

## **MINUTES**

### **Supervisory Committee Meeting**

**Thursday, September 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
Alyssa Hoffman	SPR Business Services Specialist
Zeena Williss Kohr	SPR Engineering Supervisor
Izaiah Kruenegel	SPR Deputy Director – Operations & Maintenance
Victoria McDermott	City of Englewood, Deputy City Attorney
Trudi Peepgrass	City of Englewood, Procurement Supervisor
David Robbins	SPR Attorney, Hill & Robbins
Jamie Safulko	SPR Deputy Director – Engineering
Erin Sandos	SPR Engineer II
Anna Schroeder	SPR Engineering Supervisor
Brent Soderlin	City of Littleton, Deputy Public Works & Utilities Director
Elizabeth Watts	City of Littleton, Management Fellow

### **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 Blair Corning, SPR Deputy Director – Environmental Programs. Deputy Director Corning 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 July 27, 2023, Supervisory Committee meeting minutes.***

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

**III. Action Item(s)**

**Operations Complex & Admin Building Remodel – WillScot Modular Office & Toilet Trailers**

Zeena Willis Kohr, SPR Engineering Supervisor, presented the Supervisory Committee with a recommendation to approve a Leasing Agreement with Williams Scotsman Inc. (WillScot), in the amount of \$156,486.46, for the rental of one (1) modular office trailer and one (1) toilet trailer during the Construction Phase of the Operations Complex and Admin Building Remodel Project (OCAR Project).

As construction activities increase on the OCAR Project, the majority of SPR staff will be relocated to temporary workspaces throughout the facility due to safety requirements and building codes. SPR identified temporary workspaces in several buildings on-site for the majority of staff. However, SPR requires additional space to house the remaining staff members. SPR determined that one (1) 64-foot by 48-foot modular office and one (1) toilet trailer with two (2) separate restrooms will accommodate staff needs for the duration of construction. An estimate for the trailer cost was built into the Project budget and is included in SPR's 2023 capital budget.

The majority of SPR staff are considered essential workers and work at the facility requires staff to be on-site to oversee process, construction, instruments, and several other functions. Ensuring all staff remain on-site will minimize operational disruptions on projects and maintain momentum on key initiatives. Maintaining staff on-site will also minimize impacts on SPR culture, morale, and collaboration. Therefore, providing temporary workspaces is a priority during construction and renovations.

SPR recommends selecting WillScot to provide temporary trailer services. The City of Englewood (COE) Utilities Department posted a solicitation in 2020 for temporary trailer services and selected WillScott through a competitive bid process. Since 2020, WillScot has provided trailers at the COE Utilities' Allen Water Treatment Plant and ServiCenter. Due to their existing relationship and contracts with COE, SPR recommends this as an optimal source purchase. WillScot has been highly responsive, showing a true customer-focus, and

has given several options for temporary office spaces to ensure the best fit and value for SPR.

***ACTION TAKEN – The Supervisory Committee considered the recommendation to approve a Leasing Agreement with William Scotsman Inc., in the amount of \$156,486.46, for the rental of one (1) modular office trailer and one (1) toilet trailer during the construction phase of Operations Complex and Admin Building Remodel Project.***

***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:

- Supervisory Committee Reporting Dashboards
  - Erin Sandos, SPR Engineer II, presented new reporting dashboards for influent flow and loading, renewable natural gas generation, and Voluntary Incentive Program progress. The dashboards are automatically updated monthly using Microsoft PowerBI software, which streamlines SPR's internal workflows for data compilation and visualization. SPR received Committee buy-in to replace the existing flow and load visuals in the Supervisory Committee Packet with the new dashboard, which maintains the same required reporting data, along with the two (2) additional dashboards beginning in October 2023.
- Director's Update
  - Kacie Allard, SPR Deputy Director – Business Solutions, reported highlights from the Rocky Mountain Water Conference in September 2023. Ten SPR staff members conducted nine (9) presentations on a variety of technical and leadership topics; the SPR Operations Challenge team participated in a demo; SPR won two (2) organizational and individual awards, respectively, and Deputy Director Allard was inducted as an incoming board member.
  - Deputy Director Corning updated the Committee on recent Whole Effluent Testing (WET) results. SPR is no longer on accelerated testing upon coordination and agreement with the State and there are no concerns regarding SPR's effluent. Deputy Director Corning also informed the Committee of a denied request from Raritan CWT for industrial discharge of ferric chloride.
  - Izaiah Kruenegel, SPR Deputy Director – Operations & Maintenance, discussed the OCAR moveout process, largely coordinated and conducted by Facilities Maintenance staff.

- Jamie Safulko, SPR Deputy Director – Engineering, announced that SPR completed the final draft of the Strategic Asset Management Plan (SAMP), which has an implementation plan for 2024 and 2025. SPR will provide a detailed update on the SAMP at a future meeting.
- SPR Influent Flow and Load Summary
  - The measured flow to SPR averaged 18.4 mgd in August 2023, which is an increase of 1.3 mgd from August 2022. The measured flow split was 46.1 / 53.9 percent between the Cities of Littleton and Englewood.
- Fiscal Management and Reporting
  - Deputy Director Allard presented the financial report for July 2023 and the preliminary financial report and aggregate purchases report for August 2023.

#### **V. Adjournment**

The next Supervisory Committee meeting is scheduled for Thursday, October 26, 2023, at 9 a.m. via Microsoft Teams.

Adjourned at 9:24 a.m.  
Recording Secretary Signature

**Elizabeth  
DeWaard**

Digitally signed by Elizabeth  
DeWaard  
Date: 2023.10.27 14:04:58 -06'00'

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Elizabeth DeWaard

***The SPR Supervisory Committee approved the September 14, 2023 meeting minutes during the October 26, 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.***