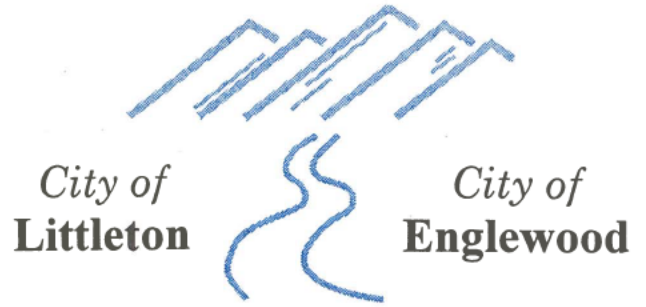


**LITTLETON/ENGLEWOOD  
WASTEWATER TREATMENT PLANT**

2900 S. Platte River Drive  
Englewood, Colorado 80110  
(303) 762-2600  
FAX 762-2620



**MINUTES  
SUPERVISORY COMMITTEE MEETING  
January 21, 2016  
9:00 a.m.**

<b>ATTENDING:</b>	Michael Penny Eric Keck Rick Kahm Tom Brennan Matt Montgomery Dennis Stowe Jim Tallent Mary Gardner Cindy Goodburn Chong Woo Jon Bridges	Littleton City Manager Englewood City Manager Englewood Public Works Director Englewood Utilities Director Hill & Robbins Plant Manager, L/E WWTP Treatment Division Manager, L/E WWTP Environmental Compliance Division Manager L/E WWTP Business Services Division Manager, L/E WWTP Engineering/Maintenance Division Manager, L/E WWTP Pretreatment Administrator, L/E WWTP
<b>GUESTS:</b>	Kristin Schledorn Ashley Dalton Patrick Fitzgerald Sarah Reeves Kacie Allard	Littleton City Attorney Platte Canyon Water & Sanitation District, Assistant Manager Platte Canyon Water & Sanitation District, District Manager Brown & Caldwell Records Management Specialist, L/E WWTP

**SECTION III - TOPICS FOR ACTION, DISCUSSION AND/OR REVIEW**

**I. INTRODUCTION/OVERVIEW**

Dennis Stowe called the meeting to order.

**II. ACTION ITEMS**

**Industrial Pretreatment – Jon Bridges**

Dennis Stowe and Jon Bridges discussed the progress Littleton/Englewood Wastewater Treatment Plant (L/E WWTP) Industrial Pretreatment Division is making with the draft addendum for the Connector/Sewer Service Agreement. These addendums are intended to clarify responsibilities and establish delegation for implementation of Pretreatment Regulations.

Michael Penny discussed the importance of cohesion between L/E WWTP and the districts. He suggested continuing to revise the draft but focusing more on solidifying a strong relationship between all the 19 districts before we submit to the two city councils.

**COMMITTEE RECOMMENDATION** – *Michael Penny encouraged the forward continuance of revising the addendum with further collaboration with all of the connector districts, including another round of contacting the districts, before we proceed to council. Eric Keck and Rick Kahm agreed. Mark Relph absent.*

**Littleton/Englewood Wastewater Treatment Plant Logo – Dennis Stowe**

Dennis Stowe discussed the suggested update to our L/E WWTP logo and plant name. Both cities have recently updated their branding and L/E WWTP would like to continue with the modernization. Michael Penny suggested using the City of Littleton's Graphic Designer, Chris Harguth, for a professional logo creation.

The proposed new name for L/E WWTP is "Littleton/Englewood Water Reclamation Facility". Michael Penny commended our efforts to be ahead of the game and encouraged us to continue to lead the way towards modernizing our municipal service in regards to communication and public relations. Great job.

**COMMITTEE RECOMMENDATION** – *Michael Penny, Eric Keck and Rick Kahm supported and encouraged Littleton/Englewood Wastewater Treatment Plant's forward progress creating a new logo and installing a new plant name. Mark Relph absent.*

III. **INFORMATIONAL ITEMS**

**Regulatory Compliance Update – Mary Gardner**

Mary Gardner updated the Committee on the status of our permit. When draft permit is received, we will ask for an extension of the 30 day public comment period. Based on previous experience, a two week extension would be granted.

Sarah Reeves updated the Committee on the status of Regulation 31. Brown and Caldwell and L/E WWTP are looking for a resolution for nutrient regulations. We hope to receive an extension to the Regulation 31 implementation schedule, to provide more time to look at the regulation more holistically. Sarah welcomes any helpful feedback the Committee may be able to provide. The Committee directed staff to support this effort.

**Miscellaneous Updates –**

Dennis Stowe mentioned an issues with the Digester Cleaning Project. We are working to clarify the billing with the contractor. The contractor is proceeding on a volumetric-based contract and we believe we have a lump-sum based contract. We are currently working through this issue with the contractor and will keep the Committee updated.

Pat Fitzgerald introduced the new Assistant Manager for Platte Canyon Water & Sanitation District, Ashley Dalton, who will be attending meetings in the future.

Eric Keck discussed some work being done to sharpen the effectiveness of communications and alignment with the current management staff at L/E WWTP. Michael Penny supported the effort.

**MINUTES**  
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**January 21, 2016**  
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Matthew Montgomery with Hill & Robbins reported that David Robbins and Mary Gardner continue their work on nitrates and temperate, and will keep the Committee updated.

IV. **ADJOURNMENT**

The next Supervisory Committee meeting is scheduled for Thursday, February 18, 2016. This meeting will be held at 9:00 am at the Littleton / Englewood Wastewater Treatment Plant.

Adjourned at 9:55 am

Recording Secretary Signature

  
A blue ink signature is written over a black redaction box. The signature appears to be a stylized 'D' or similar character.