

MINUTES

Supervisory Committee Meeting

Thursday, December 19, 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 |
|---------------|--|

STAFF 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 |
| Earlene Rich, CPA | City of Littleton, Accounting Manager |
| David Robbins | Hill & Robbins, SPWRP Attorney |
| 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 |
|--------------|--|

I. Call to Order

The December 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 November Supervisory Committee meeting minutes were approved via email by Committee Member Lewis, Committee Member Relph, Committee Member Reester and Committee Member D'Andrea on December 16, 17 and 18, 2019.

III. Action Item(s)

SPWRP Purchasing Policy Changes:

Ms. Kacie Allard, SPWRP Deputy Director – Business Solutions, reviewed a recommendation to approve three proposed revisions to the SPWRP Procurement Policy with the Committee.

During the April 2019 Supervisory Committee meeting, the SPWRP Procurement Policy was approved by the Committee. In October 2019, SPWRP staff determined that three separate parts of the policy required further clarification: details surrounding change orders, open purchase orders and aggregate purchases. These proposed revisions to the SPWRP Procurement Policy were drafted through a synthesis of both Cities' approach to all three issues. Feedback was solicited and incorporated from SPWRP staff, and City of Englewood and Littleton Finance Directors.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the Proposed Final SPWRP Procurement Policy Version 2. Committee Member D'Andrea moved to approve the recommendation with additional verbiage that included the approval for aggregate change order amounts. Committee Member Lewis seconded the motion contingent on the added verbiage, three ayes, no nays. Motion approved. Committee Member Reester absent.

SPWRP Chemical Purchase:

Director Van Ry brought forward the SPWRP recommendation to approve five (5) open purchase orders for the total amount of \$1,518,000, for the purchase of required process treatment chemicals in 2020. Various chemicals are used throughout the wastewater treatment process to remove specific wastewater contaminants. This enables the SPWRP to meet state and federal mandated discharge permit requirements and ensure the safety and protection of public health and the environment.

To purchase bulk treatment chemicals, the SPWRP creates an open purchase order at the beginning of the fiscal year. This Open Purchase Order is issued to a specific vendor, against which individual purchases may be made. Open Purchase Orders do not commit SPWRP to purchase any merchandise or service from the vendor, but are instead issued to advise of the merchandise and/or service SPWRP will require, establish terms and pricing where applicable, establish dollar limits, establish personnel authorized to make releases against these orders and outline the ordering, receiving and invoicing procedure.

The procurement of Ferric Sulfate, Sodium Hypochlorite and Methanol are covered under the Colorado Municipal Assembly of Procurement Officials (MAPO) cooperative bidding process. All selected chemical vendors are included in the state cooperative bid, and as such, SPWRP is not required to receive additional quotes. Polymer is an optimal source purchase from KubWater Resources, Inc. They are the only polymer provider that will re-bag the chemical into smaller bags to accommodate SPWRP infrastructure requirements.

The requested amounts for the identified chemical open purchase orders were established during the budgeting process. 2020 cost estimates are based on April 2019 pricing and 2018 actual use. The SPWRP anticipates an increase in Methanol usage in 2020, due to the organization's involvement in the Regulation 31 incentive program. This program will require constant operation of the Denitrification filter complex to maximize earned credit and prolong implementation of Regulation 31 treatment requirements.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the following open purchase orders for chemical purchases: Chemtrade Chemicals US LLC for Ferric Sulfate in the amount of \$200,000; KubWater Resources, Inc. for Polymer in the amount of \$600,000; DPC Industries for Sodium Hypochlorite in the amounts of \$149,000 and \$23,000; Industrial Chemical Corporation for Methanol in the amount of \$546,000. Committee Member Relph moved to approve, Committee Member Lewis seconded the motion, three ayes, no nays. Motion approved. Committee Member Reester absent.

IV. Informational Items

SPWRP staff discussed these informational items with the Committee:

- Asset Management Strategy and Assessment – Status Update
 - Mr. Chong Woo, SPWRP Deputy Director – Engineering, reviewed the status of the Asset Management Strategy and Assessment Project which was approved by the Committee, May 2019. SPWRP staff reviewed the final implementation plans recommended by the consultant, WSP USA. One plan was selected and the next steps were identified, which included the recommendation to hire an in-house Asset Manager position. The Asset Manager would help SPWRP guide the asset management policy and lead the implementation of the high priority initiatives, as well as formalize resource needs and establish key roles and responsibilities for the Asset Management Program. SPWRP's goal is to have the Asset Manager in place Q1 2020. Committee member Relph noted that this initiative would require a cultural change and will be one of the major accomplishments of the SPWRP.
- Director Updates:
 - Updates to the Committee on SPWRP Engineering Projects –
 - Biogas Project is trending to come in around \$7.8 M for this \$8 M budgeted project. Director Van Ry showed the bronze commemoration plaque to the Committee.
 - Building Envelope Project estimated completion by the end of 2020.
 - Civil / Electrical Project estimated completion by March 2021. SPWRP staff is revisiting the budget on this project.
 - Facility Design: SPWRP estimates initiating in late 2020 or 2021.
 - Ethernet Project: SPWRP completion by the end of this month.

- Chemical Phosphorus Project: SPWRP staff met with the State to discuss our options for the UV project in regards to our 50 mgd capacity.
- Fire Alarm Project: Finalized at the end of 2019.
- Three (3)-Month Outlook for Supervisory Committee Action Items
- SPWRP Influent Flow and Load Summary:
 - The measured flow to SPWRP averaged 18.3 mgd in November 2019, which is a decrease of approximately 1.9 mgd from November 2018. The measured flow split was 44.4 / 55.6 percent between the cities of Littleton and Englewood.
- Fiscal Management and Reporting

V. Adjournment

The next Supervisory Committee meeting is scheduled for Thursday, January 23, 2020 9:00 a.m., in the Colorado Room, at the South Platte Water Renewal Partners facility.

Adjourned at 10:12 a.m.

Recording Secretary Signature _____

Brenda J. Varner

The SPWRP Supervisory Committee approved the December 19, 2019 meeting minutes via email on January 27, 28 and 31, 2020. Committee Member Reester, Committee Member D’Andrea, Committee Member Relph, and Committee Member Lewis voted; four ayes, no nays. Minutes approved.