



MINUTES

Supervisory Committee Meeting

Thursday, March 28, 2019

South Platte Water Renewal Partners (SPWRP)

2900 South Platte River Drive, Englewood, CO 80110 - Training 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
Mark Relph	City of Littleton, City Manager

COMMITTEE MEMBERS ABSENT:

Keith Reester	City of Littleton, Public Works Director
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STAFF/CONSULTANTS PRESENT:

Kacie Allard	SPWRP Deputy Director - Business Solutions
Tom Brennan	City of Englewood, Utilities Director
Alyssa Hoffman	SPWRP Business Services Specialist
Matt Montgomery	Hill & Robbins, SPWRP Attorney
Maria Sobota	City of Englewood, Director of Finance & Administrative Services
Pieter Van Ry	SPWRP Director
Brenda Varner	SPWRP Government Communications Specialist

GUESTS PRESENT:

Cynthia Lane	Assistant Manager, Platte Canyon Water & Sanitation District
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I. Call to Order

The March Supervisory Committee (Committee) meeting was called to order by Pieter Van Ry, the Director of South Platte Water Renewal Partners (SPWRP).

II. Consideration of Minutes for Previous Supervisory Committee Meetings

The February Supervisory Committee meeting minutes were approved via email by Committee Member Hargrove, Committee Member Relph, Committee Member Reester, and Committee Member D'Andrea on March 24 and 25, 2019.

III. Action Item(s)

Asset Management Strategic Plan – Contract Award:

Mr. Van Ry discussed the recommendation for a professional services agreement between SPWRP and WSP USA, Inc., intended to produce an asset management strategic plan for the SPWRP facility. The scope of work would initiate an assessment of the SPWRP's existing asset management program. SPWRP's current asset management program includes workflow processes, roles and responsibilities, and a software database; this program was initiated in the mid-2000s. The new assessment would identify opportunities to match the wastewater industry's best-practices and it would align the organization in implementing a comprehensive long-term strategy. This long-term strategy would transform the culture, strengthen business and infrastructure decision-making, and it would enhance technology, data, and performance information.

The Committee and SPWRP staff discussed the sole source solicitation by which the vendor was selected. Committee member Relph suggested basing vendor selection for a professional service on the vendor's history and qualifications, in addition to the cost of the project. The Committee agreed with Mr. Van Ry's recommendation to table the Asset Management Strategic Plan until additional proposals were obtained. SPWRP will revisit and reevaluate this project and bring it back to the Committee in May 2019.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve a professional services agreement with WSP USA, Inc., in the amount of \$48,000, to perform an asset management strategic plan for the SPWRP facility. The Committee moved to table this agreement until additional professional services proposals could be provided. The Asset Management Strategic Plan – Contract Award was tabled until May 2019.

IV. Informational Items

Mr. Van Ry suggested, and the Committee agreed to, adding a permanent informational item to the report agenda called "Director's Update" which would allow Mr. Van Ry the opportunity to bring forward updates to the Committee for their information.

- Director Updates:
 - Update on the Cost of Services, RFP (Request for Proposals)
 - Posted on March 20, 2019
 - Update on upcoming Capital Projects not previously identified, but considered a high priority
 - Upgrades to fire alarms and strobes in main staff areas
 - Entire SPWRP facility security and perimeter evaluation

- Draft SPWRP Procurement Policy
 - Discussion regarding qualifications-based vendor selection for professional services
 - The Committee recommended to bring the SPWRP Procurement Policy forward for approval at the April Committee meeting
- Three (3)-Month Outlook for Supervisory Committee Action Items
- SPWRP Influent Flow and Load Summary:
 - The measured flow to the SPWRP averaged 18.5 mgd in February 2019, which is a decrease of approximately 1.9 mgd from February 2018. The measured flow split was 44.0 / 56.0 percent between the cities of Littleton and Englewood.
- Fiscal Management and Reporting

V. Adjournment

The next Supervisory Committee meeting is scheduled for Thursday, April 25, 2019, at 9:00 – 10:30 a.m., at the South Platte Water Renewal Partners facility.

Adjourned at 9:39 a.m.

Recording Secretary Signature _____

Brenda J. Varner

The SPWRP Supervisory Committee approved the March 28, 2019 meeting minutes via email on April 8, 9, and 12, 2019. Committee Member Hargrove, Committee Member Reester, Committee Member D’Andrea and Committee Member Relph all voted, four ayes, zero nays. Minutes approved.