

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

CHELFORD CITY REGIONAL WASTEWATER TREATMENT FACILITY

13 March 2023

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 13th day of March 2023, 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 Magee, thus constituting a quorum.

Also attending were Diane Bailey of McLennan & Associates, the Bookkeeper for the Chelford City Regional Wastewater Treatment Facility (the "Plant"); Taylor Reed, P.E., and 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. (called "BES"); Laura Bonjonia of Envirodyne Laboratories, Inc. ("Envirodyne"); Nick Alwine and Connie Fowler of the board of directors of Chelford One Municipal Utility District ("Chelford One"); Lynea Gallagher of the board of directors of Harris County Municipal Utility District No. 147 ("HCMUD 147"); and Deborah Cupples of the board of directors of Mission Bend Municipal Utility District No. 1 ("MBMUD 1").

Attending the meeting via teleconference were Ramon Castillo of SiEnviro; Winetta Billings, Eston Hupp, and Michael Martin of the board of directors of Chelford One; Frances Browning, Gary Gassmann, Tracy Jones, and Sylvia Marinez of the board of directors of Harris County Municipal Utility District No. 120 ("HCMUD 120"); Michelle Miller and Kay Pugh of the board of Directors of HCMUD 147; Mike Alderfer and Kay Haynie of the Board of Directors of MBMUD 1; Mary Bertrand and Marlene Weppler of the board of directors of Mission Bend Municipal Utility District No. 2 ("MBMUD 2"); Patrick Newton, P.E., of LJA Engineering & Surveying, Inc., engineer for HCMUD 120;

Bintuan Zhu, P.E. of the City of Houston; 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 February 2023 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 February 2023, 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 6 March 2023 as prepared by G-M Inspection Services, Inc. in connection with the vibration readings collected at the Plant during February 2023. 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 January 2023. He added that during January 2023 the Plant operated at 32.6% of its permitted capacity. He briefly reviewed the photographs of the work performed at the Plant, as included in the February 2023 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.

Director Gardner requested that Mr. Smith provide the Board with the credentials of the individual performing the welding work at the Plant. Director Gardner then expressed his view that the meeting room at the Plant Administration Building was not being cleaned sufficiently between the meetings.

### **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 February 2023 as received from the Plant's participants.

Then the Directors examined the Operating Budget for the fiscal year ending 30 September 2023 and the Budget Comparison for February 2023, 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 satisfactory for this reporting period. He discussed in detail the results of the confirmation testing of samples taken from the sampling wells located near (1) GFL Environmental Houston South at 8515 Texas 6 (South) and the La Michoacana store in MBMUD 2; and (2) the Texaco station located at 1550 Beechnut and the West Park Strip Center in MBMUD 1. Ms. Bonjonia then reported that she was working with SiEnviro to schedule the next round of biomonitoring.

### **Engineer's Report**

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

Integrated Water System. Mr. Reed reported on the status of the Integrated Water System, as detailed in the Engineer's Report attached hereto. He reported that surface water was scheduled by the West Harris County Regional Water Authority to be delivered to the Integrated Water System in the fourth quarter of 2025 or the first quarter of 2026. He stated that VSE would need to begin design this year for the conversion to chloramine disinfection at the water plants in the Integrated Water System. Mr. Reed stated that the Board's next meeting with the member districts of the Integrated Water System would be held at 6:30 p.m. on Wednesday, 31 May 2023.

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"). Fitch has completed the start-up of the Wi-Fi system, reported Mr. Reed, and Baird Gilroy & Dixon, LLC has tied the Wi-Fi system to the SCADA System.

Waste Activated Sludge Pumps (the "Sludge Pumps"). Mr. Reed reported on the contract with Sustanite Support Services, LLC ("Sustanite") for the Sludge Pumps project. He stated that Sustanite had submitted Pay Estimate No. 4 in the amount of \$29,250 in connection with the Sludge Pumps project. A copy of Pay Estimate No. 4 is included with the Engineer's Report.

