

MINUTES

Supervisory Committee Meeting

Thursday, February 25, 2021; meeting held virtually through Microsoft Teams – 9 a.m.

South Platte Renew (SPR)

2900 South Platte River Drive, Englewood, CO 80110

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

COMMITTEE MEMBERS ABSENT:

None

STAFF PRESENT:

Kacie Allard	SPR Deputy Director – Business Solutions
Blair Corning	SPR Deputy Director – Environmental Programs
Elizabeth DeWaard	SPR Government Communications Specialist
Alex Dorotik	City of Englewood, Interim City Attorney
Alyssa Hoffman	SPR Business Services Specialist
Jackie Loh	City of Englewood, Director of Finance and Administrative Services
Caroline Miller	SPR Asset Manager
Matt Montgomery	Hill & Robbins, SPR Attorney
David Robbins	Hill & Robbins, SPR Attorney
Jamie Safulko	SPR Engineering Project Manager
Anna Schroeder	SPR Engineer III
Brian Tracy	SPR Deputy Director – Operations & Maintenance
Pieter Van Ry	SPR Director
Chong Woo	SPR Deputy Director – Engineering

GUESTS:

Pat Fitzgerald	Platte Canyon Water & Sanitation District, District Manager
Cynthia Lane	Platte Canyon Water & Sanitation District, District Assistant Manager
Carol Malesky	Stantec, Principal Financial Consultant
Siyuan Rao	Stantec, Financial Consultant

I. Call to Order

The February Supervisory Committee meeting was called to order by Pieter Van Ry, SPR Director. Director Van Ry welcomed everyone to the Microsoft Teams conference call.

II. Consideration of Minutes for Previous Supervisory Committee Meetings

The December 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 January 26, February 4, and February 9, 2021.

III. Action Item(s)

On-Call Concrete Repair and Coatings Project

Caroline Miller, SPR Asset Manager, presented the Committee with a recommendation to approve the award of a Construction Contract to Coblaco Services, Inc. (Coblaco), in the amount of \$250,000, for the On-Call Concrete Repair and Coatings Project (Project).

In 2020, SPR developed and advertised a statement of qualifications on the Rocky Mountain E-Purchasing System to identify contractors for concrete and coatings repair services. Based on the Selection Committee’s evaluation, SPR selected Coblaco for the Project. The Contract provides the On-Call services for a one-year term in 2021, with the option for three (3) additional one-year renewals.

Benefits of the On-Call services include extending the useful life of plant facilities and equipment, providing preventative maintenance, reducing process failures, and increasing safety. SPR will utilize the On-Call services as needed for rehabilitation and repair projects.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the award of a Construction Contract to Coblaco Services, Inc., in the amount of \$250,000, for the On-Call Concrete Repair and Coatings Project.

Committee Member Lewis moved to approve the recommendation, Committee Member D’Andrea seconded the motion, four ayes, and zero nays. Motion approved.

Pilot and Research Center – Design Services Contract

Anna Schroeder, SPR Engineer III, presented the Committee with a recommendation to approve a Contract Amendment with Jacobs Engineering Group, Inc. (Jacobs), in the amount of \$310,626, for the SPR Pilot and Research Center Project (Project or PARC) design and framework development.

SPR will utilize the PARC to conduct pilots to determine the best methods to meet regulatory and testing demands. The PARC will allow SPR to make informed decisions and effectively plan for future capital upgrades.

In April 2020, the Supervisory Committee approved Jacobs to provide professional services for the conceptual design phase of the Project. During the contract period, the project team completed the conceptual design, began work on the program framework, and selected the PARC location. The project team also conducted a constructability evaluation to ensure the Project aligns with the five-year Capital Improvement Plan.

The Contract Amendment extends the May 2, 2020 Professional Services Agreement through February 2022 for design phase services and program framework development. Throughout the duration of the Project, SPR will monitor performance measures and metrics to ensure continued success.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the award of a Contract Amendment to Jacobs Engineering Group, Inc., in the amount of \$310,626, for the SPR Pilot and Research Center Project.

Committee Member Reester moved to approve the recommendation, Committee Member Lewis seconded the motion, four ayes, and zero nays. Motion approved.

