

MINUTES

Supervisory Committee Meeting

Thursday, September 26, 2024; 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
Brent Soderlin	City of Littleton, Public Works & Utilities Director

STAFF PRESENT:

Kacie Allard	SPR Deputy Director – Business Solutions
Blair Corning	SPR Deputy Director – Environmental Programs
Elizabeth DeWaard	SPR Business Solutions Supervisor
Erin Bartlett	SPR Public Outreach & Marketing Administrator
Kevin Engels	City of Englewood, Finance Manager
Stephanie Fevig	SPR Engineer IV
Alyssa Hoffman	SPR Procurement Specialist
Robert Juen	SPR Data Analyst
Zeena Williss Kohr	SPR Engineering Supervisor
Izaiah Kruenegel	SPR Deputy Director – O&M
Bri Miller	SPR Engineer II
Trudi Peepgrass	City of Englewood, Procurement and Contracts Manager
David Robbins	SPR Attorney, Hill & Robbins
Jamie Safulko	SPR Deputy Director – Engineering
Angela Sapir	SPR Administrative Specialist
Anna Schroeder	SPR Engineering Supervisor
Pieter Van Ry	SPR Director

GUESTS:

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

The September 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 August 8, 2024, Supervisory Committee meeting minutes.

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

III. Action Items

SPR Procurement Policy Revisions

Kacie Allard, SPR Deputy Director – Business Solutions, presented the Supervisory Committee with a recommendation to approve the Proposed Final Procurement Policy, Version 5.

Since implementation in 2019, SPR has conducted regular reviews to identify areas for improvement and ensure alignment with evolving regulations, technological advancements, and best practices. These updates are critical to keeping the policy consistent and effective, ensuring it reflects SPR's current procurement practices, as well as incorporating any advancements made by the two cities.

As discussed in the July 2024 Supervisory Committee Meeting, the authorization levels have been changed to align with recent changes made by the City of Englewood, which are the more conservative authorization levels of the two cities. At the new adjusted levels, Supervisory Committee approval is required for budgeted purchases exceeding \$250,000 and unbudgeted items exceeding \$125,000, SPR Director approval is required for budgeted purchases between \$25,000 and \$250,000 and unbudgeted purchases between \$25,000 and \$125,000, and Division Deputy Director approval is required for all purchases between \$5,000 and \$24,999. While approval level changes were made for the Supervisory Committee and SPR Director, the Division Deputy Director maintains 10% of the Director authorization authority as was established in the previous versions of the policy. With the increase in authorization levels, the aggregate tracking requirement has been removed at the Supervisory Committee level. SPR rarely reached the previous threshold and does not anticipate exceeding the new higher thresholds.

These revisions ensure a clear and structured approach to financial decision making while maintaining alignment with the two cities. In addition to the authorization level changes, the procurement requirements have been enhanced through several other key updates and expanded definitions. These revisions have been thoroughly reviewed by both cities' Finance Directors, Attorneys' Offices, and SPR legal counsel.

Committee Member Lewis asked how the new policy addresses the disposition of surplus property. Deputy Director Allard mentioned the policy does address this but that she will look into the matter to ensure the City of Englewood's policy aligns with SPR's policy.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the Proposed Final SPR Procurement Policy Version 5.

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

Headworks Improvements Project – Guaranteed Maximum Price 2

Stephanie Fevig, SPR Engineer IV, presented the Supervisory Committee with a recommendation to approve Amendment #1 to the Construction Manager/General Contractor (CMGC) Agreement with PCL Construction Inc. (PCL), in the amount of \$717,020, for Construction Phase Services related to the Headworks Improvements Project (Project). This amendment is for the Guaranteed Maximum Price (GMP) 2 of a total of three (3) anticipated GMPs for the Project.

Because the 2024 Master Plan includes constructing a new Headworks facility in approximately 10 years, the main purpose of this Project is to repair and upgrade existing equipment to mitigate any risk of failing critical assets or aging equipment and to improve the resiliency of the Headworks processes. The Project has reached 60% design with GMP 2 and is heading into 90% design. Design is expected to be complete in November 2024 with construction beginning in January 2025 and anticipated completion in 2026. Due to long procurement times, this GMP 2 package consists of early procurement of the main mechanical and electrical equipment, including two (2) Bar Screens.

In December 2023, the Supervisory Committee approved Renewal #1 with PCL for Packaged CMGC Services, which included Preconstruction Phase Services for this Project. The Supervisory Committee approved GMP 1 for the Project during the July 2024 Supervisory Committee Meeting. PCL has provided Preconstruction Phase Services since the beginning of the Design Phase to capitalize on the collaborative CMGC method. SPR has developed an excellent working relationship with PCL, having worked with SPR on previous projects, such as the Chemical Phosphorus/UV Disinfection and the SCT Enhancements, and believes they will be crucial to the success of the Project moving forward into construction. SPR recommends the approval of an amendment to the CMGC Agreement with PCL for GMP 2 for the Project to procure critical infrastructure that has reached the end of its useful life and reduce project construction constraints.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve Amendment #1 to the Construction Manager/General Contractor Agreement for Guaranteed Maximum Price 2 with PCL Construction Inc., in the amount of \$717,020, for Construction Phase Services related to Headworks Improvements Projects.

