

MINUTES

Supervisory Committee Meeting

Thursday, September 26, 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
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
Samma Fox	Executive Assistant to the City Manager of Littleton
Alyssa Hoffman	SPWRP Business Services Specialist
David Robbins	Hill & Robbins, SPWRP Attorney
Maria Sobota	City of Englewood, Finance Director
Brian Tracy	SPWRP Deputy Director – Operations & Maintenance
Pieter Van Ry	SPWRP Director
Brenda Varner	SPWRP Government Communications Specialist
Chong Woo	SPWRP Deputy Director – Engineering

GUESTS:

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

The September 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 SPWRP Deputy Director – Operations & Maintenance, Brian Tracy, to the Committee.

II. Consideration of Minutes for Previous Supervisory Committee Meetings

The August Supervisory Committee meeting minutes were approved via email by Committee Member Reester, Committee Member D'Andrea, Committee Member Relph and Committee Member Lewis on September 19, 2019.

III. Action Item(s)

Chemical Phosphorus Removal and UV Disinfection Design Project:

Director Van Ry recommended moving this action item until the October Supervisory Committee meeting, since some last minute changes that were requested by the consultant impacted the procurement process. This should have little to no impact on SPWRP's planned schedule for this project. The Committee agreed to move the item to October.

IV. Informational Items

SPWRP staff discussed these informational items with the Committee:

- Regulatory Update
- Director Updates:
 - SPWRP receives the RMWEA Plant Performance Award
 - This award recognized SPWRP staff efforts in addressing a decrease in nitrification in January of 2019. Plant staff collaborated in developing a plan to shift nitrification to the upstream aeration basins while reviving the affected nitrifying trickle filters. During this effort a revised operating philosophy was adopted that has led to a more consistent and reliable process for nitrification.
 - Request to Purchase 2020 IT Hardware in 2019
 - SPWRP staff recommended purchasing IT hardware budgeted for 2020, in 2019, due to likely cost increases associated with new tariffs in early 2020. The SPWRP can defer necessary 2019 capital budget to cover these costs in 2019. SPWRP staff will bring this purchase request to the Committee for approval in October.
 - Biogas Ribbon Cutting Event – Date Change to Thursday, October 31, 2019
 - Cost of Services Analysis - Amendment Discussion
 - In light of proposed changes to the task, the Committee requested an analysis of the Administrative Fee task, and a comparison of the original proposals to ensure that there was not a misunderstanding in the original scope of work for this project among the bidders. SPWRP staff agreed to provide that analysis to the Committee.
- Three (3)-Month Outlook for Supervisory Committee Action Items
- SPWRP Influent Flow and Load Summary:
 - The measured flow to SPWRP averaged 18.6 mgd in August 2019, which is a decrease of approximately 1.9 mgd from August 2018. The measured flow split was 44.7 / 55.3 percent between the cities of Littleton and Englewood.
- Fiscal Management and Reporting
- City of Littleton Update:
 - Littleton is updating their agreement with Dominion Water & Sanitation District



V. Adjournment

The next Supervisory Committee meeting is scheduled to be held on Thursday, October 24, 2019 at 9:00 a.m., in the Colorado Room at the South Platte Water Renewal Partners facility.

The Biogas Ribbon Cutting Ceremony will begin at 10:00 a.m. on Thursday, October 31, 2019 with a complimentary breakfast at 10:30 a.m. We hope you can all join us.

Adjourned at 10:16 a.m.

Recording Secretary Signature _____

Brenda J. Varner

The SPWRP Supervisory Committee approved the September 26, 2019 meeting minutes via email on October 16 and 19, 2019. Committee Member Reester, Committee Member Lewis, Committee Member Relph, and Committee Member D'Andrea voted; four ayes, zero nays. Minutes approved.