

MINUTES

Supervisory Committee Meeting

Thursday, December 14, 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
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:

None

STAFF PRESENT:

Kacie Allard	SPR Deputy Director – Business Solutions
Erin Bartlett	SPR Public Outreach & Marketing Specialist
Blair Corning	SPR Deputy Director – Environmental Programs
Elizabeth DeWaard	SPR Business Solutions Supervisor
Angela Hager	SPR Asset Manager
Shannon Harney	SPR Engineer I
Alyssa Hoffman	SPR Procurement Specialist
Zeena Williss Kohr	SPR Engineering Manager
Izaiah Kruenegel	SPR Deputy Director – Operations & Maintenance
Victoria McDermott	City of Englewood, Deputy City Attorney
Matthew Montgomery	SPR Attorney, Hill & Robbins
Joe Morrissette	SPR EI&C Manager
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
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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 meeting.

II. Consideration of Minutes for Previous Supervisory Committee Meetings

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the November 16, 2023, Supervisory Committee meeting minutes.

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

III. Action Item(s)

Operations Complex and Admin Building Remodel – Furniture Vendor

Zeena Williss Kohr, SPR Engineering Manager, presented the Supervisory Committee with a recommendation to approve an Amendment to the Professional Services Agreement (PSA) with BC Interiors (BCI), in the amount of \$652,975.20, for furniture procurement services to purchase, store, and install all furniture, fixtures, and equipment (FF&E) for the Operations Complex and Admin Building Remodel (OCAR) Project. Additionally, SPR recommended the approval of an Owner-Controlled Contingency, in the amount of \$25,000.00, for a total Project approval of \$677,975.20.

In 2023, SPR began construction on the OCAR Project to expand the Admin Building and remodel the existing building. SPR selected BCI for the FF&E planning and design. BCI created an FF&E specification and standardization package and designed every space with input from the SPR project team to ensure quality and affordability in the final products. The BCI team assessed all existing FF&E to determine items for repurposing and cost savings. This work has created a cohesive FF&E plan that is best value to SPR and meets the facility's needs. Having completed all preliminary requirements, the next phase in the FF&E procurement process includes purchase, delivery, pre-installation setup and inspection, and final installation.

In 2022, SPR developed a Request for Proposal (RFP) and advertised it on the Rocky Mountain E-Purchasing System. SPR received one (1) proposal. The SPR Selection Committee evaluated the proposal with the associated Project criteria. Based on the SPR Selection Committee's review of the proposal, SPR subsequently recommended selecting BCI for the design portion of the Project. BCI has the qualifications and resources to complete this scope of work. They have provided a dedicated team of designers, project managers, installers, sales representatives, and support staff that bring a wide range of expertise, partnerships, and resources to deliver the Project successfully. BCI has been adaptive, collaborative, and understanding of SPR constraints, proving to be a valuable partner.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve an Amendment to the Professional Services Agreement with BC Interiors, in the amount of \$652,975.20, for the purchase of furniture, fixtures, and equipment for the Operations Complex and Admin Building Remodel Project. In addition, the Supervisory Committee considered the recommendation to approve an Owner-Controlled Contingency, in the amount of \$25,000.00, for a total project authorization amount of \$677,975.20.

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

Packaged CMGC Services – PCL Renewal #1

Zeena Williss Kohr presented the Supervisory Committee with a recommendation to approve Renewal #1 with PCL Construction, Inc. (PCL) for Packaged Construction Manager/General Contractor (CMGC) Services for multiple SPR projects, in the not-to-exceed amount of \$250,000.

In the coming years, at least five (5) of SPR's existing treatment process areas will be under heavy construction to rehabilitate or repair equipment, replace systems, or optimize performance. Safety and phasing are essential in completing the scope of work and meeting all goals, objectives, and budgetary constraints. To accomplish this, SPR recommends selecting a highly collaborative and engaged CMGC.

In 2022, SPR developed a Request for Qualifications (RFQ) and advertised it on the Rocky Mountain E-Purchasing System to identify Contractors for CMGC Services. SPR received a total of three (3) statements of qualifications. The SPR Selection Committee evaluated and ranked the proposals, and based on the evaluation, SPR selected PCL. The Supervisory Committee approved the PSA for Packaged CMGC Services in October 2022, and this renewal would extend services through 2024.

