

MINUTES

Supervisory Committee Meeting

Thursday, August 29, 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
Shawn Lewis	City of Englewood, City Manager
Keith Reester	City of Littleton, Public Works Director
Mark Relph	City of Littleton, City Manager

STAFF/CONSULTANTS PRESENT:

Kacie Allard	SPWRP Deputy Director – Business Solutions
Blair Corning	SPWRP Deputy Director – Environmental Programs
Alyssa Hoffman	SPWRP Business Services Specialist
David Robbins	Hill & Robbins, SPWRP Attorney
Anna Schroeder	SPWRP Engineer II
Pieter Van Ry	SPWRP Director
Brenda Varner	SPWRP Government Communications Specialist
Chong Woo	SPWRP Deputy Director – Engineering

I. Call to Order

The August Supervisory Committee (Committee) meeting was called to order by Pieter Van Ry, the Director of South Platte Water Renewal Partners (SPWRP). Director Van Ry introduced the new Englewood City Manager, Shawn Lewis, to the Committee. SPWRP staff and the Committee thanked Dorothy Hargrove for her outstanding support of the SPWRP as an interim Supervisory Committee Member.

II. Consideration of Minutes for Previous Supervisory Committee Meetings

The June Supervisory Committee meeting minutes were approved via email by Committee Member Reester, Committee Member Relph, Committee Member D'Andrea and Committee Member Hargrove on July 30, 31, and August 2, 2019.

The Supervisory Committee voted to cancel the July Supervisory Committee meeting via email vote on July 15 and July 17, 2019. The annual Joint Council Study Session meeting took place on July 25, 2019.

III. Action Item(s)

Variable Frequency Drive (VFD) Replacement:

Mr. Chong Woo, SPWRP Deputy Director – Engineering, discussed the recommendation for a design build services agreement with AmWest Control, Inc., in the amount of \$460,208, to complete the design and construction of the Variable Frequency Drive 2019 Replacement Project (Project).

This Project is part of the asset renewal program, and includes eleven (11) VFDs around the facility that have reached their normal life expectancy and need to be replaced and upgraded with modern hardware and newer technology. Due to the standardized scope and minimal engineering required for the Project, SPWRP has decided to use the design build project delivery method to complete the Project. This provides value and efficiency to SPWRP by creating team continuity from design through construction.

Mr. Woo discussed the request for proposal (RFP) that was developed and advertised on the Rocky Mountain E-Purchasing System to find the best solution. A total of one (1) proposal was received. Based on a review of the proposal, AmWest Control, Inc. is the recommended consultant for this Project.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve a design build services agreement with AmWest Control, Inc., for the Variable Frequency Drive 2019 Replacement Project, in the amount of \$460,208. Committee Member D’Andrea moved to approve, Committee Member Lewis seconded the motion, four ayes, no nays. Motion approved.

Draft 2020 Budget for South Platte Water Renewal Partners (SPWRP):

Director Van Ry discussed the Draft 2020 SPWRP Budget with the Committee. SPWRP staff took an inclusive approach to budgeting this year, working with all supervisors and program leads to create an accurate assessment of the operational and capital financial needs for 2020. The proposed draft budget accurately reflects the expense requirements and revenue needs for SPWRP in fiscal year 2020.

The budget is still in draft form and has not been formally approved. The Committee discussed each City’s timeline for City Council approvals. The draft budget was presented to Englewood and Littleton City Councils at the SPWRP Joint Council Meeting on Thursday, July 25, 2019, as an informational item, and has been shared with both Cities’ Finance Directors to share at Council meetings over the coming month. If the Committee approves the SPWRP budget today, it will be presented to both City Councils for their consideration as part of their overall City Budgets.

ACTION TAKEN – *The Supervisory Committee considered the recommendation to approve the Draft SPWRP Budget for 2020, not to exceed the amount of \$28,669,306.59, for presentation to the Littleton and Englewood City Councils for their consideration. Committee Member Relph moved to approve, Committee Member Lewis seconded the motion, four ayes, no nays. Motion approved.*

IV. Informational Items

SPWRP staff discussed these informational items with the Committee:

- Director Updates:
 - SPWRP Site Security Assessment
 - SPWRP Fire Alarm Design and Install
 - SPWRP Award – EPA Nutrient Sensor Action Challenge Notification
 - Mr. Blair Corning, Deputy Director – Environmental Programs, discussed how the SPWRP effectively demonstrated how the use of data and information from low-cost nutrient sensors and innovative partnerships can be used to inform state and local agencies to address nutrient pollution. SPWRP was selected as one of three winning submissions and will receive a \$50,000 prize. Ms. Anna Schroeder, SPWRP Engineer II, was acknowledged for her work on the project.
 - SPWRP Biogas Ribbon Cutting Event Planning
 - SPWRP Cost of Services Update
 - New Operations and Maintenance Deputy Director starting in September
 - Visit to Colorado State University – Update on SPWRP Biosolids Research Program
- Three (3)-Month Outlook for Supervisory Committee Action Items
- SPWRP Influent Flow and Load Summary:
 - The measured flow to the SPWRP averaged 18.7 MGD in July 2019. The measured flow split was 44.8 / 55.2 percent between the cities of Littleton and Englewood respectively.
- Fiscal Management and Reporting



SOUTH PLATTE
WATER RENEWAL
PARTNERS

V. Adjournment

The next Supervisory Committee meeting is scheduled to be held on Thursday, September 26, 2019 at 9:00 a.m., in the Colorado Room at the South Platte Water Renewal Partners facility.

Adjourned at 10:36 a.m.

Recording Secretary Signature _____
Brenda J. Varner

The SPWRP Supervisory Committee approved the August 29, 2019 meeting minutes via email on September 19, 2019. Committee Member Reester, Committee Member D'Andrea, Committee Member Relph, and Committee Member Lewis voted; four ayes, zero nays. Minutes approved.