

MINUTES

Supervisory Committee Meeting

Thursday, December 9, 2021; meeting held virtually through Microsoft Teams – 10 a.m.

South Platte Renew (SPR)

2900 South Platte River Drive, Englewood, CO 80110

COMMITTEE MEMBERS PRESENT:

Maria D'Andrea	City of Englewood, Director of Public Works
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	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
Shannon Harney	Engineer I
Alyssa Hoffman	SPR Business Services Specialist
Zeena Williss Kohr	SPR Engineer III
Jackie Loh	City of Englewood, Director of Finance
Caroline Miller	SPR Asset Manager
Matt Montgomery	Hill & Robbins, SPR Attorney
Kaitlin Parker	City of Englewood, Assistant City Attorney
David Robbins	Hill & Robbins, SPR Attorney
Jamie Safulko	SPR Interim Deputy Director – Engineering
Brian Tracy	SPR Deputy Director – Operations & Maintenance
Pieter Van Ry	SPR Director

GUESTS:

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

The December 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 September 30, 2021 Supervisory Committee meeting minutes were approved via email on November 1 and 2, 2021 by Committee Member Lewis, Committee Member Reester, Committee Member D’Andrea, and Committee Member Relph.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the August 26, 2021, October 28, 2021, and November 18, 2021 Supervisory Committee meeting minutes.

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

III. Action Item(s)

On-Call Construction Projects – Glacier

Zeena Williss Kohr, SPR Engineer III, presented the Committee with a recommendation to approve a Contract with Glacier Construction Co. (Glacier) for On-Call Construction Projects, in the amount of \$250,000. The Contract is for a one (1) year term, with the opportunity for three (3) one-year renewals.

Through the operation of the facility, several projects arise that require small construction or repair services by outside contractors. These projects require minimal design effort and supplement SPR’s existing maintenance staff with expertise in industrial construction, manpower, and heavy equipment. Work will be issued through individual task orders, not-to-exceed \$250,000.

SPR advertised a statement of qualifications (SOQ) on the Rocky Mountain E-Purchasing System and received eight (8) proposals. Based on the SPR Selection Committee’s evaluation, SPR selected Glacier and GH Phipps Construction Companies for the On-Call Construction Projects due to their expertise and experience in completing the scope of services.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the award of a Contract to Glacier Construction Co. for On-Call Construction Projects, in the amount of \$250,000.

Committee Member D’Andrea moved to approve the recommendation, Committee Member Relph seconded the motion, three ayes, and zero nays. Motion approved. Committee Member Reester excused.

On-Call Construction Projects – GH Phipps

Zeena Williss Kohr presented the Committee with a recommendation to approve a Contract with GH Phipps Construction Companies (GH Phipps) for On-Call Construction Projects, in

the amount of \$250,000. The Contract is for a one (1) year term, with the opportunity for three (3) one-year renewals.

SPR utilizes on-call construction services for small-scoped projects needed in a timely manner. On-call contractors supplement SPR's existing staff, and provide effective means of completing needed services. Work will be issued through individual task orders, not-to-exceed \$250,000.

SPR advertised an SOQ on the Rocky Mountain E-Purchasing System and received eight (8) proposals. SPR selected Glacier and GH Phipps for the On-Call Construction Projects due to their expertise and experience in completing the scope of services.

ACTION TAKEN – *The Supervisory Committee considered the recommendation to approve the award of a Contract to GH Phipps Construction Companies for On-Call Construction Projects, in the amount of \$250,000.*

Committee Member D'Andrea moved to approve the recommendation, Committee Member Relph seconded the motion, three ayes, and zero nays. Motion approved. Committee Member Reester excused.

On-Call Electrical Projects – MWI Renewal

Zeena Williss Kohr presented the Committee with a recommendation to approve Renewal Agreement No. 2 for On-Call Electrical Projects with McDade Woodcock, Inc. (MWI), in the amount of \$250,000.

Various projects arise at SPR that require small electrical construction or repair services. These projects, completed through outside contractors, supplement SPR's existing staff with expertise in commercial and industrial electrical installations, manpower, and equipment. Work will be issued through individual task orders, not-to-exceed \$250,000.

In 2019, SPR advertised an SOQ on the Rocky Mountain E-Purchasing System. SPR received two (2) proposals. SPR selected MWI and Weifield Group Contracting, Inc. as the on-call contractors. In 2020, SPR awarded MWI an Agreement for On-Call Electrical Projects for a one (1) year term, with the option for three (3) one-year renewals. The Supervisory Committee approved Renewal Agreement No. 1 with MWI in December 2020 for the 2021 calendar year. Renewal Agreement No. 2 will extend the on-call services with MWI for 2022.

ACTION TAKEN – *The Supervisory Committee considered the recommendation to approve the award of a Contract to McDade Woodcock, Inc. for On-Call Electrical Projects, in the amount of \$250,000.*

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

On-Call Electrical Projects – Weifield

Zeena Williss Kohr presented the Committee with a recommendation to approve Renewal Agreement No. 2 for On-Call Electrical Projects with Weifield Group Contracting, Inc., in the amount of \$250,000.

