

## **MINUTES**

### **Supervisory Committee Meeting**

**Thursday, January 27, 2022; 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, Director of Public Works
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
Shannon Harney	SPR Engineer I
Tim Hoos	City of Englewood, Deputy Director – Engineering
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
Trudi Peepgrass	City of Englewood, Procurement Supervisor
David Robbins	Hill & Robbins, SPR Attorney
Jamie Safulko	SPR Deputy Director – Engineering
Bryan Schmerber	SPR Process/Midstream Engineer
Anna Schroeder	SPR Engineer III
Brian Tracy	SPR Deputy Director – Operations & Maintenance
Pieter Van Ry	SPR Director

### **GUESTS:**

Cynthia Lane	Platte Canyon Water & Sanitation District General Manager
--------------	---

**I. Call to Order**

The January 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**

***ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the December 9, 2021, Supervisory Committee meeting minutes.***

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

**III. Action Item(s)**

**On-Call HVAC Services Project**

Shannon Harney, SPR Engineer I, presented the Supervisory Committee with a recommendation to approve a Job Order Contract with Colorado Mechanical Systems (CMS), in the amount of \$100,000, for the On-Call Heating, Ventilation, and Air Conditioning (HVAC) Services Project (Project). The Contract will be one (1) year in term.

In 2020, SPR completed a facility-wide HVAC Master Plan to evaluate the condition and functionality of all units on-site. SPR discovered that several units are reaching the end of their useful life and have begun to show signs of failure. By utilizing an on-call HVAC contractor to complete the needed repairs and replacements, SPR can maintain consistency in repairs, complete work on various HVAC units, and ensure work is completed in a timely manner.

SPR advertised a statement of qualifications on the Rocky Mountain E-Purchasing System and received one (1) proposal. Based on the SPR Selection Committee's evaluation, SPR selected CMS for the award of the Project 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 Job Order Contract to Colorado Mechanical Systems, in the amount of \$100,000, for the On-Call HVAC Services Project.***

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

**Record Drawings Project**

Caroline Miller, SPR Asset Manager, presented the Committee with a recommendation to approve a Professional Services Agreement (PSA) with Brown and Caldwell for Phase 2 of the Record Drawings Project (Project), in the amount of \$70,000. The recommended PSA encompasses Phase 2 of the Project, and a previous PSA was executed with Brown and Caldwell for Phase 1, in the amount of \$50,000.

SPR does not currently have a plant-wide set of record drawings in either paper or electronic formats that depict as-built conditions. Accurate record drawings are fundamental to SPR's operations and inform decision-making, project planning, and emergency response. Phase 1 of the Project consisted of developing a Record Drawing Master Plan, analyzing existing drawings, and selecting a 3-D model-based approach to developing the record drawings.

SPR selected Brown and Caldwell through a competitive bidding process for Phase 1 of this Project. For Phase 2, SPR solicited a proposal from Brown and Caldwell as an optimal source since the contractor has the most up-to-date understanding of the Project and SPR's record drawings. The scope of Phase 2 includes developing standards and specifications, reviewing alternatives and benchmarking against the latest industry trends, evaluating and selecting technologies, mapping underground infrastructure, and executing the implementation of the Record Drawings Master Plan.

***ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the award of a Professional Service Agreement to Brown and Caldwell, in the amount of \$70,000, for Phase 2 of the Record Drawings Project.***

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

#### **IV. Informational Items**

SPR staff discussed these informational items with the Committee:

- Chem P/UV and PARC Projects Update
  - Zeena Williss Kohr, SPR Engineer III, presented the Committee with an update on the Chemical Phosphorus and UV Disinfection (Chem P/UV) Project. The Chem P/UV Project is on track with both budget and schedule due to the preparation of team members and open communication surrounding budget and contingencies.

Anna Schroeder, SPR Engineer III, provided an update on the Pilot and Research Center (PARC) Project. Design completion is scheduled for January 2022. Upon completion of design, Jacobs Engineering will begin developing the Guaranteed Maximum Price 4 for construction.

- Director's Update
  - Kacie Allard, SPR Deputy Director – Business Solutions, informed the Committee of recent procurement training conducted with all SPR staff to understand the 2022 budget, procurement process, Pcard reconciliation, and employee responsibility in purchasing.

- Blair Corning, SPR Deputy Director – Environmental Programs, reported on a recent Air Pollution Control Division inspection. The inspector reviewed on-site emission points and plant data to ensure the facility remains within its permit limits. SPR is awaiting the results of the inspection but anticipates no major infractions.
- Jamie Safulko, Deputy Director – Engineering, introduced the new Process/Midstream Engineer, Bryan Schmerber, who joined SPR in January 2022 and will oversee the Biogas Program.
- Brian Tracy, Deputy Director – Operations & Maintenance, provided an update on the Strategic Energy Management Program. SPR is working with Xcel Energy to develop and implement various projects and initiatives to reduce and optimize energy usage.
- Director Van Ry discussed SPR’s participation in the BioBot and state-led studies for testing COVID-19 in wastewater, a key data point in epidemiology. Director Van Ry reviewed recent trends in the data with the Committee.
- SPR Influent Flow and Load Summary
  - The measured flow to SPR averaged 16.3 mgd in December 2021, which is an increase of 0.3 mgd from December 2020. The measured flow split was 46.0 / 54.0 percent between the cities of Littleton and Englewood.
- Fiscal Management and Reporting
  - Deputy Director Allard presented the financial report and aggregate purchases report for November and December 2021.

## V. Adjournment

The next Supervisory Committee meeting is scheduled for February 24, 2022, at 9 a.m., held virtually via Microsoft Teams.

Adjourned at 9:49 a.m.

Recording Secretary Signature \_\_\_\_\_

Elizabeth DeWaard

***The SPR Supervisory Committee approved the January 27, 2022 meeting minutes during the February 24, 2022 Supervisory Committee Meeting. Committee Member Lewis moved to approve the minutes, Committee Member Relph seconded the motion, four ayes, and zero nays. Minutes approved.***