MINUTES
Supervisory Committee Meeting
Thursday, July 5, 2018
South Platte Water Renewal Partners (SPWRP)
2900 South Platte River Drive, Englewood, CO. 80110 - Conference Room 9:00 a.m.

COMMITEE MEMBERS PRESENT:

Maria D’Andrea City of Englewood, Public Works Director
Eric Keck City of Englewood, City Manager
Keith Reester City of Littleton, Public Works Director

COMMITEE MEMBERS ABSENT:

Mark Relph City of Littleton, City Manager

STAFF PRESENT:

Kacie Allard Acting BAC Deputy Director, & Communications Supervisor
Tom Brennan City of Englewood, Utilities Director
Alison McKinney Brown City of Englewood, Attorney
Kurt Carson Deputy Director, Operations & Maintenance (O&M) Solutions
Blair Corning Acting SPWRP Director, & Deputy Director of Strategic Programs
Vince Heiken Maintenance Superintendent
Muzit Kiflai Capital Project Coordinator
Matt Montgomery Hill & Robbins, SPWRP Attorney
Joe Morrissette Electrical, Instrumentations & Control Supervisor
Brenda Varner Government Relations Specialist
Chong Woo Capital Project & Asset Leadership Manager

GUESTS PRESENT:

David Pier Carollo Engineers, Inc.
Cynthia Lane Assistant Manager, Platte Canyon Water & Sanitation District

I. Call to Order

The July Supervisory Committee (Committee) meeting was called to order by Blair Corning, Acting Director of the South Platte Water Renewal Partners (SPWRP).
II. Consideration of Minutes for Previous Supervisory Committee Meetings

The June Committee meeting minutes were approved via email by Maria D’Andrea, Eric Keck, and Keith Reester on July 5, 2018, Mark Relph did not vote to approve since he was absent from the June meeting.

III. Action Item(s)

Biogas Project:
Blair Corning presented a comprehensive presentation which encompassed all four (4) agreements in need of Supervisory Committee approval for the Biogas project. If these four (4) agreements are approved by the Committee, each one will be presented separately to the Englewood City Council, to adhere with the City of Englewood procurement policy.

Biogas – RIN (Renewable Identification Number) Broker Agreement:
SPWRP staff recommended the Committee approve a professional service agreement with Blue Source, LLC, to perform renewable fuel credit management services related to the Biogas Project. Renewable fuel credit management consulting services will be needed for marketing of the RNG (renewable natural gas). Services will also include registration, verification, and monetizing the Renewable Identification Numbers (RINS) and Low Carbon Fuel Standards (LCFS) credits generated from the transfer of biogas from the treatment facility to renewable fuel end users. Blue Source, LLC, proposal had the lowest amount of management and registration fees for the services provided.

Biogas – CM/GC (Construction Manager/General Contractor):
SPWRP staff recommended the Committee approve a construction manager/general contractor (CMGC) agreement with J.R. Filanc Construction Company, Inc. (Filanc) to implement the construction of facilities and procurement of equipment needed for the cleaning of digester gas to pipeline gas quality, as well as the conveyance of the final product to the Xcel distribution pipeline. The CMGC agreement between the City of Englewood and Filanc for the Pipeline Injection Project, will have a guaranteed maximum price of $5,374,391.36, which includes $250,000.00 owner contingency.

Biogas – Xcel Interconnection Agreement:
SPWRP staff recommended the Supervisory Committee approve the Interconnection Agreement with Xcel Energy (Xcel) for transferring the renewable biogas to the national natural gas pipeline in the amount of $1,742,076.00. A connection to the Xcel natural gas pipeline is required to transfer renewable biogas to the national natural gas pipeline. The Interconnection Agreement defines the scope of services by Xcel, the operating requirements, and other contractual requirements such as insurance requirements and indemnification language. Under this interconnection agreement, Xcel will design, procure, construct, and commission equipment and materials. Xcel will maintain ownership of all equipment and the renewable biogas pipeline to the national natural gas pipeline. The
SPWRP will provide easements for the Xcel interconnection skid and biogas pipeline at a future time, pending the approval of current agreements.

Biogas – Construction Administration:
SPWRP staff recommended the Committee approve an amendment to the existing professional services agreement with Carollo Engineers to provide engineering services during construction, in the amount of $310,370.00. Construction administration services are needed during biogas project construction due to the size and scope of the project.

**ACTION TAKEN –** The Supervisory Committee considered a motion to approve the recommended four (4) agreements for the Biogas Project; a RIN (Renewable Identification Number) broker agreement with Blue Source LLC., for renewable fuel credit management services; a CMGC (construction manager/general contractor) agreement with J.R. Filanc Construction Company, Inc., to execute the construction manager/general contractor services, in the guaranteed maximum price of $5,374,391.36; an Interconnection Agreement with Xcel Energy for transferring the renewable biogas to the natural gas pipeline, in the amount of $1,742,076.00; and an amendment to the existing professional services agreement with Carollo Engineers to provide engineering services during construction, in the amount of $310,370.00. Eric Keck moved, Keith Reester seconded, three ayes, no nays. Motion approved. Mark Relph absent. SPWRP staff plans to present these agreements to the Englewood City Council for consideration in August 2018.

