

MINUTES

Supervisory Committee Meeting

Thursday, May 27, 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
Samma Fox	City of Littleton, Assistant to the City Manager
Alyssa Hoffman	SPR Business Services Specialist
Zeena Kohr	SPR Engineer III
Jackie Loh	City of Englewood, Director of Finance and Administrative Services
Matt Montgomery	Hill & Robbins, SPR Attorney
David Robbins	Hill & Robbins, SPR Attorney
Kathryn Sellars	City of Englewood, Interim City Attorney
Brian Tracy	SPR Deputy Director – Operations & Maintenance
Pieter Van Ry	SPR Director
Chong Woo	SPR Deputy Director – Engineering

GUESTS:

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

The May 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 March Supervisory Committee meeting minutes were approved via email by Committee Member Reester, Committee Member D'Andrea, Committee Member Lewis, and Committee Member Relph on April 19 and 28, 2021.

The April Supervisory Committee meeting minutes were approved via email by Committee Member Lewis, Committee Member Reester, Committee Member Relph, and Committee Member D'Andrea on May 25, 2021.

III. Action Item(s)

SPR RIM Policy and Records Retention Schedule

Kacie Allard, SPR Deputy Director – Business Solutions, presented the Committee with a recommendation to approve the Proposed Final SPR Records and Information Management (RIM) Policy and the Proposed Final SPR Records Retention Schedule.

In 2020, SPR identified the need to establish a records management program that uniformly specifies guidelines, complies with record-keeping requirements, and legally protects the organization. To develop the Proposed Final RIM Policy and Retention Schedule, SPR conducted an analysis of all SPR records, categorized them, determined retention requirements, and created a RIM policy reflecting the organization's unique needs. Approval of the RIM Policy and Retention Schedule provides a strong foundation for SPR's records management program.

The RIM Policy and Retention Schedule were reviewed and approved by SPR leadership, SPR legal counsel, City of Englewood (COE) and City of Littleton (COL) Attorneys, and COE and COL Clerks Offices. Additionally, the Records Retention Schedule has been shared with the State Archivist.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the Proposed Final SPR Records and Information Management Policy and the Proposed Final SPR Records Retention Schedule.

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

IV. Informational Items

SPR staff discussed these informational items with the Committee:

- Civil-Electrical Improvements Project Update
 - Zeena Kohr, SPR Engineer III, presented on the Civil-Electrical Improvements Project (Project). The project scope consisted of replacing and rehabilitating valves, vaults, pumps, manholes, and other aging equipment throughout the plant to improve resiliency and increase safety at SPR. Major milestones in the Project include the successful full plant shutdown in

October 2020 that required months of planning and coordination, as well as the replacement of two (2) switchgears critical to powering various buildings on-site. Substantial completion of the Project is scheduled for June 2021, and the team is focused on its successful completion.

- Director's Update
 - Deputy Director Allard reported the results of the 2021 River Clean-Up event. Volunteers collected 201 bags of trash and recycling, which is double SPR's original goal. Due to the success of the virtual event format, future events will be a hybrid of in-person and virtual clean-ups.
 - Blair Corning, SPR Deputy Director – Environmental Programs, discussed the Colorado Department of Public Health and Environment's routine compliance evaluation audit conducted in March 2021. SPR received the audit findings in May 2021. Deputy Director Corning also informed the Committee that Lisa Allen, SPR Analytical Chemist, was awarded Analyst of the Year through the Rocky Mountain Water Quality Analysts Association.
 - Brian Tracy, SPR Deputy Director – Operations & Maintenance, provided an overview of various Operations key performance indicators (KPIs), which assist SPR in meeting its permit compliance goals. The KPIs are represented on compliance dashboards, which SPR uses for reviewing and monitoring collected data, reporting internally, and making projections.
 - Chong Woo, SPR Deputy Director – Engineering, updated the Committee on SPR's five (5)-year capital budget projections. In 2021, SPR reviewed project scopes and cost estimates included in the 2019 Master Plan to revise the projected 2022 Capital Improvement Plan's (CIP) budget to ensure it is accurate and in line with the originally projected CIP.
 - Director Van Ry notified the Committee of SPR's recent receipt of the National Association of Clean Water Agencies' Peak Performance Award, which recognizes SPR for 12 years of permit compliance. Director Van Ry also presented the Joint Council Study Session agenda to the Committee. SPR will present the Joint Council presentation at the June 24, 2021, Supervisory Committee meeting.
- SPR Influent Flow and Load Summary
 - The measured flow to SPR averaged 17.3 mgd in April 2021, which is a decrease of approximately 1.5 mgd from April 2020. The measured flow split was 45.5 / 54.5 percent between COL and COE.

- Fiscal Management and Reporting
 - Deputy Director Allard presented the financial report and aggregate purchases report for March and April 2021.

V. Adjournment

The next Supervisory Committee meeting is scheduled for Thursday, June 24, 2021, at 9:00 a.m. This meeting will utilize Microsoft Teams, until further notice.

Adjourned at 10:02 a.m.

Recording Secretary Signature _____

Elizabeth DeWaard

The SPR Supervisory Committee approved the May 27, 2021 meeting minutes via email on June 22, July 9, and July 19, 2021. Committee Member D'Andrea, Committee Member Reester, Committee Member Lewis, and Committee Member Relph voted; four ayes, no nays. Minutes approved.