

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

CHELFORD CITY REGIONAL WASTEWATER TREATMENT FACILITY

12 September 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 12th day of September 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 the exception of Director Hector, thus constituting a quorum.

Also attending were Diane Bailey of McLennan & Associates, the Bookkeeper for the Chelford City Regional Wastewater Treatment Facility (the "Plant"); Norman Scholes, P.E., of Vogler & Spencer Engineering, Inc. ("VSE"), the District's Engineer; Carlous Smith of Si Environmental, LLC ("SiEnviro"), the Operator of the Plant; Tanny Busby of Busby Environmental Services, Inc.; Laura Bonjonia of Envirodyne Laboratories, Inc. ("Envirodyne"); Connie Fowler and Winetta Billings of the board of directors of Chelford One Municipal Utility District ("Chelford One"); Frances Browning, Gary Gassmann, and Bill Hammer 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, Kay Haynie, and Carol McDonald of the board of directors of Mission Bend Municipal Utility District No. 1 ("MBMUD 1"); and Leroy Eaglin of the board of directors of Mission Bend Municipal Utility District No. 2 ("MBMUD 2").

Attending via teleconference were Ramon Castillo of SiEnviro; Eston Hupp, Nick Alwine, and Mike Martin of the board of directors of Chelford One; Tracy Jones and Sylvia Marinez of the board of directors of HCMUD 120; Michelle Miller and Kay Pugh of the board of Directors of HCMUD 147; Mike Alderfer of the board of directors of MBMUD 1; Susan Johnson and Marlene Weppler of the board of directors of

MBMUD 2; Patrick Newton, P.E., of LJA Engineering & Surveying, Inc., engineer for HCMUD 120; Miles Fabian, P.E. of AEI Engineering, a Baxter-Woodman Company, engineer for MBMUD No. 2; 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 8 August 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 8 August 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 1 September 2022 as prepared by G-M Inspection Services, Inc. ("G-M") in connection with the vibration readings collected at the Plant during August 2022. A copy of the Vibration Analysis Report is included with the Operations Report. Mr. Smith remarked that G-M had noted a serious increase in vibration on the motor and the pump end for digester blower No. 2. According to G-M, he continued, the increase in the vibration seems to be associated with stress due to the discharge manifold piping. Mr. Smith stated that G-M's field personnel will adjust the pipe supports and will collect vibration data after said adjustment. He went on to say that SiEnviro will obtain cost estimates for the replacement of the pipe supports for digester blower No. 2. Mr. Smith then reported that G-M had noted an alert level reading for the outboard blower bearing on digester blower No. 3. He added that G-M will monitor this matter.

Mr. Smith reported that the Plant had not experienced any violations of the Permit to Dispose of Wastes for the reporting period of July 2022. He added that during July 2022 the Plant operated at 31.5% of its permitted capacity. The Board then reviewed the Connection Account History for the Plant as included in the Operator's Report. A discussion ensued regarding the decrease in the number of connections in the period of January to July 2022 as compared with the period January to July during calendar years 2020 and 2021. Then Ms. Smith briefly reviewed the photographs of the work performed at the Plant, as included in the August 2022 Invoice, a copy of which is attached hereto.

### **Bookkeeper's Report**

Next, Ms. Bailey 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 August 2022 as received from the Plant's participants.

Then the Directors examined the Operating Budget for the fiscal year ending 30 September 2022 and the Budget Comparison for August 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.

### **Adopt Operating Budget**

Ms. Bailey then reviewed with the Board the draft Annual Operating Budget for the Plant for the fiscal year ending 30 September 2023 (the "2023 Budget"), a copy of which is included with the Bookkeeper's Report. A discussion ensued regarding the Equivalent Single-Family Connection Computation for the Plant participants as presented in the 2023 Budget. The Board directed the District's Operator to review the number of equivalent single-family connections being provided service in each of the water districts served by the Plant. After discussion, upon a motion duly made and seconded, the Board voted unanimously to adopt the 2023 Budget as presented. A copy of the 2023 Budget thus adopted 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 on the schedule for the upcoming biomonitoring.

### **Engineer's Report**

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

Mission Bend Integrated Water System (the "IWS"). Mr. Scholes reported on the status of the Integrated Water System, as detailed in the Engineer's Report attached hereto. He stated that VSE had confirmed that the West Harris County Regional Water Authority plans to begin supplying surface water to the Mission Bend area by the 4th quarter of 2025. He remarked that the engineers for the member districts of the Integrated Water System (the "Member Districts") would need to begin the design process in 2023 for the conversion to chloramine disinfection systems at their respective

water plants. Mr. Scholes then reported that that VSE was proceeding with the design of the combined WaterCAD Model for the Member Districts.

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. Scholes reported that the equipment for the upgrades to the Wi-Fi system was being installed by Fitch. Once the new units for the Wi-Fi system are running, he continued, Baird Gilroy & Dixon, LLC will program the new units to communicate with the Plant SCADA.

Waste Activated Sludge Pumps (the "Sludge Pumps"). Mr. Scholes reported on the contract with Sustanite Support Services, LLC (called "Sustanite") for the Sludge Pumps project. He stated that the work on the Sludge Pumps was in progress. Mr. Scholes then reported that Sustanite had submitted Pay Estimate No. 1 in the amount of \$80,302.50 in connection with the Sludge Pumps project. A copy of Pay Estimate No. 1 is included with the Engineer's Report.