Rotary Drum Screen Replacement for Scum System (the "Screen Replacement"). Mr. Reed reported on the contract with Gilleland Smith Construction, Inc. ("Gilleland") for the Screen Replacement. He informed the Board that the contractor submittals on the Screen Replacement were underway.

Replacement of Headworks "A" Washer Compactor (the "Compactor Replacement"). Mr. Reed reported that the contractor submittals from Gilleland on the Compactor Replacement were in progress.

Replacement of Digester Blower No. 1 (the "Blower Replacement"). Mr. Reed reported on the contract with C3 Constructors, LLC (called "C3") for the Blower Replacement. He stated that C3 had submitted a pay estimate in the amount of \$3,330 in connection with the Blower Replacement. A copy of the pay estimate is included with the Engineer's Report.

Sludge Horizontal Screw Conveyors (the "Sludge Conveyors"). Mr. Reed reported on the contract with C3 for the Sludge Conveyors. He remarked that the contractor submittals for the Sludge Conveyors were in progress.

Upgrade of 2.5-ton Air Conditioner in Operator Room to 4-ton Unit. Mr. Reed reported that GH Mechanical & Services, LLC had received the new 4-ton air conditioning unit at its warehouse. He added that VSE is scheduling a site visit at the Plant to walk the project site and prepare for the commencement of construction activity.

Replacement of Pressure Tank on NPW System (the "Pressure Tank Replacement"). Mr. Reed reported on the contract with Sustanite for the Pressure Tank Replacement. He stated that construction was in progress and that VSE was continuing its review of the contractor submittals.

Proposed Replacement of Thickener Sludge Pump. Mr. Reed reported that the bids for the Thickener Sludge Pump were received on 10 March 2023. He stated that the lowest bid submitted was \$320,000, which was significantly higher than expected. VSE is reviewing different options that might allow for a reduction in the project cost, he told the Board, and will present a recommendation in April 2023.

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) (the "Conversion"). Mr. Reed reported that VSE had advertised for bids for the Conversion with a due date of 24 March 2023.

Feed Line on Clarifier No. 4 (the "Feed Line"). Mr. Reed reviewed with the Board a proposal from C3 to replace a 28-inch section of the Feed Line at a cost of \$22,250 the ("Feed Line Repairs"). A copy of the C3 proposal is included with the Engineer's Report. He explained that the Feed Line Repairs would be addressed as a change order to the contract with C3 for the Screw Conveyors project.

Turbo Blower Replacement. Mr. Reed reported that VSE was working on the design to phase out the existing aeration turbo 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.

Completed Projects / Warranty Expirations. Mr. Reed then reviewed with the Board the status of the warranties on the contracts for certain projects at the Plant as detailed in the Engineer's Report.

Odor Control System at Lift Station B. Mr. Reed reported that SiEnviro had notified the District's Engineer of certain issues with the Odor Control System. He stated that VSE contacted the manufacturer, which is planning a site visit to repair the Odor Control System.

Plant Tour. Mr. Reed informed the Board that the tour of the Plant facilities would be conducted on Saturday, 15 April 2023.

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 to Sustanite; (3) authorize payment of the pay estimate to C3; and (4) accept the C3 proposal and authorize C3 to proceed with the Feed Line Repairs.

### **Attorney's Report**

Mr. Yale presented the Attorney's Report.

City of Houston / Proposed Sale of Plant Capacity. Mr. Yale reported that the District's Attorney had received an inquiry from the City as to whether it could sell any of its capacity in the Plant (the "Plant Capacity"). The City was informed that the term of the City's agreement with the District for the Plant Capacity had expired and accordingly the City had no Plant Capacity to sell, said Mr. Yale. Mr. Zhu informed the Board that he expects the City to complete its withdrawal from the Plant in mid-2024.

### **Busby Environmental Services, Inc. / Kingwood Central Wastewater Treatment Plant**

Finally, Mr. Busby addressed the Board on matters relating to recent news reports regarding the operation of the Kingwood Plant by Inframark LLC and the collection and testing of wastewater samples at the Kingwood Plant by BES and Envirodyne, respectively.

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 13 March 2023  
Attachments

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