

## MINUTES

### Supervisory Committee Meeting

Thursday, November 21, 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
Mark Relph	City of Littleton, City Manager

### COMMITTEE MEMBERS ABSENT:

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

Kacie Allard	SPWRP Deputy Director – Business Solutions
Blair Corning	SPWRP Deputy Director – Environmental Programs
Alyssa Hoffman	SPWRP Business Services Specialist
Alison McKinney Brown	City of Englewood, City Attorney
Earlene Rich, CPA	City of Littleton, Accounting Manager
Matt Montgomery	Hill & Robbins, SPWRP Attorney
Maria Sobota	City of Englewood, Finance & Administrative Services 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
Carol Malesky	Stantec Representation – Consultant for Cost of Service Project
Ethan Harden	Stantec Representation – Consultant for Cost of Service Project
Bill Ziebertz	Stantec Representation – Consultant for Cost of Service Project

## I. Call to Order

The November 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 October Committee meeting minutes were approved via email by Committee Member Relph, Committee Member D'Andrea, Committee Member Lewis and Committee Member Reester on November 15 and 18, 2019.

## **III. Action Item(s)**

There were no Action Items in need of approval by the Committee for the month of November 2019.

## **IV. Informational Items**

SPWRP staff discussed these informational items with the Committee:

- Biosolids Land Application Research Program
  - Blair Corning, SPWRP Deputy Director – Environmental Programs, discussed the facilities' intention to renew the annual biosolids land application research project with Colorado State University (CSU) Department of Soil and Crop Sciences. Since 1982, this research has provided long-term data and enhanced understanding of biosolids generated at SPWRP. A proposal outlining a yearly cost of \$97,312 for 2020, was received and reviewed by staff. These funds are allocated in the 2020 SPWRP budget and are a 23% reduction from 2019 costs, due to SPWRP staff initiated renegotiation of indirect cost rates.
- SPWRP Uniforms
  - Brenda Varner, SPWRP Government Communications Specialist, informed the Committee on modifications to the 2020 SPWRP uniform program. After a year of research and evaluation, staff elected to move away from using a uniform service provider and purchase staff uniforms directly. This initiative includes a uniform cleaning service provided by a local laundry service company.
- Director Updates:
  - Director Van Ry thanked the Committee for their continued support of SPWRP's achievement of completing the Gas Recovery Facility and the associated Ribbon Cutting Ceremony on Thursday, October 31, 2019.
- Three (3)-Month Outlook for Supervisory Committee Action Items
- SPWRP Influent Flow and Load Summary:
  - The measured flow to SPWRP averaged 18.1 mgd in October 2019, which is a decrease of approximately 2.7 mgd from October 2018. The measured flow split was 44.4 / 55.6 percent between the cities of Littleton and Englewood.

- Fiscal Management and Reporting

## V. Cost of Service – Administrative Fee Workshop

### Cost of Service – Administrative Fee Workshop

Stantec, the selected consultant for the SPWRP Cost of Service Project, held a separate workshop with the Committee to discuss the preliminary findings of the research they completed in regards to the Administrative Fee for the services provided by the City of Englewood to the SPWRP. The Committee discussed the initial outcomes, and provided input and guidelines on how to move forward. A final proposed set of administrative fees will be brought to the Supervisory Committee at a future meeting.

## VI. Executive Session

The Supervisory Committee made a motion to enter into executive session pursuant to C.R.S. § 24-6-402 to discuss a personnel matter. The executive session included Director Van Ry, SPWRP Supervisory Committee Members present and SPWRP legal counsel, Matt Montgomery.

***ACTION TAKEN – The Supervisory Committee considered the motion to enter into executive session. Committee Member Relph moved to approve the motion, Committee Member Lewis seconded the motion, three ayes, zero nays. Motion approved. Committee Member Reester absent.***

## VII. Adjournment

Director Van Ry moved to adjourn. The meeting adjourned at 10:45 a.m.

The next Supervisory Committee meeting is scheduled for Thursday, December 19, 2019, 9:00 a.m., in the Colorado Room, at the South Platte Water Renewal Partners facility.

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

***The SPWRP Supervisory Committee approved the November 21, 2019 meeting minutes via email on December 16, 17 and 18, 2019. Committee Member Lewis, Committee Member Relph, Committee Member Reester, and Committee Member D’Andrea voted; four ayes, zero nays. Minutes approved.***