

MINUTES

Supervisory Committee Meeting

Thursday, May 25, 2023; meeting held in-person – 9 a.m.

South Platte Renew (SPR)

2900 South Platte River Drive, Englewood, CO 80110

COMMITTEE MEMBERS PRESENT:

Jim Becklenberg	City of Littleton, City Manager
Shawn Lewis	City of Englewood, City Manager
Keith Reester	City of Littleton, Public Works & Utilities Director

COMMITTEE MEMBERS ABSENT:

Victor Rachael	City of Englewood, Public Works Director
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STAFF PRESENT:

Kacie Allard	SPR Deputy Director – Business Solutions
Erin Bartlett	SPR Public Outreach & Marketing Specialist
Blair Corning	SPR Deputy Director – Environmental Programs
Angela Hager	SPR Asset Manager
Alyssa Hoffman	SPR Business Services Specialist
Zeena Williss Kohr	SPR Engineering Supervisor
Izaiah Kruenegel	SPR Deputy Director – Operations & Maintenance
Jackie Loh	City of Englewood, Finance Director
Victoria McDermott	City of Englewood, Deputy City Attorney
Tamera Niles	City of Englewood, City Attorney
David Robbins	SPR Attorney, Hill & Robbins
Jamie Safulko	SPR Deputy Director – Engineering
Anna Schroeder	SPR Engineering Supervisor
Brent Soderlin	City of Littleton, Deputy Public Works & Utilities Director
Pieter Van Ry	SPR Director

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 meeting.

II. Consideration of Minutes for Previous Supervisory Committee Meetings

ACTION TAKEN – *The Supervisory Committee considered the recommendation to approve the May 1, 2023, Supervisory Committee meeting minutes.*

Committee Member Reester moved to approve the minutes, Committee Member Lewis seconded the motion, three ayes, and zero nays. Committee Member Rachael excused. Minutes approved.

III. Action Item(s)

On-Call Construction Services – Task Order #3

Zeena Williss Kohr, SPR Engineering Supervisor, presented the Supervisory Committee with a recommendation to approve Task Order #3 (TO #3) for the construction of a chemical dosing skid under the current On-Call Construction Services Contract with PCL Construction, Inc. (PCL), in the not-to-exceed amount of \$115,554.

In order to meet upcoming treatment regulations, SPR is conducting a pilot with Laws Whiskey House utilizing distillery waste to encourage denitrification in the Solids Contact Tanks while reducing reliance on methanol at the Denitrification Filters. If successful, the process would decrease the costs of purchasing methanol by approximately \$20,000 to \$60,000, reduce energy consumption associated with pumping, improve sustainability by reducing the use of chemicals, and introduce a circular economy by beneficially reusing waste from another industry.

To improve the dosing system, SPR worked with Tetra Tech to design a chemical dosing skid, associated piping and heat tracing, and the necessary electrical infrastructure to accommodate the new equipment. The skid is a fully enclosed and mobile system that can be utilized for various chemicals and processes at numerous places on the plant site and allow SPR to safely pilot various chemicals and materials to optimize treatment and implement innovative nutrient removal processes to meet future regulations.

SPR proposes utilizing the existing On-Call Construction Services Contract with PCL to construct the chemical dosing skid to allow for schedule and cost savings, reduction of lead times for equipment, and use of knowledge and experience gained by the PCL team during their time onsite at SPR.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve Task Order #3 under the On-Call Construction Services Contract with PCL Construction Inc., in the not-to-exceed amount of \$115,554, for the chemical dosing skid construction.

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

Proposed SPR Compensation Plan

Director Van Ry presented the Committee with the proposed SPR Compensation Plan. In 2023, SPR conducted an independent compensation study. This allows SPR to realign

employee salaries with the market rate to address inflation, improve employee recruitment and retention, and distinguish between the City of Englewood (COE) and SPR Compensation and Class structures.

