I. Call to Order

The April Supervisory Committee (Committee) meeting was called to order by John Kuosman, Director of the South Platte Water Renewal Partners (SPWRP).

II. Consideration of Minutes of Previous Supervisory Committee Meeting

The March Committee meeting minutes were unanimously approved via email on March 20 and 21, 2018.

III. Action Item(s)

Stratum Consulting Partners:
Jenifer Doane discussed the recommended professional services agreement with Stratum Consulting Partners with the Committee. The agreement would provide specialized coding and development services, professional consulting and training services for the organization’s asset management software, Infor EAM. The committee discussed how
SPWRP would benefit from the use of a new mobile app feature and how the advantageous timing would allow for integration of SPWRP’s Infor EAM system with City of Englewood’s new Enterprise Resource Planning (ERP) software, Tyler New World. SPWRP staff recommends the Committee approve a professional services agreement with Stratum Consulting Partners, for consulting and training services, in the amount of $30,000.

**ACTION TAKEN** – The Supervisory Committee considered a motion to approve the professional services agreement with Stratum Consulting Partners for consulting services, systems integration services, data conversion services, training services and related services, in the amount of $30,000. Eric Keck moved, Larry Nimmo seconded, three ayes, no nays. Motion approved. SPWRP staff plans to present this professional services agreement to the Englewood City Council for consideration in May 2018.

Labworks:
Jenifer Doane discussed the recommended professional services agreement with Labworks, LLC., with the Committee. This agreement would provide support, licensed software, document updates, and access to the Labworks user site for the Laboratory Information Management System (LIMS) in the laboratory. SPWRP’s lab equipment is interfaced with LIMS and testing results are automatically imported. The information from this database is used for regulatory reporting, process control and special study analyses. If SPWRP does not make these software upgrades, the organization risks security issues and new instrumentation not communicating with software and automatically collecting data. SPWRP staff recommends the renewal of the Labworks, LLC., professional services agreement for SPWRP’s Laboratory Information Management System (LIMS) in the amount of $24,075, and the approval of the software upgrade for $7,100, for a total of $31,175.

**ACTION TAKEN** – The Supervisory Committee considered a motion to approve the professional services agreement with Labworks, LLC., for support services and related services for SPWRP’s Laboratory Information Management System (LIMS), in the amount of $24,075, and software upgrade in the amount of $7,100, for a total of $31,175. Keith Reester moved, Larry Nimmo seconded, three ayes, no nays. Motion approved. SPWRP staff plans to present this professional services agreement to the Englewood City Council for consideration in May 2018.

OrthoPhosphate (Phosphorus) as Corrosion Control Legal Filing:
Blair Corning and Dan DeLaughter discussed the recent decision made by the Colorado Department of Public Health and Environment (CDPHE) Water Quality Control Division to require Denver Water to add orthophosphate in to its drinking water supply. This is being required for optimum corrosion control treatment which is intended to prevent or reduce lead and copper from leaching into drinking water from pipes and fixtures. The addition of orthophosphate creates the potential of added expense for both water and wastewater ratepayers and increased nutrient loads to watersheds. Phosphorus is one of two nutrients
that are already the subject of future requirements for increased treatment (Regulations 85 and 31). The Supervisory Committee, SPWRP staff and David Robbins, SPWRP attorney, discussed potential options to approach this sensitive topic. SPWRP staff asked the Committee for approval of Hill & Robbins’ involvement with meetings and strategy sessions so he would be confident on making decisions to protect SPWRP and the cities’ best interests as part of an existing contracting mechanism with Hill & Robbins. No additional appropriations are anticipated at this time. In addition, the Committee was asked to consider and approve a contribution for additional legal services in the not-to-exceed amount of $25,000 to be allocated towards legal expenses incurred by the Barr Milton Watershed Association and its attorneys for work required to file and support an administrative appeal of the orthophosphate requirement to the Water Quality Control Division of the Colorado Department of Public Health and Environment. Dan DeLaughter and David Robbins will be the primary contacts for communication and involvement with the two cities related to the administrative appeal and its potential impact on the SPWRP.

