MINUTES
Supervisory Committee Meeting
Thursday, December 20, 2018
South Platte Water Renewal Partners (SPWRP)
2900 South Platte River Drive, Englewood, CO 80110 - Conference Room 9:00 a.m.

COMMITTEE MEMBERS PRESENT:

Maria D’Andrea City of Englewood, Public Works Director
Dorothy Hargrove City of Englewood, Interim City Manager
Keith Reester City of Littleton, Public Works Director
Mark Relph City of Littleton, City Manager

COMMITTEE MEMBERS ABSENT:

None

STAFF/CONSULTANTS PRESENT:

Kacie Allard SPWRP Deputy Director - Business Solutions
Tom Brennan Englewood, Director of Utilities
Rachel Childs SPWRP Communications Assistant
Blair Corning SPWRP Deputy Director - Environmental Programs
Samma Fox Littleton, Assistant to the City Manager
David Robbins Hill & Robbins, SPWRP Attorney
Maria Sobota Englewood, Acting Director, Finance & Administrative Services
Pieter Van Ry SPWRP Director
Brenda Varner SPWRP Government Communications Specialist
Chong Woo SPWRP Deputy Director - Engineering

GUESTS PRESENT:

Cynthia Lane Assistant Manager, Platte Canyon Water & Sanitation District

I. Call to Order

The December Supervisory Committee (Committee) meeting was called to order by Pieter Van Ry, Director of South Platte Water Renewal Partners (SPWRP). Pieter congratulated Chong Woo, for being promoted to SPWRP Deputy Director of Engineering.
II. Consideration of Minutes for Previous Supervisory Committee Meetings

The November Supervisory Committee meeting minutes were approved via email by Dorothy Hargrove, Mark Relph, Keith Reester, and Maria D’Andrea on December 5 and 6, 2018.

III. Action Item(s)

Memorandum of Understanding for the Delineation of Ownership of Interceptors:
Pieter Van Ry, the SPWRP Director, discussed the approval process required to finalize two (2) unexecuted Memorandums of Understanding (MOU), which are necessary to clarify and delineate the ownership of three (3) of the four (4) interceptors entering the SPWRP facility.

Previous SPWRP records had not specifically clarified the delineation of ownership of the four (4) interceptors entering the SPWRP facility site. In 2017, the SPWRP staff and SPWRP’s outside legal counsel, Hill & Robbins, worked in partnership with the two cities’ attorneys and the Valley Sanitation District to draft four (4) MOUs needed to delineate the ownership of the interceptors. During the May 18, 2017 Supervisory Committee meeting, the SPWRP staff brought these four (4) MOUs to the Committee for approval. The Committee approved the execution of these documents.

In 2018, the SPWRP staff discovered that two (2) of the three (3) MOUs were not fully executed: the MOU showing the delineation between the City of Englewood and the SPWRP facility for two (2) plant interceptors, and the MOU between the Valley Sanitation District and the SPWRP.

The South Platte Water Renewal Partners (SPWRP) staff recommends that the Supervisory Committee (Committee) grant the SPWRP Director, Pieter Van Ry, the approval to execute two (2) separate Memorandums of Understanding (MOUs) between the SPWRP facility, the City of Englewood and the Valley Sanitation District; delineating ownership of interceptors between each organization.

**ACTION TAKEN – The Supervisory Committee considered the motion to give the SPWRP Director the power to execute two (2) Memorandums of Understanding (MOU) in regards to the delineation of interceptors between the SPWRP, the City of Englewood, and the Valley Sanitation District. The Committee motioned to approve allowing the SPWRP Director the ability to execute the MOU between the Valley Sanitation District and the SPWRP, but the Committee did not approve the execution of the MOU between the City of Englewood and the SPWRP. The Committee motioned to bring the MOU with the City of Englewood, to the Englewood City Council for approval. Mark Relph moved, Dorothy Hargrove seconded, all ayes, zero nays. Motion approved. SPWRP staff plans to present the MOU for the Englewood Interceptors to the Englewood City Council for their consideration in March 2019.**
IV. Informational Items

SPWRP staff discussed the informational items listed below with the Supervisory Committee:

- Biogas Construction Update
- Upcoming Regulatory Hearing Update
- SPWRP 2nd Annual Grease Takeback Event
- Supervisory Committee Discussion
- Three (3)-Month Outlook for Supervisory Committee Action Items
- SPWRP Influent Flow and Load Summary:
  - The measured flow to the SPWRP averaged 20.2 mgd in November 2018, which is a decrease of 0.4 mgd from November 2017. The measured flow split was 43.6 / 56.4 percent between the cities of Littleton and Englewood.
- Fiscal Management and Reporting

V. Adjournment

The next Supervisory Committee meeting is scheduled for Thursday, January 17, 2019, from 9:00–10:30 a.m., at South Platte Water Renewal Partners.

Adjourned at 10:05 a.m.
Recording Secretary Signature

Brenda J. Varner

The SPWRP Supervisory Committee approved the December 20, 2018 meeting minutes via email on January 8 and 9, 2019. Keith Reester, Dorothy Hargrove, Maria D’Andrea and Mark Relph voted, all ayes, no nays. Minutes approved.