The methodology for conducting the study and developing the structure included:

- **Data gathering** from five (5) comparison entities, including the cities of Arvada, Westminster, and Thornton, and two (2) sanitation districts, Parker Water and Sanitation District and Metro Water Recovery.
- **Position comparison** identified comparable positions within the comparison entities and established midpoints for 53 positions at SPR.
- **SPR range development** occurred by calculating the average midpoint for each position from the market data and creating a 20% plus and minus spread to identify each position's minimum, midpoint, and maximum salary. Then, positions with similar midpoints were grouped together to refine the previous COE Pay Schedule.
- **Employee placement of midpoint** followed by evaluating each employee based on experience and tenure in the position to identify their percentage of midpoint. The new distribution puts the majority of people between 90% and 110% of the midpoint.

SPR reviewed the proposed SPR Compensation Plan with COE Human Resources Director, and further review of the data showed that 66 out of 78 positions were consistent with the data collected by Gallagher, the COE Classification and Compensation System Build (CCSB) consultant. The SPR data showed that 11 positions were over the Gallagher data, and one (1) SPR position was valued lower than Gallagher.

In accordance with the Englewood Employees Association (EEA) Collective Bargaining Unit, SPR employees that are members of the EEA will not receive salary adjustments at this time. Salary adjustments for all EEA employees will occur when the COE CCSB results are implemented. However, study results found that many of the EEA positions were closer to market due to adjustments made during the previous compensation study in 2020-2022, targeting salary adjustments to front-line hourly staff.

SPR budgeted \$600,000 in 2023 to implement the compensation study findings. The total salary and retirement impact of this change is \$638,656.04. Annual vacancy salary savings will be utilized to fund the remaining \$38,656.04 that was not originally budgeted. All adjustments will be retroactively implemented to January 1, 2023, to satisfy the prior commitment made to employees. This amount factors in the Director's salary negotiated separately during the May 25, 2023, meeting.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the proposed SPR Compensation Plan resulting in a budget impact of \$638,656.04.

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

IV. Informational Items

SPR staff discussed these informational items with the Committee:

- Biological Phosphorus Removal Grant Update
 - Anna Schroeder, SPR Engineering Supervisor, presented the Committee with an update on the biological phosphorus removal grant received by SPR through the Desalination and Water Purification Research Program funded by the United States Bureau of Reclamation. Biological phosphorus removal is necessary in conjunction with chemical phosphorus removal to meet the requirements of Regulation No. 31. After reaching the substantial completion milestone for the construction of the chemical Phosphorus Removal System in December 2022, SPR will be piloting biological phosphorus removal by utilizing an external carbon source, acetic acid, to feed the naturally occurring microbiology in the wastewater of the reaeration basin. The awarded grant amount of \$100,000 will support the purchase of consultant services for piloting, chemical purchase, and evaluation.

- Stay Interviews
 - The discussion of stay interviews was postponed to the June Supervisory Committee Meeting.

- Director's Update
 - Kacie Allard, SPR Deputy Director – Business Solutions, announced SPR's first annual Water Festival on June 7, 2023. The Water Festival is a family-friendly event that invites the entire community to celebrate the importance of water. Participants can look forward to free food and refreshments, interactive booths providing valuable insights into water and natural resource renewal, engaging games and prizes, guided tours of the facility, and touch-a-truck.

 - Blair Corning, SPR Deputy Director – Environmental Programs, informed the Committee that SPR Engineer Chloe Lopez-Jauffret and Environmental Scientist Nicole Laurita presented at the Colorado Water Quality Forum Aluminum Workgroup on SPR's Phosphorus Removal System and nutrients in the SPR process and South Platte River. Deputy Director Corning also shared that Dan DeLaughter, SPR's Data and Regulatory Programs Manager, was selected to be a national Water Environment Federation's Government Affairs Committee member.

