

MINUTES

Supervisory Committee Meeting

Thursday, March 23, 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
Victor Rachael	City of Englewood, Public Works Director
Keith Reester	City of Littleton, Public Works & Utilities Director

COMMITTEE MEMBERS ABSENT:

None

STAFF PRESENT:

Kacie Allard	SPR Deputy Director – Business Solutions
Erin Bartlett	SPR Public Outreach & Marketing Specialist
Dan DeLaughter	SPR Data & Regulatory Programs Manager
Elizabeth DeWaard	SPR Business Solutions Supervisor
Shannon Harney	SPR Engineer I
Alyssa Hoffman	SPR Business Services Specialist
Jackie Loh	City of Englewood, Finance Director
Victoria McDermott	City of Englewood, Assistant City Attorney
Matt Montgomery	SPR Attorney, Hill & Robbins
Mike Muro	SPR Operations 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
Amanda Smokoff	SPR Engineer II
Brent Soderlin	City of Littleton, Deputy Public Works & Utilities Director
Pieter Van Ry	SPR Director

GUESTS:

None

I. Call to Order

The March 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 February 23, 2023, Supervisory Committee meeting minutes.

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

III. Action Item(s)

SPR Procurement Policy Revisions

Kacie Allard, SPR Deputy Director – Business Solutions, presented the Committee with a recommendation to approve the Proposed Final SPR Procurement Policy (Policy) Version 4.

SPR developed the Policy to accurately reflect joint ownership by the City of Littleton (COL) and the City of Englewood (COE) and guide procurement practices at SPR. Since the Policy's implementation in 2019, SPR staff conduct a scheduled review of the Policy to identify areas of improvement and provide further clarification of the Policy's terms. The Policy revisions include enhancements of vendor selection criteria, further explanation of procurement requirements, and additional definitions of procurement terminology.

The Version 4 proposed revisions were reviewed by the COE and COL Finance Directors and Attorney's Office, as well as SPR legal counsel.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the Proposed Final SPR Procurement Policy Version 4.

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

On-Call Construction Services – Biosolids Storage Improvements

Amanda Smokoff, SPR Engineer II, presented the Committee with a recommendation to approve Task Order (TO) #1, in the not-to-exceed amount of \$292,245, under the On-Call Construction Services Contract with PCL Construction, Inc. (PCL) for the construction of the Biosolids Storage Improvements.

Historically, SPR land applies all biosolids produced at the plant on both SPR-owned and other permitted properties near Byers, CO. An ongoing drought has limited the amount of

biosolids that can be land applied, and 2022 and 2023 sampling indicates SPR is projected to need additional biosolids storage capacity to meet operational needs.

SPR developed a Biosolids Contingency Plan (Plan) to address the limited capacity for land application. The Biosolids Storage Improvements are one of several contingency options in the Plan and will increase storage capacity from 45 days to approximately 90 days by constructing an approximately 200-foot by 100-foot asphalt pad with a berm.

Biosolids management is crucial to successful operations at SPR, and an expansion of the biosolids storage will provide long-term resiliency for the Beneficial Use Program. These improvements are time sensitive and recommended to be completed as a TO under the existing On-Call Construction Services Contract with PCL. SPR selected PCL to provide On-Call Construction Services through a competitive bid process. The contract was approved by the Supervisory Committee in October 2022, for a total not-to-exceed amount of \$500,000.

ACTION TAKEN – The Supervisory Committee considered the recommendation to approve Task Order #1, in the not-to-exceed amount of \$292,245, under the On-Call Construction Services Contract with PCL Construction, Inc. for the construction of the Biosolids Storage Improvements.

Committee Member Rachael 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:

- **Asset Management Program Update**
 - Shannon Harney, SPR Engineer I, presented an update on the Asset Management Program. Asset Management efforts in 2022 sustained the health of major assets through preventative maintenance. In 2023, SPR will develop a Strategic Asset Management Plan to outline the long-term approach to managing assets, set the framework and objectives for the program, and incorporate more data-driven decision-making in asset renewal.
- **Director's Update**
 - Deputy Director Allard informed the Committee of the personal folders clean-up, part of the Records Management Program, that successfully removed 51GB of data from the network. Deputy Director Allard also provided an update on the River Clean-Up event, which has secured 11 sponsors as of March 2023.

- Dan DeLaughter, SPR Data & Regulatory Programs Manager, reported the SPR-supported non-flushable wipes legislation, Senate Bill 23-150, has passed the state legislature and awaits Governor Polis' signature.
- Mike Muro, SPR Operations Manager, reviewed the UV Disinfection System Method of Procedure, which thoroughly outlines the step-by-step process of transitioning from chemical disinfection to UV disinfection to ensure a safe, staged process for start-up and testing. This marks a significant milestone in the completion of the Chemical Phosphorus and UV Disinfection Project. The system is scheduled to go online in March 2023.
- Jamie Safulko, SPR Deputy Director – Engineering, participated in a panel discussion in March 2023 highlighting SPR's Pipeline Injection system at the Biogas to Renewable Natural Gas – WRF Workshop in Tuscon, AZ.
- Director Van Ry and Deputy Director Safulko are attending the Utility Management Conference (UMC) in Sonoma, CA to present on the Utility Diagnostic Tool. Several other SPR staff will also attend the Young Professionals Summit leading up to UMC, providing networking and professional development for future water leaders.
- SPR Influent Flow and Load Summary
 - The measured flow to SPR averaged 16.6 mgd in February 2023, which is an increase of 0.2 mgd from February 2022. The measured flow split was 45.5 / 54.5 percent between the Cities of Littleton and Englewood.
- Fiscal Management and Reporting
 - Deputy Director Allard presented the preliminary financial report for January 2023 and the preliminary financial report and aggregate purchases report for February 2023.

V. Adjournment

The next Supervisory Committee meeting is scheduled for Monday, May 1, 2023, at 9 a.m. via Microsoft Teams.

Adjourned at 10:11 a.m.

Recording Secretary Signature

Elizabeth DeWaard

Digitally signed by Elizabeth
DeWaard

Date: 2023.05.02 16:03:48 -06'00'

Elizabeth DeWaard

The SPR Supervisory Committee approved the March 23, 2023 meeting minutes during the May 1, 2023 Supervisory Committee Meeting. Committee Member Lewis moved to approve the minutes, Committee Member Becklenberg seconded the motion, four ayes, and zero nays. Minutes approved.