Ethernet Infrastructure:
Joe Morrissette discussed the recommended approval of a professional services agreement with Carollo Engineers to conduct the design and contractor procurement services for the Ethernet Control System Infrastructure Improvements Project, in the amount of $115,000.00. The current system is comprised of only one virtual local area network that is at over 90% capacity. Significant increased network demand is projected in the near future. Upgrading the Ethernet system will provide thousands of IP address on multiple virtual local area networks. Ethernet upgrades under this project are necessary to ensure the effective and reliable operation of the SPWRP. Design documents and procurement services are necessary to solicit qualified contractors for infrastructure construction.

**ACTION TAKEN –** The Supervisory Committee considered a motion to approve the professional services agreement with Carollo Engineers for design and procurement services for SPWRP’s Ethernet Control System Infrastructure Improvements Project, in the amount of $115,000.00. Keith Reester moved, Maria D’Andrea seconded, three ayes, no nays. Motion approved. Mark Relph absent. SPWRP staff plans to present this professional services agreement to the Englewood City Council for consideration in August 2018.
2018 Variable Frequency Drive (VFD) Replacement Project:
Kurt Carson discussed the recommended approval of a construction contract with AmWest Control Inc. for the Variable Frequency Drive (VFD) 2018 Replacement Project in the amount of $171,000.00. SPWRP staff also recommends the approval of a five (5) percent change order contingency, in the amount of $8,550.00, for a total project cost of $179,550.00. SPWRP staff recommends the replacement of four (4) existing VFD units because three (3) units have failed and the fourth is showing signs of pending failure. The equipment controlled by these VFDs is critical to plant processes. These units save energy and allow for the control necessary to treat wastewater to permit requirements.

**ACTION TAKEN – The Supervisory Committee considered a motion to approve the construction contract with AmWest Control, Inc., for the SPWRP Variable Frequency Drive (VFD) Replacement Project, in the amount of $171,000.00 and the inclusion of a five (5) percent contingency of $8,550.00, for a total cost of $179,550.00. Eric Keck moved, Maria D’Andrea seconded, three ayes, no nays. Motion approved. Mark Relph absent. SPWRP staff plans to present this construction contract to the Englewood City Council for consideration in August 2018.**

Programmable Logic Controller (PLC) Processor Replacement:
Joe Morrissette discussed the recommended approval of a purchase order with Rexel to purchase 13 programmable logic controllers (PLCs), for a total cost of $154,375.00. These PLCs are critical hardware components within the SPWRP’s process control system. The units are located throughout the facility and contain programming that allows automated operation and communication between processes. The current PLC processor units in service are over 10 years old, obsolete, and at the end of their expected service life. The manufacturer is no longer providing firmware updates for these processors which causes compatibility and stability issues with new hardware and updated software versions.

**ACTION TAKEN – The Supervisory Committee considered a motion to approve the purchase order with Rexel, for the SPWRP Programmable Logic Controller (PLC) Processor Replacement, in the amount of $154,375.00. Eric Keck moved, Keith Reester seconded, three ayes, no nays. Motion approved. Mark Relph absent. SPWRP staff plans to present this purchase order to the Englewood City Council for consideration in August 2018.**

Operator Plant Vehicle Replacement:
Kurt Carson discussed the recommended approval of purchasing three (3) 2018 Polaris GEM eLXD electric utility vehicles, through FMH Material Handling Solutions, in the amount of $47,955.00 ($15,985 each). The three (3) Polaris GEM eLXD units will replace three (3) existing Kubota RTV1100CW units. The replacement of these Kubota units with Polaris GEM electric units is forecasted to significantly reduce maintenance expenses. Additionally,
SPWRP staff expects to see CO2 emission reductions of 13,000 lbs. (equivalent to greenhouse gas emissions from 14,500 passenger vehicle miles driven).

**ACTION TAKEN** – The Supervisory Committee considered a motion to approve the purchase of three (3) 2018 Polaris GEM eLXD electric utility vehicles, through FMH Material Handling Solutions, in the amount of $47,955.00 ($15,985 each). Eric Keck moved, Keith Reester seconded, three ayes, no nays. Motion approved. Mark Relph absent.

IV. Informational Items

SPWRP Staff discussed the informational items below with the Supervisory Committee:

- 2019 SPWRP Draft Budget
- Three (3)-Month Outlook for Supervisory Committee Action Items
- WWTP Influent Flow and Load Summary:
  - Was unavailable on July 5, 2018, for the July Supervisory Committee report. SPWRP staff will compile data for July and report on July and August flow and loads at the August Supervisory Committee meeting on August 16, 2018.

V. Adjournment

The next Supervisory Committee meeting is scheduled for Thursday, August 16, 2018, from 9:00–10:30 a.m., at South Platte Water Renewal Partners.

Adjourned at 10:30 a.m.  
Recording Secretary Signature ________

Brenda J. Varner

The SPWRP Supervisory Committee approved the July 5, 2018 meeting minutes via email on July 11 and 17, 2018. Eric Keck, Maria D’Andrea, and Keith Reester voted, all ayes, no nays. Mark Relph was absent and therefore abstained from the vote. Minutes approved.