SPR utilizes outside contractors to perform on-call electrical services for projects that require small electrical construction or repair services. On-call services provide an effective means to execute small-scoped projects needed in a timely manner. Work will be issued through individual task orders, not-to-exceed \$250,000.

In 2019, SPR advertised an SOQ on the Rocky Mountain E-Purchasing System and received two (2) proposals. SPR selected MWI and Weifield. In 2020, SPR awarded Weifield an Agreement for On-Call Electrical Projects for a one (1) year term, with the option for three (3) one-year renewals. The Supervisory Committee approved Renewal Agreement No. 1 with Weifield in January 2021 for the 2021 calendar year. Renewal Agreement No. 2 will extend the on-call services with Weifield for 2022.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the award of a Contract to Weifield Group Contracting, Inc. for On-Call Electrical Projects, in the amount of \$250,000.

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

On-Call Concrete Repair and Coatings Project – Coblaco Renewal

Shannon Harney, SPR Engineer I, presented the Committee with a recommendation to approve Renewal Agreement No. 1 with Coblaco Services, Inc. for the On-Call Concrete Repair and Coatings Project (Project), in the amount of \$250,000.

Through the facility's operation, various projects arise that require repair and rehabilitation of concrete and coatings on process tanks and equipment. These projects, completed by outside contractors, require minimal design effort and supplement SPR's existing staff expertise. Work will be issued through individual task orders, not-to-exceed \$250,000.

In 2020, SPR developed an SOQ and advertised it on the Rocky Mountain E-Purchasing System and received two (2) proposals. SPR awarded Coblaco the Project in 2021 for a one (1) year term with the option of three (3) one-year renewals. Renewal Agreement No. 1 with Coblaco will extend the on-call services for 2022.

ACTION TAKEN – *The Supervisory Committee considered the recommendation to approve Renewal Agreement No. 1 with Coblaco Services, Inc. for the On-Call Concrete Repair and Coatings Project, in the amount of \$250,000.*

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

Chemical Purchase Orders

Brian Tracy, SPR Deputy Director – Operations & Maintenance, presented the Committee with a recommendation to approve the following open Purchase Orders (POs) for process treatment chemicals necessary for the disinfection and solids handling processes:

- \$128,000 to Chemtrade Chemicals US LLC for ferric sulfate
- \$343,000 to KubWater Resources, Inc. for polymer
- \$114,000 to DPC Industries for sodium hypochlorite
- \$300,000 to Industrial Chemical Corporation for methanol

SPR issues an open PO at the beginning of each fiscal year to a specific chemical vendor and applies individual purchases against the PO. The procurement of ferric sulfate, sodium hypochlorite, and methanol are included under the Colorado Municipal Assembly of Procurement Officials cooperative bidding process and polymer is an optimal source purchase from KubWater Resources, Inc.

SPR established the requested amounts for the open POs during the budgeting process, and cost estimates for 2022 are based on 2021 pricing trends and 2021 actual use.

ACTION TAKEN – *The Supervisory Committee considered the recommendation to approve the following open Purchase Orders for chemical purchases:*

- ***\$128,000 to Chemtrade Chemicals US LLC for ferric sulfate***
- ***\$343,000 to KubWater Resources, Inc. for polymer***
- ***\$114,000 to DPC Industries for sodium hypochlorite***
- ***\$300,000 to Industrial Chemical Corporation for methanol***

Committee Member D’Andrea moved to approve the recommendation, Committee Member Relph seconded the motion, three ayes, and zero nays. Motion approved. Committee Member Reester excused.

IV. Informational Items

SPR staff discussed these informational items with the Committee:

- Director's Update
 - Kacie Allard, SPR Deputy Director – Business Solutions, provided the results of the Grease & Oil Takeback event held on November 27, 2021. Residents

of SPR's service area dropped off 93 gallons of motor oil and 99 gallons of cooking oil during the event.

- Blair Corning, SPR Deputy Director – Environmental Programs, updated the Committee on potential permit modifications.
- Jamie Safulko, Interim Deputy Director – Engineering, informed the Committee of the construction strategy for the Pilot and Research Center. SPR will present the construction contract as an action item in 2022 for Committee approval.
- Deputy Director Tracy reported that SPR met all Voluntary Incentive Program objectives and goals for 2021. SPR will continue participating in the program in 2022.
- Director Van Ry and the Committee discussed the procedures for wastewater treatment requests from outside entities.
- SPR Influent Flow and Load Summary
 - The measured flow to SPR averaged 16.2 mgd in November 2021, which is a difference of 0 mgd from November 2020. The measured flow split was 45.7 / 54.3 percent between the cities of Littleton and Englewood.
- Fiscal Management and Reporting
 - Deputy Director Allard presented the financial report and aggregate purchases report for October and November 2021.

V. Adjournment

The next Supervisory Committee meeting is scheduled for January 27, 2022, at 9 a.m., held virtually via Microsoft Teams.

Adjourned at 11:06 a.m.

Recording Secretary Signature _____

Elizabeth DeWaard

The SPR Supervisory Committee approved the December 9, 2021 meeting minutes during the January 27, 2022 Supervisory Committee Meeting. Committee Member Lewis moved to approve the minutes, Committee Member Reester seconded the motion, four ayes, and zero nays. Minutes approved.