaster or other power outages; and (2) prepare a combined WaterCAD model for all member water districts in the Integrated Water System.

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 construction of the Odor Control Project was substantially complete. He noted that N&S had addressed the anomaly in the variable frequency drive. Mr. Reed then stated that N&S had submitted Pay Estimate No. 4 and FINAL in the amount of \$43,180.00 in connection with the Odor Control Project. A copy of Pay Estimate No. 4 and FINAL is included with the Engineer's Report. He stated that payment would be held pending confirmation that the grading at the site would ensure positive drainage.

Wi-Fi System for Plant SCADA. The Board discussed the status of the upgrades to the Wi-Fi System at the Plant by Fitch Services, Inc. ("Fitch"). Mr. Reed reported that Baird Gilroy & Dixon, LLC ("BGD") had completed the updates for the SCADA system to

communicate with the new units. He added that Fitch still 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 the pump seals had been replaced and that C3 was working on the painting.

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 substantially complete and that a start-up of the HVAC system took place on 31 March 2022. Mr. Reed stated that earlier this month Envirodyne had conducted a bacteriological examination of the meeting room by taking air samples and swabbing the surfaces. A copy of the air testing results by Envirodyne is attached hereto as an exhibit to these minutes. He then reported that GHMS had submitted Pay Estimate No. 2 in the amount of \$25,848 in connection with the Ventilation Improvements. A copy of Pay Estimate No. 2 is included with the Engineer's Report.

A discussion ensued regarding the possible resumption of meetings of the Board at the Plant Administration Building in which all of the District's consultants and the representatives of the Plant's participants could attend in person (the "In-Person Meetings"). The Directors tentatively agreed to resume the In-Person meetings with the meeting of the Board on 13 June 2022.

Waste Activated Sludge Pumps (the "Sludge Pumps"). Mr. Reed reported on the contract with Sustanite Support Services, LLC for the Sludge Pumps project. He stated that construction of the Sludge Pumps project was in progress.

Lightning Protection System. The Board discussed the status of the contract with McDonald Municipal & Industrial, a Division of C.F. McDonald Electric, Inc. ("McDonald") for the Lightning Protection System on the Plant headworks. Mr. Reed reported that construction of the Lightning Protection System was substantially complete. He stated that McDonald had submitted Pay Estimate No. 1 and FINAL in the amount of \$14,500 in connection with the Lightning Protection System project.

Plant Administration Building Acoustical Improvements. Mr. Reed reported on the installation of the acoustical improvements to the meeting room at the Plant Administration Building to reduce echoes and reverberation. He reported that the acoustic materials for use in the Plant Administration Building (the "Acoustic Materials") have been delivered and were being stored at the Plant site. He then reported that David Caporal of L&L Acoustics will mobilize later this month to install the Acoustic Materials and paint the walls, ceiling, restrooms, and closets in the Plant Administration Building. He noted that SiEnviro will replace the existing fluorescent lights with LED light strips prior to the painting.

Mr. Reed briefly discussed with the Board the proposal from GHMS to provide maintenance services on the HVAC system (the "GHMS Proposal"). The Directors deferred consideration of the GHMS Proposal to a future meeting of the Board.

West Harris County Municipal Utility District No. 4 ("WHCMUD 4") / Possible Request for Service. The Board discussed the request from WHCMUD to purchase wastewater treatment capacity in the Plant (the "Capacity"). Mr. Reed reported that VSE was preparing a report and spreadsheet for the cost per gallon for the purchase of the Capacity by WHCMUD 4 (the "Spreadsheet") for review at a future meeting of the Board. Following review by the Directors, he continued, VSE will transmit the Spreadsheet to the engineer for WHCMUD 4.

City of Houston (the "City") / Withdrawal from Plant. Mr. Reed stated that he had nothing new to report at this time regarding the future withdrawal by the City from the Plant.

Electrical Conversion (4160V to 480V) and Positive Displacement Blower Upgrade (the "Conversion"). Mr. Reed reported that VSE was working with electrical engineer to prepare on a cost estimate for the Conversion project.

Turbo Blower Replacement. Mr. Reed reported that the District's Engineer is devising a plan to phase out the existing blowers as they reach the conclusion of the 10-year warranty period.

Five-Year Maintenance Plan for the Plant. Mr. Reed distributed copies of the updated Five-Year Maintenance Plan dated 31 March 2022. A copy of the Five-Year Maintenance Plan is attached hereto as an exhibit to these minutes.

Rotary Drum Screen for Scum System. Mr. Reed discussed with the Board the condition of the Rotary Drum Screen and requested authorization for the District's Engineer to begin design on a replacement unit.

Then, after review, 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. 4 and FINAL to N&S; (3) authorize payment of Pay Estimate No. 2 to GHMS; (4) authorize payment of Pay Estimate No. 1 and FINAL to McDonald; and (5) authorize the District's Engineer to begin design work for the replacement Rotary Drum Screen.

## **Attorney's Report**

Mr. Yale presented the Attorney's Report.

Amendments to Rate Order. Mr. Yale discussed with those in attendance the amendments to the District's Consolidated Rate Order (the "Rate Order") as adopted by the Board on 7 March 2022 in connection with (1) the implementation of the Compliance Monitoring Program for the Plant; and (2) establishing maximum allowable limits for

certain pollutants in the Plant influent system that would trigger an investigation. He stated that the District's Attorney had provided the attorneys for the Plant's participants with copies of the amended Appendix "C" of the Rate Order as prepared by VSE and Coats Rose and the updated Attachment 1 to Appendix "C" as prepared by Envirodyne and had requested that the Plant's participants amend their respective Rate Orders to incorporate said documents.

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

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Secretary, Board of Directors

SEAL

Chelford City Municipal Utility District  
Chelford City Regional Wastewater Treatment Facility  
Meeting of 11 April 2022  
Attachments

1. Operations Report;
2. Invoice from Si Environmental, LLC;
3. Bookkeeper's Report;
4. Testing & Analysis Reports;
5. Engineer's Report;
6. Air Testing Results; and
7. Five-Year Maintenance Plan.