PCL has been heavily involved in several projects in 2023 that are currently in the assessment and design phases. PCL has long-standing experience in the water and wastewater industry, the ability to self-perform on a number of diverse projects, and a company-wide culture of safety, quality, and success that they will bring to each task at SPR.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve Renewal #1 with PCL Construction, Inc., in the not-to-exceed amount of \$250,000, for Packaged Construction Manager/General Contractor Services.

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

Beneficial Use Truck Leasing – McCandless Renewal #1

Shannon Harney, SPR Engineer I, presented the Supervisory Committee with a recommendation to approve Renewal #1, in the amount of \$145,000, for the Beneficial Use Truck Leasing Agreement with McCandless Truck Center (McCandless).

SPR's Beneficial Use program utilizes semi trucks to transfer biosolids produced at the facility to SPR-owned farmland in eastern Colorado. It is imperative that the biosolids are hauled off the plant site, as the production of solids is constant, biosolids storage is limited, and removal delays impact the solids treatment process.

Previously, four (4) SPR-owned Beneficial Use trucks hauled biosolids to the farm. These trucks reached the end of useful life and experienced maintenance issues that took the trucks out of service for long periods. SPR experienced capacity issues storing solids while these trucks were out of service.

In 2021, SPR developed an RFP and posted it on the Rocky Mountain E-Purchasing System to identify vendors for the Beneficial Use Truck Leasing Agreement. Based on the review of proposals, SPR selected McCandless. The Supervisory Committee approved the agreement in November 2021 for a one (1) year term with the option for four (4) additional one-year renewals. SPR ordered (3) trucks in 2021, however, due to increased lead times and specialty parts availability, they did not arrive until January of 2023. This renewal agreement will extend the Leasing Agreement with McCandless for 2024. McCandless has the experience and maintenance capacity to complete the scope of services and meet all SPR specifications. The truck leasing agreement ensures the trucks are in good condition, receive regular maintenance, and remain in service through the comprehensive maintenance package, which helps to avoid any capacity problems and allows biosolids to be efficiently hauled.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve Renewal #1 with McCandless Truck Center, in the amount of \$145,000, for the Beneficial Use Truck Leasing Agreement.

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

On-Call Concrete Repair and Coatings – Coblaco Renewal #3

Shannon Harney presented the Supervisory Committee with a recommendation to approve Renewal #3 with Coblaco Services, Inc. (Coblaco) for the On-Call Concrete Repair and Coatings Project (Project), in the not-to-exceed amount of \$250,000.

On-call contractors provide an effective means to execute small- to medium-scoped projects in a timely manner. On-Call Concrete Repair and Coatings services may include inspection

and recommendations for repair, surface preparation, concrete installation or repair, and coating application.

In 2020, SPR advertised a statement of qualifications on the Rocky Mountain E-Purchasing System to identify contractors for the Project. SPR received a total of two (2) proposals. The SPR Selection Committee evaluated and ranked the proposals, and based on the evaluation, SPR selected Coblaco for the Project.

The Supervisory Committee approved an Agreement with Coblaco in February 2021 for a one (1) year term, with the option for three (3) additional one-year renewals. The Committee approved Renewal #1 in December 2021 and Renewal #2 in November 2022. Approval of Renewal #3 will extend the on-call services with Coblaco through 2024. Coblaco has performed work at SPR as a subcontractor on several major capital projects and has provided excellent service and products. Since 2021, they have proven to be a reliable and professional company, completing numerous rehabilitation and coatings projects around the facility.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve Renewal #3 with Coblaco Services, Inc., in the not-to-exceed amount of \$250,000, for the On-Call Concrete Repair and Coatings Project.