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

IV. Informational Items

SPR staff discussed these informational items with the Committee:

- 2024 Rocky Mountain Water Conference Recap
 - Jamie Safulko, SPR Deputy Director – Engineering, shared a recap of the 2024 Rocky Mountain Water Conference. This year was the most-attended conference to date, featuring an array of exhibits, technical presentations, and networking opportunities. At the Conference, SPR had 13 technical presentations and as well as various panel discussions from employees representing many divisions of within the organization. Also, SPR participated in a Shark Tank-like competition, presenting the winning business model for a “Facebook Market Place” for utility equipment, which is now in the beginning stages of development. Additionally, SPR sponsored the University Capstone Project, which focused on SPR’s biosolids program.

- Director's Update
 - Deputy Director Allard reported on the ongoing development of SPR’s Records and Information Management Program, which is critical for ensuring the organization meets compliance standards, improving operational efficiency, and ensuring the security and accessibility of the records and information. As it is vital to manage records with transparency and accountability while maintaining security over sensitive information, SPR is transitioning to a new records management system in stages and collaborating with the City of Englewood on SharePoint to standardize information management and improve workflows.

 - Blair Corning, SPR Deputy Director – Environmental Programs, discussed Septic Receiving, and two (2) separate events at the septic stations resulting in clogged bar screens. SPR staff traced the events back to a specific discharger. SPR issued a written notice after the first event. After the second event, SPR issued a notice of violation, requiring the discharger to put plan together to screen for improper materials. If a third violation were to happen or no plan were to be established, their permit would be suspended, and they would no longer be allowed to discharge at SPR.

 - Izaiah Kruenegel, SPR Deputy Director – O&M, informed the Committee of a Chemical Feed Issue. SPR received a delivery of substandard of aluminum sulfate. The problem was discovered on a weekend morning and staff responded quickly to the problem, maintaining compliance throughout the entire situation. Then the supplier sent a response team to

evacuate the tanks. The supply has been replaced and SPR is conducting an internal accounting of staff time and will reach out to the supplier for appropriate recompenses. Because aluminum sulfate is water soluble, it was easily flushed out and the new chemical storage facility provided ease of access for that purpose.

- Deputy Director Safulko provided an update on the Environmental Protection Agency Responsible Corporate Office (RCO) Designation, which was discussed at the July Supervisory Committee Meeting. SPR received all Committee Members' signed designations to appoint Director Van Ry as RCO, and is now in compliance with this aspect of the program. Additionally, she provided an update on the Operations Complex and Admin Building Remodel (OCAR) project. SPR officially moved the majority of staff on September 25. The next step for the project is punch list items, as well as some HVAC work. SPR is working closely with PCL to ensure all remaining items are addressed and the project is successfully closed out.
- Director Van Ry also provided an update on the OCAR building. He thanked the team for their work on the project and commended Zeena Williss Kohr, SPR Engineering Supervisor, for working as the Project Manager and executing this project.
- **SPR Influent Flow and Load Summary**
 - The measured flow to SPR averaged 19.9 mgd in August 2024, which is an increase of 1.5 mgd from August 2023. The measured ten (10)-month average flow split was 45.6 / 54.4 percent between the Cities of Littleton and Englewood.
 - On May 31, 2024, SPR implemented a flume rating curve to provide increase accuracy and precision for flow measurements, resulting in adjustments to the flow measurement and Cities' flow split.
- **SPR Voluntary Incentive Program Summary**
 - SPR has received 6.6 years of credits and is on track to receive the full extension of 10 years. As of August 2024, SPR has achieved 108 days toward its target treatment goals for Total Inorganic Nitrogen and 66 days for Total Phosphorus.
- **SPR Pipeline Injection System Summary**
 - As of August 2024, SPR received \$1,718,127 in year-to-date gross receivables on the Pipeline Injection System. The current projected payback is April 2025.

- Fiscal Management and Reporting
 - Deputy Director Allard presented the financial report and aggregate purchases report for August 2024. Deputy Director Allard noted that SPR is completing quarter four (4) forecasting, which may adjust the overall financial forecast in October 2024.

V. Adjournment

The next Supervisory Committee meeting is scheduled for Thursday, October 24, 2024, at 9 a.m., held in person at South Platte Renew.

Adjourned at 9:44 a.m.

Recording Secretary Signature _____

Angela Sapir

The SPR Supervisory Committee approved the September 26, 2024, meeting minutes during the October 24, 2024, Supervisory Committee Meeting. Committee Member Lewis moved to approve the minutes, Committee Member Becklinberg seconded the motion, four ayes, and zero nays. Minutes approved.