 - Izaiah Kruenegel, SPR Deputy Director – Operations & Maintenance, discussed the record rainfall occurring in May 2023 that resulted in increased

flow at the treatment facility, exceeding SPR's maximum treatment capacity of 50 million gallons per day. The high flow event tested the UV Disinfection System's capacity, which performed effectively by disinfecting all water leaving the plant and maintaining regulatory compliance, which would have been a challenge under the previous chemical disinfection system.

- Jamie Safulko, SPR Deputy Director – Engineering, shared several instances of SPR involvement with Engineering students, including holding a tour and the presentation of South High School's Water Reclamation Facility Design Project through Carollo Cares, judging and mentoring the Greenway Foundation's Clean Water Challenge, and hosting the Rocky Mountain Water Environment Association's Student Design Competition.
- SPR Influent Flow and Load Summary
 - The measured flow to SPR averaged 16.8 mgd in April 2023, which is an increase of 0.4 mgd from April 2022. The measured flow split was 45.8 / 54.2 percent between the Cities of Littleton and Englewood.
- Fiscal Management and Reporting
 - Deputy Director Allard presented the preliminary financial report and aggregate purchases report for April 2023.

V. Executive Session

Executive Session pursuant to C.R.S. § 24-6-402(4)(e) and (f) for the purpose of determining positions relative to matters that may be subject to negotiations and for discussion of personnel matters, concerning SPR Director Salary.

David Robbins, SPR Legal Counsel from Hill and Robbins, shared that it was within the purview of the Supervisory Committee to enter an Executive Session to discuss these matters.

ACTION TAKEN – The Supervisory Committee considered entering the Executive Session pursuant to C.R.S. § 24-6-402(4)(e) and (f) for the purpose of determining positions relative to matters that may be subject to negotiations and for discussion of personnel matters, concerning South Platte Renew Director Salary.

Committee Member Lewis moved to enter the Executive Session, Committee Member Becklenberg seconded the motion, three ayes, and zero nays. Committee Member Rachael excused. Motion approved.

The meeting recessed at 10:28 a.m. to enter into Executive Session with three (3) Committee Members present. Committee Member Rachael excused.

Director Van Ry recited the following statement:

For the record, I am Pieter Van Ry. As required by Open Meetings law, this Executive Session is being electronically recorded. Also present in the Executive Session are the following people:

- Shawn Lewis
- Jim Becklenberg
- Keith Reester
- David Robbins
- Tamara Niles
- Victoria McDermott

This is an Executive Session for the following purposes pursuant to C.R.S. § 24-6-402(4)(e) determining positions relative to matters that may be subject to negotiations regarding South Platte Renew Director salary.

If, at any point in the Executive Session, any participant believes the discussion is going outside the proper scope of the Executive Session, please interrupt the discussion and make an objection.

None stated.

The meeting reconvened at 10:45 a.m. with three (3) Committee Members present. Committee Member Rachael excused.

ACTION TAKEN – The Supervisory Committee considered closing the Executive Session.

Committee Member Lewis moved to approve closing the Executive Session, Committee Member Becklenberg seconded the motion, three ayes, and zero nays. Committee Member Rachael excused. Motion approved.

When the Supervisory Committee meeting reconvened, the Supervisory Committee directed the COE City Manager to take the necessary steps to implement the SPR Director's compensation increase consistent with the SPR Compensation Plan approved at this meeting.

VI. Adjournment

The next Supervisory Committee meeting is scheduled for Thursday, June 22, 2023, at 9 a.m. via Microsoft Teams.

Adjourned at 10:45 a.m.

Recording Secretary Signature _____
Kacie Allard

The SPR Supervisory Committee approved the May 25, 2023 meeting minutes during the June 22, 2023 Supervisory Committee Meeting. Committee Member Lewis moved to approve the minutes, Committee Member Reester seconded the motion, two ayes, one abstention, and zero nays. Committee Member Becklenberg excused. Minutes approved.