

## **MINUTES**

### **Supervisory Committee Meeting**

**Thursday, April 25, 2019**

**South Platte Water Renewal Partners (SPWRP)**

**2900 South Platte River Drive, Englewood, CO 80110 - Colorado 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
---------------	--

### **STAFF/CONSULTANTS PRESENT:**

Kacie Allard	SPWRP Deputy Director – Business Solutions
Blair Corning	SPWRP Deputy Director – Environmental Programs
Alyssa Hoffman	SPWRP Business Services Specialist
Tiffany Hooten	City of Littleton, Director of Finance
Alison McKinney Brown	City of Englewood, City Attorney
David Robbins	Hill & Robbins, SPWRP Attorney
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 April 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 March Supervisory Committee meeting minutes were approved via email by Committee Member Hargrove, Committee Member D'Andrea, Committee Member Reester and Committee Member Relph on April 8, 9 and 12, 2019.

### III. Action Item(s)

#### SPWRP Procurement Policy:

Mrs. Kacie Allard, SPWRP Deputy Director – Business Solutions, discussed the recommendation to approve the proposed final draft of the SPWRP Procurement Policy. In January 2019, the Committee had instructed SPWRP staff to develop a procurement policy specific to the SPWRP that was separate from each city. With this new procurement policy, both the Cities of Englewood and Littleton would have equal control over purchasing decisions of the SPWRP, by ensuring that the Committee had final approval on purchases exceeding \$99,999. Matters involving property, ordinance and municipal code changes, and the SPWRP annual budget would still be brought forward to the cities' councils for approval.

Feedback for this policy was solicited and incorporated from SPWRP staff, SPWRP legal counsel, City of Englewood and Littleton Finance Directors, and Committee members. Mrs. Allard discussed how this procurement policy was necessary to provide the SPWRP staff with a set of guidelines that delineates the process by which SPWRP staff purchases goods and services. This policy will be promulgated and implemented by the SPWRP Director through the direction of the Supervisory Committee, in conformance with the terms of the Joint-Use Agreement.

Committee Member Hargrove recommended adding language into Section 8.0, "Competitive Purchases", to provide justification of an optimal source selection. The sentence which was added to address the Committee's concerns is shown below:

*"If a vendor is not selected by a competitive process, optimal source justification is required."*

***ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the proposed final draft of the SPWRP Procurement Policy. Committee Member Hargrove moved to approve the SPWRP Procurement Policy, with the inclusion of optimal source selection changes to Section 8.0, "Competitive Purchases". Committee Member Relph seconded the motion with the included changes, three ayes, no nays. Motion approved. Committee Member Reester absent.***

#### SPWRP Cost of Service and Treatment Rate and Fee Development Study:

Mr. Van Ry discussed the recommendation to approve a professional services agreement with Stantec to perform the SPWRP Cost of Service and Treatment Rate and Fee Development Study, in the amount of \$73,500.00.

Establishing a cost of service and developing and implementing accurate rates, fees and charges is an important component of a well-managed and operated water renewal facility. The primary purpose of rates and fees for a utility are to recover sufficient revenues to cover

costs. Currently, there is uncertainty surrounding the cost of providing wastewater treatment services to the Cities of Englewood and Littleton and the 19 other connector districts. This, coupled with increasing capital expenses due to aging infrastructure and more stringent treatment regulations, results in an unclear depiction of short and long-term organizational financial needs. SPWRP is the single biggest cost component of each cities' sewer enterprise fund. Upon completion of the cost of services analysis, the information will be used to develop new rates and fees for both cities as well as inform the analysis of each cities connector service agreements to ensure that appropriate costs are being recovered in those agreements.

SPWRP solicited consultants by issuing a request for proposal on the Rocky Mountain E-Purchasing website. Three consultants provided responsive proposals. SPWRP staff along with the Finance Directors from the cities of Englewood and Littleton, recommend the selection of Stantec as the consultant for the SPWRP Cost of Service and Treatment Rate and Fee Development Study. Stantec was not only the lowest responsive bid, but also provided a clear understanding of SPWRP organizational needs, established a timeline of deliverables, and displayed foundational knowledge and experience conducting similar studies.

***ACTION TAKEN – The Supervisory Committee considered the recommendation to approve a professional services agreement with Stantec to perform the SPWRP Cost of Service and Treatment Rate and Fee Development Study, in the amount of \$73,500.00. Committee Member D’Andrea moved to approve, Committee Member Hargrove seconded the motion, three ayes, no nays. Motion approved. Committee Member Reester absent.***

#### IV. Informational Items

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

- Director Updates:
  - Update on IT services provided to the SPWRP
  - Upcoming discussions with CDPHE (Colorado Department of Public Health and Environment) in regards to the SPWRP flow recalibration
- Annual Joint Council Study Session Meeting, July 2019 – Initial Discussion
- 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 March 2019, which is a decrease of approximately 1.6 mgd from March 2018. The measured flow split was 44.4 / 55.6 percent between the cities of Littleton and Englewood.
- Fiscal Management and Reporting



SOUTH PLATTE  
WATER RENEWAL  
PARTNERS

## V. Adjournment

The next Supervisory Committee meeting is scheduled for Thursday, May 23, 2019, at 9:00 – 10:30 a.m., at the South Platte Water Renewal Partners facility.

Adjourned at 10:29 a.m.

Recording Secretary Signature \_\_\_\_\_  
Brenda J. Varner

***The SPWRP Supervisory Committee approved the April 25, 2019 meeting minutes via email on May 6 and 7, 2019. Committee Member D’Andrea, Committee Member Reester, Committee Member Hargrove and Committee Member Relph all voted, four ayes, zero nays. Minutes approved.***