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

Chemical Purchase Orders

Izaiah Kruenegel, SPR Deputy Director – Operations & Maintenance, presented the Committee with a recommendation to approve the following open Purchase Orders (POs) for process treatment chemicals:

- \$755,000 to Chemtrade Chemicals US LLC for coagulants
- \$805,000 to KubWater Resources, Inc. for polymer
- \$550,000 to Industrial Chemical Corporation for methanol
- \$450,000 to DPC Industries for sodium hydroxide

SPR issues an open PO to the chemical vendor at the beginning of each fiscal year and applies individual purchases against the PO. The procurement of ferric sulfate, aluminum sulfate, and methanol is covered under the Colorado Municipal Assembly of Procurement Officials cooperative bidding process. Polymer is an optimal source purchase from KubWater Resources, Inc. SPR established the requested open PO amounts during the budgeting process, and cost estimates for 2024 are based on 2023 pricing trends and 2023 actual use.

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

- **\$755,000 to Chemtrade Chemicals US LLC for coagulants**
- **\$805,000 to KubWater Resources, Inc. for polymer**
- **\$550,000 to Industrial Chemical Corporation for methanol**
- **\$450,000 to DPC Industries for sodium hydroxide**

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

On-Call Electrical Services – MWI

Joe Morrissette, SPR EI&C Manager, presented the Supervisory Committee with a recommendation to approve a Contract for Services (CFS) with McDade Woodcock, Inc. (MWI), in the not-to-exceed amount of \$250,000, for On-Call Electrical Services. The CFS is for a one (1) year term with the option for three (3) additional one-year renewals.

On-call contractors provide an effective means to execute small- to medium-scoped projects in a timely manner. On-Call Electrical Services can include conduit installation, low and medium-voltage wiring, wiring terminations, troubleshooting, and emergency response.

In August 2023, SPR developed an RFQ and advertised it on the Rocky Mountain E-Purchasing System to identify qualified Contractors. SPR received a total of three (3) proposals. The SPR Selection Committee reviewed, evaluated, and ranked the proposals and recommended selecting MWI for the award of one CFS for On-Call Electrical Services.

MWI has been one of SPR's On-Call Electrical Contractors since 2020, completing a wide range of scopes of work in a timely and cost-effective manner. Additionally, MWI has successfully completed larger capital improvement projects at SPR, including the Electrical Improvements and Chemical Phosphorus and UV Disinfection Projects. Due to MWI's historical background working at SPR, MWI understands the facility requirements and specifications, resulting in high quality deliverables, schedule efficiencies, and cost savings.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve a Contract for Services, in the not-to-exceed amount of \$250,000, with McDade Woodcock, Inc. for On-Call Electrical Services.

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

On-Call Electrical Services – Sturgeon Electric

Joe Morrissette presented the Supervisory Committee with a recommendation to approve a CFS with Sturgeon Electric, Inc. (Sturgeon Electric), in the not-to-exceed amount of \$250,000, for On-Call Electrical Services. The CFS is for a one (1) year term with the option for three (3) additional one-year renewals.

On-call contractors provide an effective means to execute small- to medium-scoped projects in a timely manner. On-Call Electrical Services can include conduit installation, low and medium-voltage wiring, wiring terminations, troubleshooting, and emergency response.

In August 2023, SPR developed an RFQ and advertised it on the Rocky Mountain E-Purchasing System to identify qualified Contractors. SPR received a total of three (3) proposals. The SPR Selection Committee reviewed, evaluated, and ranked the proposals and recommended selecting Sturgeon for the award of another CFS for On-Call Electrical Services.

Sturgeon Electric has experience working at SPR on ad-hoc emergency response engagements and has successfully addressed critical equipment failures in the past, demonstrating a commitment to safety and quality. Sturgeon has proven themselves in past work, effectively completing tasks and being responsive during off-hours and emergency situations.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve a Contract for Services, in the not-to-exceed amount of \$250,000, with Sturgeon Electric, Inc. for the On-Call Electrical Services.

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

On-Call Integration and Control Services – AmWest Renewal #1

Joe Morrissette presented the Supervisory Committee with a recommendation to approve Renewal #1 with AmWest Control Inc. (AmWest), in the not-to-exceed amount of \$200,000, for On-Call Integration and Control Services. Renewal #1 is for a one (1)-year term and is the first of three (3) potential one-year renewals.

