

MINUTES

Supervisory Committee Meeting

Thursday, November 16, 2023; meeting held via Teams – 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 present after first three Action Items
Shawn Lewis	City of Englewood, City Manager
Victor Rachael	City of Englewood, Public Works Director
Keith Reester	City of Littleton, Public Works & Utilities Director

COMMITTEE MEMBERS ABSENT BUT EXCUSED:

Jim Becklenberg	City of Littleton, City Manager absent for first three Action Items
-----------------	---

STAFF PRESENT:

Kacie Allard	SPR Deputy Director – Business Solutions
Blair Corning	SPR Deputy Director – Environmental Programs
Elizabeth DeWaard	SPR Business Solutions Supervisor
Shannon Harney	SPR Engineer I
Alyssa Hoffman	SPR Procurement Specialist
Izaiah Kruenegel	SPR Deputy Director – Operations & Maintenance
Victoria McDermott	City of Englewood, Deputy City Attorney
Matthew Montgomery	SPR Attorney, Hill & Robbins
Trudi Peepgrass	City of Englewood, Procurement Supervisor
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

GUESTS:

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

I. Call to Order

The November 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 October 26, 2023, Supervisory Committee meeting minutes.

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

III. Action Item(s)

On-Call Engineering Services – Hazen and Sawyer

Shannon Harney, SPR Engineer I, presented the Supervisory Committee with a recommendation to approve a Professional Services Agreement (PSA) with Hazen and Sawyer (Hazen), in the not-to-exceed amount of \$100,000, for On-Call Engineering Services.

Various projects arise through SPR plant operations that are not part of an existing capital project and require expertise from an external consultant. On-Call Engineering Services provide professional engineering and technical knowledge to support the ongoing operation of SPR and assist staff in solving complex problems throughout the year.

SPR developed and advertised a request for qualifications (RFQ) on the Rocky Mountain E-Purchasing System to identify consultants for On-Call Engineering Services. A total of six (6) proposals were received. Based on the Selection Committee's evaluation, SPR recommends selecting both Hazen and Carollo Engineers as the two On-Call Engineering Services providers. Hazen provides a diverse range of services that meet all SPR requirements, and SPR has successfully completed projects with Hazen in the past. Hazen has the experience and expertise necessary to complete the scope of the projects and meet all SPR requirements.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve a Professional Services Agreement with Hazen and Sawyer, in the not-to-exceed amount of \$100,000, for On-Call Engineering Services.

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

On-Call Engineering Services – Carollo

Shannon Harney presented the Supervisory Committee with a recommendation to approve a PSA with Carollo Engineers (Carollo), in the not-to-exceed amount of \$100,000, for On-Call Engineering Services.

Various projects arise through SPR plant operations that are not part of an existing capital project, and require expertise from an external consultant. On-Call Engineering Services provide professional engineering and technical knowledge to support the ongoing operation of SPR and assist staff in solving complex problems throughout the year.

SPR developed and advertised a request for qualifications (RFQ) on the Rocky Mountain E-Purchasing System to identify consultants for On-Call Engineering Services. A total of six (6) proposals were received. Based on the Selection Committee's evaluation, SPR recommends selecting both Hazen and Carollo as the two On-Call Engineering Services providers. Carollo is familiar with the facility and SPR procedures and has developed an excellent working relationship with SPR staff. Past projects have been successfully completed in a collaborative, budget-focused, and timely manner.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve a Professional Services Agreement with Carollo Engineers, in the not-to-exceed amount of \$100,000, for On-Call Engineering Services.

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

OCAR Owner-Controlled Contingency

Jamie Safulko, SPR Deputy Director – Engineering, presented the Supervisory Committee with a recommendation to approve an Owner-Controlled Contingency, in the amount of \$300,000, for use during the Operations Complex and Admin Building Remodel (OCAR) Project (Project).

Throughout the OCAR Project, the project team has worked to reduce project risk through planning, mitigation efforts, and sequencing. However, unforeseen conditions with the remaining underground work, scope or design gaps, equipment lead times, and building code requirements incorporated into the design have resulted in continued risk on the OCAR Project. Additionally, opportunities for betterment may arise throughout construction, allowing for improvements to various systems, processes, and designs.

To mitigate these continued risks and realize potential betterment opportunities, SPR requests an Owner-Controlled Contingency. Through a closely tracked Owner-Controlled Contingency, SPR can maintain the construction schedule and cover costs for any remaining risk items, which the contractor also shares. SPR has successfully used Owner-Controlled Contingency on past alternative delivery projects, and SPR staff will provide regular updates to the Supervisory Committee on utilization of the contingency and risk mitigation efforts.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve an Owner-Controlled Contingency, in the amount of \$300,000, for the Operations Complex and Admin Building Remodel Project for risk mitigation and project betterment during construction.

