

MINUTES

Supervisory Committee Meeting

Thursday, October 22, 2020; meeting held virtually through Microsoft Teams – 9 a.m.

South Platte Renew (SPR)

2900 South Platte River Drive, Englewood, CO 80110

COMMITTEE MEMBERS PRESENT:

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| 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 |

COMMITTEE MEMBERS ABSENT:

None

STAFF PRESENT:

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|-----------------|--|
| Blair Corning | SPR Deputy Director – Environmental Programs |
| Dan DeLaughter | SPR Data & Regulatory Programs Manager |
| Samma Fox | City of Littleton, Assistant to the City Manager |
| Alyssa Hoffman | SPR Business Services Specialist |
| Zeena Kohr | SPR Engineer II |
| Matt Montgomery | Hill & Robbins, SPR Attorney |
| Deb Parker | SPR Education and Outreach Specialist |
| David Robbins | Hill & Robbins, SPR Attorney |
| Brian Tracy | SPR Deputy Director – Operations & Maintenance |
| Brenda Varner | SPR Government Communications Specialist |
| Chong Woo | SPR Deputy Director – Engineering |

GUESTS:

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| Cynthia Lane | Platte Canyon Water & Sanitation District, District Assistant Manager |
| Pat Fitzgerald | Platte Canyon Water & Sanitation District, District Manager |

I. Call to Order

The October Supervisory Committee meeting was called to order by Blair Corning, South Platte Renew (SPR) Deputy Director – Environmental Programs. Deputy Director Corning welcomed everyone to the Microsoft Teams conference call.

II. Consideration of Minutes for Previous Supervisory Committee Meetings

The September Supervisory Committee meeting minutes were approved unanimously via email by Committee Member Reester, Committee Member D’Andrea, Committee Member Relph and Committee Member Lewis on October 21, 22 and 25, 2020.

III. Action Item(s)

There were no Action Items for the October 2020 Supervisory Committee meeting.

IV. Informational Items

SPR staff discussed these informational items with the Committee:

- Full-Plant Shutdown – Summary Update:
 - Zeena Kohr, SPR Engineer II, reviewed the two (2) full-plant shutdowns SPR conducted on Sunday, October 4, and Sunday, October 11, 2020. These shutdowns were necessary to replace a critical piece of equipment as part of the Civil-Electrical Project. The shutdowns were a great success and demonstrated high-level teamwork and performance of the Civil-Electrical Project Team. Significant efforts were undertaken to plan and coordinate between SPR staff, the contractor and City of Englewood staff to identify and minimize potential risks. Additionally, the shutdowns provided a great learning opportunity for SPR staff.
- SPR – Virtual Tour Video
 - Deputy Director Corning discussed the development of a 10-minute virtual SPR video tour which takes viewers on a guided tour of the SPR facility. With the COVID–19 pandemic, this video provides a safe way for SPR staff to provide teachers and homeschooling parents with an alternative to in-person tours. The virtual tour outlines SPR’s resource renewal process, identifies vital resources that are recovered from wastewater, and recognizes the critical role that SPR plays in the health of our community and the environment. This video was approved for CARES funding as a virtual classroom resource for parents and teachers through the pandemic and will come at no cost to the cities of Englewood and Littleton. Deputy Director Corning played the video tour for the Committee.
- Discharge Monitoring Report (DMR) Review
 - Dan DeLaughter, SPR Data & Regulatory Programs Manger, reviewed the importance of Discharge Monitoring Reports (DMRs) with the Committee. DMRs are monthly reports SPR is required to provide to the Colorado Department of Public Health and Environment (CDPHE). DMRs contain information to assist State regulators with determining whether SPR is following its discharge permit. Data included in DMRs contain many parameters that relate directly to SPR’s ongoing capital projects and major initiatives. The DMRs inform the State of any violations of discharge permit limits occur. The State’s maximum civil penalty was just adjusted this year from \$10,000 per day to \$54,833 per day per violation if permit or reporting

violations occur, which mirrors the federal maximum. SPR's Data & Regulatory group has people and procedures in place to complete SPR's DMRs each month, and they continually review SPR's workflows to look for any potential improvements.

- **SPR – Safety Initiative**
 - Deputy Director Corning discussed a new safety initiative undertaken at SPR. An employee-engaged program called “Why I Work Safely”, asks staff to display a photograph representing one of the reasons they put their safety-first during workplace activities. By connecting safety to an employee’s life outside of their job, SPR hopes to reinforce a positive safety culture at the plant.
- **Director’s Update**
 - Deputy Director Corning informed the Committee on the status of SPR's compliance with EPA's Dental Amalgam Rule. The rule states that dentists must install an amalgam separator, designed to take mercury out of the waste stream, by October 12, 2020. SPR has a total of 209 dental facilities within its service area, and 97.5% of those facilities comply. SPR's Industrial Pretreatment staff plans to follow up with the five (5) facilities not in compliance by providing a letter of violation and future action if warranted.
 - Chong Woo, Deputy Director – Engineering, discussed two (2) upcoming planned projects which incorporate CARES Act funding. SPR will be completing audio-visual upgrades to SPR's three (3) large conference rooms allowing for virtual meetings, and SPR is acquiring outdoor bleacher seats to provide an outdoor location for meetings with staff. Both of these projects will help SPR accommodate current social distancing requirements.
 - Brian Tracy, Deputy Director – Operations & Maintenance (O&M), updated the Committee on multiple O&M topics. Deputy Director Tracy expressed his appreciation for SPR staff's solid teamwork and comradery displayed between multiple workgroups during the plant shutdown events. The O&M team hired two (2) new plant operators who will start work in October. The SPR facility is on track to achieve compliance credits for the 2020 Voluntary Incentive Program. SPR has 41 days left to reach compliance and 71 days left within the year.
 - Brenda Varner, Government Communications Specialist, provided an update for the Business Solutions department on behalf of the absent Deputy Director – Business Solutions, Kacie Allard. During September, Brenda initiated an interest in acquiring a new position working for the Englewood Utilities department as their Business Support Specialist. She interviewed for the position and accepted the job offer in October. Brenda communicated her enthusiasm for this growth opportunity to take on new challenges and diversify her skill set. In Brenda's absence, Kacie Allard, Deputy Director – Business Solutions, will support the Supervisory Committee until Brenda's position can be filled.

- Three (3)-Month Outlook for Supervisory Committee Action Items
- SPR Influent Flow and Load Summary:
 - The measured flow to SPR averaged 17.0 mgd in September 2020, which is a decrease of approximately 1.2 mgd from September 2019. The measured flow split was 46.7 / 53.3 percent between the cities of Littleton and Englewood, respectively.
- Fiscal Management and Reporting

V. Adjournment

The next Supervisory Committee meeting is scheduled for Thursday, November 19, 2020, at 9:00 a.m. This meeting will utilize Microsoft Teams, until further notice.

Adjourned at 10:03 a.m.

Recording Secretary Signature _____
Brenda J. Varner

The SPR Supervisory Committee approved the October 22, 2020 meeting minutes via email on November 20, 2020. Committee Member Reester, Committee Member D’Andrea, Committee Member Relph, and Committee Member Lewis voted; four ayes, no nays. Minutes approved.