SPR manages the Supervisory Control and Data Acquisition (SCADA) system, which provides operational and process control, data acquisition, and advanced reporting capabilities. Maintaining and repairing the SCADA system is complex and requires specialized training and education, certifications in programming various instruments, and experience working in various industrial networks. SPR has utilized professional services to execute the preventative maintenance and necessary upgrades for the SCADA and controls system since 2008.

Historically, SPR has separated Integrator Professional Services from equipment and parts purchases. Due to the volume of work performed by Integrator Services, the aggregate amount approaches the Supervisory Committee's contract approval authority level. To provide transparency and consistency, SPR combined Integration and Control Services into one (1) On-Call CFS contract.

In 2022, SPR selected AmWest as an optimal source to provide these services. The Supervisory Committee approved the On-Call Integrator Services in January 2023. Renewal #1 would extend these services through 2024. AmWest was the original integrator who designed and commissioned the instrumentation and control systems as part of the Phase 2 expansion project in 2008. Since 2008, AmWest has successfully maintained and supported SPR under a PSA. AmWest has an extensive background and familiarity with the SCADA infrastructure and has proven to be a reliable contractor.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve Renewal #1 with AmWest Control Inc., in the amount of \$200,000, for On-Call Integration and Control Services.

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

IV. Informational Items

SPR staff discussed these informational items with the Committee:

- Director's Update
 - Kacie Allard, SPR Deputy Director – Business Solutions, reported on the Grease & Oil Takeback event held on December 2, 2023, in which SPR collected approximately 120 gallons of recycled cooking and motor oil.
 - Blair Corning, SPR Deputy Director – Environmental Programs, updated the Committee on the Whole Effluent Testing (WET). As of December 14, 2023, SPR is awaiting the results of the second WET Test and continues monitoring the results closely. At the recommendation of Hill & Robbins, SPR is considering forming a regional utility workgroup to determine any regional patterns in results.
 - Deputy Director Izaiah Kruenegel discussed an employee-led warm-up stretching program started in Process Maintenance, which promotes teambuilding, reduction of injuries, and interaction with other workgroups.
 - Jamie Safulko, Deputy Director – Engineering, announced SPR received the Engineering News-Record Best Project award for the Chemical Phosphorus and Ultraviolet Disinfection Project.
 - Director Van Ry informed the Committee that SPR also won the National Association of Clean Water Agencies' (NACWA) National Environmental Excellence – Workforce Development Award for the High Performance Leadership Program. Director Van Ry gave a presentation at a NACWA

Workforce Development Workshop highlighting the program's success to a national audience.

- **SPR Influent Flow and Load Summary**
 - The measured flow to SPR averaged 16.8 mgd in November 2023, which is an increase of 0.4 mgd from November 2022. The measured flow split was 46.0 / 54.0 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 November 2023, SPR has achieved 187 days toward its target treatment goals for Total Inorganic Nitrogen, reaching its 2023 target, and 121 days for Total Phosphorus.
- **SPR Pipeline Injection System Summary**
 - As of October 2023, SPR received \$1,834,923 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 financial report for October 2023 and the preliminary financial report and aggregate purchases report for November 2023.
 - Deputy Director Allard also informed the Committee that due to procurement lead times on capital projects, primarily on the OCAR Project, SPR anticipates not fully spending the 2023 capital budget, which would require a supplemental budget appropriation for 2024. SPR forecasts spending approximately 91% of the appropriated 2023 SPR budget. SPR will keep the Committee informed and updated on forecasted spending and the anticipated supplemental budget.

V. Adjournment

The next Supervisory Committee meeting is scheduled for Thursday, January 25, 2024, at 9 a.m. via Microsoft Teams.

Adjourned at 10:05 a.m.

Recording Secretary Signature _____

Elizabeth DeWaard

The SPR Supervisory Committee approved the December 14, 2023 meeting minutes during the January 25, 2024 Supervisory Committee Meeting. Committee Member Lewis moved to approve the minutes, Committee Member Reester seconded the motion, three ayes, and zero nays. Committee Becklenberg excused. Minutes approved.