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

On-Call Construction Services – PCL Renewal

Deputy Director Safulko presented the Supervisory Committee with a recommendation to approve Renewal #1 with PCL Construction, Inc (PCL), in the not-to-exceed amount of \$500,000, for On-Call Construction Services. The Job-Order Contract is for a one (1) year term, and Renewal #1 is the first of three (3) potential one-year renewals.

On-call contractors provide an effective means to execute small- to medium-scoped projects in a timely manner. SPR has utilized On-Call Construction Services since 2020, and contractor services have included concrete placement, mechanical installations, pipework, and several others.

In 2022, SPR selected PCL through a competitive bidding process to provide Construction Manager/General Contractor (CMGC) Services for several active and upcoming projects. To decrease risk and increase coordination during construction on multiple projects, SPR recommended also selecting PCL to provide On-Call Construction Services. The Supervisory Committee approved both contracts in October 2022. SPR will bring a renewal of the CMGC Services contract to the Supervisory Committee for approval in December 2023.

PCL can self-perform the majority of the work requested, leading to lowered costs and optimized scheduling. The team offers excellent constructability advice, contacts and partnerships in the construction industry, and understandable cost estimating. PCL has successfully completed numerous on-call and capital improvement projects at the facility, therefore, SPR recommends approval of PCL as the on-call service provider.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve Renewal #1 of the Job-Order Contract with PCL Construction, Inc, in the not-to-exceed amount of \$500,000, for On-Call Construction Services.

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

IV. Informational Items

SPR staff discussed these informational items with the Committee:

- Director's Update
 - Kacie Allard, SPR Deputy Director – Business Solutions, announced the upcoming Grease & Oil Takeback on December 2, 2023, from 9 a.m. to noon.
 - Blair Corning, SPR Deputy Director – Environmental Programs, updated the Committee on the most recent Whole Effluent Testing results that exceeded the permit limitations, which requires the facility to conduct accelerated testing. After previously exceeding limitations, SPR was approved to be taken off of accelerated testing in September 2023, as it was determined to be an issue with the external laboratory performing the analyses. SPR switched labs after the incident and is working with the new labs to determine a cause for the new results. SPR is complying with all testing requirements and monitoring the results closely.
 - Izaiah Kruenegel, SPR Deputy Director – Operations & Maintenance, discussed a near-miss safety incident that occurred in November 2023 and discussed SPR's response to the incident and next steps for improving training and response procedures.
 - Deputy Director Safulko provided an update on the Xcel Energy (Xcel) Temporary License Agreement for installing electrical poles on the SPR facility. As directed by the Supervisory Committee, SPR executed a temporary license in November 2023 and received confirmation from Xcel that only temporary access is needed, and Xcel will not be pursuing a permanent easement. SPR worked with all stakeholders involved, including legal, on executing this agreement with Xcel.
 - Director Van Ry and David Robbins, Hill & Robbins, discussed the recordings of the Supervisory Committee meeting. The Committee agreed that the recordings should be made available publicly. SPR will begin posting the Supervisory Committee meeting recordings with the meeting minutes on SPR's website.
 - Director Van Ry also informed the Committee that he was voted onto the National Association of Clean Water Agencies' Board of Directors in October 2023.
- SPR Influent Flow and Load Summary

- The measured flow to SPR averaged 16.8 mgd in October 2023, which is an increase of 0.6 mgd from October 2022. The measured flow split was 46.1 / 53.9 percent between the Cities of Littleton and Englewood.
- SPR Voluntary Incentive Program Summary
 - SPR has received 4.6 years of credits and is on track to receive the full extension of 10 years. As of October 2023, SPR has achieved 166 days toward its target treatment goal for Total Inorganic Nitrogen and 98 days for Total Phosphorus.
- SPR Pipeline Injection System Summary
 - As of September 2023, SPR received \$1,225,754 in year-to-date gross receivables on the Pipeline Injection System. The current projected payback is August 2025.
- Fiscal Management and Reporting
 - Deputy Director Allard presented the preliminary financial report and aggregate purchases report for October 2023.

V. Adjournment

The next Supervisory Committee meeting is scheduled for Thursday, December 14, 2023, at 9 a.m. via Microsoft Teams.

Adjourned at 9:50 a.m.

Recording Secretary Signature _____
Elizabeth DeWaard

The SPR Supervisory Committee approved the November 16, 2023 meeting minutes during the December 14, 2023 Supervisory Committee Meeting. Committee Member Becklenberg moved to approve the minutes, Committee Member Reester seconded the motion, four ayes, and zero nays. Minutes approved.