GMP 1 - Chemical Phosphorus and UV Disinfection Project

Jamie Safulko, SPR Engineering Project Manager, presented the Committee with a recommendation to approve a Construction Manager/General Contractor (CMGC) Agreement with PCL Construction, Inc. (PCL), in the amount of \$1,711,515, for construction phase services related to the Chemical Phosphorus and UV Disinfection Project (Project).

The Project is necessary to meet SPR's Regulation No. 85 compliance date by June 2023. SPR determined that removing chemical phosphorus and converting to Ultraviolet (UV) light disinfection are the preferred methods to meet the regulatory requirements.

A request for proposal was developed and advertised on the Rocky Mountain E-Purchasing System to find the CMGC Contractor for the Project. SPR selected PCL through a competitive bidding process. The CMGC Agreement is for Guaranteed Maximum Price 1 (GMP 1), the first of an anticipated total of three (3) GMPs related to this Project. GMP 1 includes procuring UV equipment, investigative potholing, and securing permits.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the Construction Manager/General Contractor Agreement for Guaranteed Maximum Price 1 to PCL Construction, Inc., in the amount of \$1,711,515, for the construction phase services of the Chemical Phosphorus and UV Disinfection Project.

Committee Member Relph moved to approve the recommendation, Committee Member Reester seconded the motion, four ayes, and zero nays. Motion approved.

SPR Procurement Policy Revisions

Kacie Allard, SPR Deputy Director – Business Solutions, presented the Committee with a recommendation to approve the Proposed Final SPR Procurement Policy (Policy) Version 3.

Since its implementation in 2019, SPR conducts an annual review of the Policy to identify areas of improvement and provide further clarification of the Policy's terms. The Policy revisions include updating all Policy Branding, adding an On-Call Contracting Services Agreement under Section 10.0 Contracts, and adding Construction Contracts under Section 10.0 Contracts.

SPR will acquire additional legal and financial approvals prior to presenting the Policy for final Committee approval at a subsequent meeting.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the Proposed Final SPR Procurement Policy Version 3.

Committee Member Relph moved to table the recommendation until a subsequent meeting, Committee Member Lewis seconded the motion, four ayes, and zero nays. Motion tabled.

IV. Informational Items

SPR staff discussed these informational items with the Committee:

- Industrial User Surcharges
 - Carol Malesky, Stantec Principal Financial Consultant, presented the results of an analysis to update Industrial Surcharge (Surcharge) rates and concentration thresholds for Biological Oxygen Demand (BOD) and Total Suspended Solids (TSS).

In 2019, SPR selected Stantec to provide a Cost of Service and Treatment Rate and Fee Study. As a result of the study, Stantec presented changes to the Surcharge rate and concentration thresholds for the Committee to consider. The Surcharge is intended for Industrial Users that contribute waste strength greater than normal wastes. The existing BOD and TSS Surcharges were last adjusted in November 2012, which set the following charges and concentration limits:

- BOD: \$0.02/lb above 200 mg/L
- TSS: \$0.11/lb above 300 mg/L

The Committee will further review Stantec's findings and discuss potential implementation plans for the Surcharge changes.

- SPR Influent Flow and Load Summary:
 - The measured flow to SPR averaged 15.9 mgd in January 2021, which is a decrease of approximately 2.3 mgd from January 2020. The measured flow split was 46.2 / 53.8 percent between the cities of Littleton and Englewood, respectively.
- Fiscal Management and Reporting
 - Director Van Ry discussed the financial report and aggregate purchases report for January 2021.

V. Adjournment

The next Supervisory Committee meeting is scheduled for Thursday, March 25, 2021, at 9:00 a.m. This meeting will utilize Microsoft Teams, until further notice.

Adjourned at 10:31 a.m.

Recording Secretary Signature _____

Elizabeth DeWaard

The SPR Supervisory Committee approved the February 25, 2021 meeting minutes via email on March 29, March 31, and April 16, 2021. Committee Member D’Andrea, Committee Member Relph, Committee Member Lewis, and Committee Member Reester voted; four ayes, no nays. Minutes approved.