**ACTION TAKEN** – The Supervisory Committee considered a motion to approve a not-to-exceed amount of $25,000 to support the administrative appeal filed by the Barr Milton Watershed, and for the Barr Milton Watershed’s legal services associated with the filing. The Committee also considered approving the continued support of David Robbins as is required to guide, support and protect the SPWRP, the City of Littleton and the City of Englewood’s interests, in alignment with current contracting and appropriations. Eric Keck moved, Keith Reester seconded, three ayes, no nays. Motion approved. It was also agreed that there would be a prompt phone discussion with David Robbins, Mark Relph and Stephen Kemp, Littleton City Attorney. Phone briefing with Mark Relph was held on Tuesday, April 24, 2018.

Emergency Digester Repair Closeout:
Blair Corning discussed the recommendation to conclude the Emergency Digester Repair Project and finalize the funding request totaling $74,512.12. This funding request will be paid to Water Technology Group who was the contractor selected to provide the emergency maintenance and repair support related to Anaerobic Digester No. 3, that were identified in February, 2018. The Committee was previously briefed on the Anaerobic Digester No. 3 emergency repair issues, emergency funding appropriation, and subsequent progress at the February and March Supervisory Committee meetings. Blair reviewed SPWRP’s 2018 budget and outlined how the costs for the Emergency Digester Repair would affect the budget for the rest of 2018.

**ACTION TAKEN** – The Supervisory Committee considered a motion to approve the purchase order agreement with Water Technology Group for the emergency repair of Anaerobic Digester No. 3, in February 2018, in the amount of $74,512.12. Eric Keck moved, Keith Reester seconded, three ayes, no nays. Motion approved. The SPWRP staff plans to present this purchase to the Englewood City Council in May 2018.
Mountain States Imaging:
Jenifer Doane discussed the recommendation to approve a professional services agreement with Mountain States Imaging for document scanning and imaging, in the amount of $45,000. This will give SPWRP the ability to move from a paper records management system to an electronic data, information, and records management (DRIM) system. This will considerably reduce our litigation risk, increase effectiveness and efficiency, reduce records storage costs, increase fiscal responsibility of public funds and align with the practices of State and Federal regulating agencies.

**ACTION TAKEN – The Supervisory Committee considered a motion to approve the professional services agreement with Mountain States Imaging, LLC., for document conversion services, in the amount of $45,000. Larry Nimmo moved, Eric Keck seconded, three ayes, no nays. Motion approved. The SPWRP staff plans to present this professional services agreement to the Englewood City Council for consideration in May 2018.**

IV. Informational Items

Staff discussed these informational items with the Supervisory Committee:

- **Industrial Mechanic Hiring Update**
- **2018 SPWRP Events Calendar**
  - Earth Day River Walk and Clean-up, Sunday, April 22, 2018
  - Community Open House, Wednesday, June 6, 2018
  - World Water Monitoring Day, Tuesday, September 25, 2018
  - Used Oil and Cooking Grease Takeback Event, November 2018
  - David Robbins advised that the SPWRP should use the full name of the facility including the words “Owned by Littleton/Englewood” as an integral part of the new name.
- **Rocky Mountain Section of American Water Works Association / Rocky Mountain Water Environment Association (RMSAWWA/RMWEA) Joint Annual Conference Submissions**
  - This conference will be held in Denver, CO at the Convention Center, Sunday, September 16 – 19, 2018.
  - SPWRP staff submitted nine (9) abstracts for consideration.
- **Energy Efficiency Award**
  - On Tuesday April 18, 2018, the South Platte Water Renewal Partners received Xcel Energy’s Process Efficiency Award. This award is for energy saving process improvements implemented by the plant in 2017. Total energy reduction in 2017 as a result of these initiatives was 2,332,242 kwh, this
reduction has saved the facility $163,257. All of these opportunities were achieved with minimal capital investment (<3-month overall payback).

- Three (3)-Month Outlook for Supervisory Committee Action Items
- WWTP Influent Flow and Load Summary:
  - The measured flow to the SPWRP averaged 20.1 mgd in March 2018, which is the same from March 2017. The measured flow split was 42.6 / 57.4 percent between the cities of Littleton and Englewood, respectively.

V. Adjournment

The next Supervisory Committee meeting is scheduled for Thursday, May 17, 2018, from 9:00–10:30 a.m., at South Platte Water Renewal Partners.

Adjourned at 11:14 a.m.  
Recording Secretary Signature

The SPWRP Supervisory Committee approved the April 19, 2018 meeting minutes via email on April 27 and 30, 2018. Eric Keck, Larry Nimmo, and Keith Reester all ayes, no nays. Mark Relph did not vote. Minutes approved.