Proposed Sludge Horizontal Screw Conveyors (the "Sludge Conveyors"). Mr. Scholes reviewed with the Board the bids received by the District's Engineer for the Sludge Conveyors. He stated that the apparent low bid for the Sludge Conveyors was submitted by C3 Constructors, LLC (called "C3") in the amount of \$226,000. A copy of the Recommendation of Award with the bid tabulation for the Sludge Conveyors is included with the Engineer's Report.

Proposed Replacement of Headworks "A" Washer Compactor (the "Compactor Replacement"). Mr. Scholes reviewed with the Board the bids received by the District's Engineer for the Compactor Replacement. He stated that the apparent low bid for the Sludge Conveyors was submitted by Gilleland Smith Construction, Inc. ("Gilleland") in the amount of \$134,700. A copy of the Recommendation of Award with the bid tabulation for the Compactor Replacement is included with the Engineer's Report.

Replacement of Pressure Tank on NPW System (the "Pressure Tank Replacement"). Mr. Scholes reported that VSE was proceeding with the design for the Pressure Tank Replacement.

West Harris County Municipal Utility District No. 4 ("WHCMUD 4") / Possible Request for Service. The Board discussed the request from WHCMUD 4 to purchase wastewater treatment capacity in the Plant (the "Capacity"). Mr. Scholes reported that the report for the cost per gallon for the purchase of the Capacity by WHCMUD 4 had been transmitted to the engineer for WHCMUD 4. He then recounted for the Board the teleconference conducted on 31 August 2022 between the attorneys and engineers for HCMUD 120 and MBMUD 2, wherein the consultants discussed the possible sale of excess Capacity to WHCMUD 4.

City of Houston (the "City") / Withdrawal from Plant. Mr. Scholes 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. Scholes reported that design work was underway for the Conversion project.

Turbo Blower Replacement. Mr. Scholes discussed with the Board the planned phase-out of the existing blowers as they reach the conclusion of the 10-year warranty period. He noted that the 10-year warranty period on three blowers will expire in 2024, with another set to expire in 2025.

Proposed Rotary Drum Screen Replacement for Scum System (the "Screen Replacement"). Mr. Scholes reviewed with the Board the bids received by the District's Engineer for the Screen Replacement. He stated that the apparent low bid for the Screen Replacement was submitted by Gilleland in the amount of \$142,500. A copy of the Recommendation of Award with the bid tabulation for the Screen Replacement is included with the Engineer's Report.

Proposed Replacement of Digester Blower No. 1 (the "Blower Replacement"). Mr. Scholes reviewed with the Board the bids received by the District's Engineer for the Blower Replacement. He stated that the apparent low bid for the Blower Replacement was submitted by C3 in the amount of \$180,000. A copy of the Recommendation of Award with the bid tabulation for the Blower Replacement is included with the Engineer's Report.

Upgrade of 2.5-ton Air Conditioner in Operator Room to 4-ton Unit. Mr. Scholes reported that a temporary air conditioning unit was in place in the operator room and that the new 4-ton unit was on order by GH Mechanical & Services, LLC.

Proposed Bollards at Plant Administration Building. Mr. Scholes reported that Rage Industrial Solutions, LLC ("RIS") had submitted a proposal in the amount of \$2,400 for the installation of two bollards (the "Bollards") to protect the condenser unit for the air conditioning system at the Administration Building.

After discussion, upon a motion duly made and seconded, the Board voted 3 to 1, with Directors Brumfield, Ochoa, and Magee voting in favor and Director Gardner opposed, to authorize the purchase and installation of the Bollards.

Proposed Replacement of Thickener Pump. Mr. Scholes stated that in order to reduce odor from the thickener, VSE was proposing the replacement of the air lift pump with a pump that does not use air. He explained that the odor in the meeting room at the Administration Building was caused by the air being released from the top of the air lift pump. Mr. Scholes stated that the design work for the replacement thickener pump was in progress.

Sunscreen For Air Scrubber Control Panel / Lift Station B. Mr. Scholes reported that RIS had completed the installation of the Sunscreen.

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. 1 to Sustanite; (3) accept the low bid and award the contract for the Sludge Conveyors to C3; (4) accept the low bid and award the contract for the Compactor replacement to Gilleland; (5) accept the low bid and award the contract for the Screen Replacement to Gilleland; and (6) accept the low bid and award the contract for the Blower Replacement to C3.

### **Amendments to Rate Orders of Plant's Participants**

The Board briefly discussed matters relating to the adoption on 7 March 2022 of certain amendments to the District's Rate Order 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 (collectively, the "Amendments"). The Directors discussed the status of the adoption of similar Amendments by the Plant's participants to their respective Rate Orders.

### **Attorney's Report**

Mr. Yale presented the Attorney's Report.

Possible Expansion of Plant Service Area. Mr. Yale discussed with the Board the possible expansion of the Plant service area in connection with (1) the request from NRP Group, LLC to the District for annexation of and service to a certain 17-acre tract on Westpark Drive; and (2) the possible request for service from WHCMUD 4. He remarked that VSE would need to update the service area map for the Plant and prepare a feasibility study in connection with the requests for service.

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  
Regional Wastewater Treatment Facility  
Meeting of 12 September 2022  
Attachments

1. Operations Report;
2. Invoice from Si Environmental, LLC;
3. Bookkeeper's Report;
4. Operating Budget for FYE 9/30/23;
5. Testing & Analysis Reports; and
6. Engineer's Report.