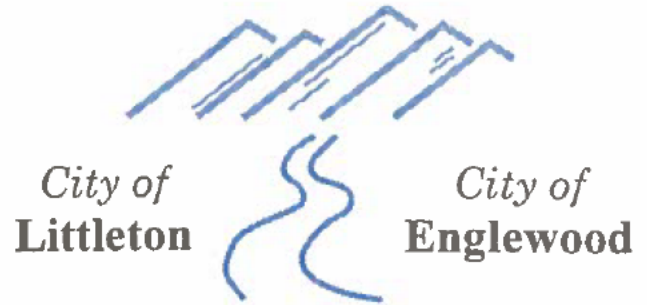


**LITTLETON/ENGLEWOOD
WASTEWATER TREATMENT PLANT**

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



**MINUTES
SUPERVISORY COMMITTEE MEETING
February 16, 2017
9:00 a.m.**

ATTENDING:

Eric Keck	Englewood City Manager
Fred Bromberger	Engineer II, City of Littleton
Dave Henderson	Englewood Public Works Director
Tom Brennan	Englewood Utilities Director
Matt Montgomery	Hill & Robbins
Dennis W. Stowe	L/E WWTP Director
Chong Woo	L/E WWTP Engineering/Maintenance Division Manager
Cindy Goodburn	L/E WWTP Business Services Division Manager
Dan DeLaughter	L/E WWTP Environmental Compliance Division Manager
Jim Tallent	L/E WWTP Treatment Division Manager
Jon Bridges	L/E WWTP Industrial Pretreatment Administrator

GUESTS:

Sarah Reeves	Brown and Caldwell
--------------	--------------------

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

I. INTRODUCTION

Dennis W. Stowe discussed the situation at a landfill on the west side of the South Platte River in Sheridan. This landfill is located above a portion of the Valley Sanitation District sewer line and it is generating methane gas, some of which is reaching the Littleton/Englewood Wastewater Treatment Plant (L/E WWTP). L/E WWTP's Industrial Pretreatment Division discovered the methane from a hydrocarbon monitor installed in the Plant's collection system. Plant staff also detected hydrocarbons in the explosive range while checking manholes in the landfill area, and have decided to discontinue checking manholes in this area until the situation is resolved.

L/E WWTP staff has met with Platte Canyon Water & Sanitation District, which manages the Valley Sanitation District, and Platte Canyon is aware of this problem. Platte Canyon is beginning an effort to raise rates to cover the costs required to relocate the sewer line. In addition, the Valley Sanitation District is holding three meetings for the community on the issue. The goal of these meetings is to inform the public about the danger from the methane and the proposed rate increase to cover the new sewer line (which Platte Canyon estimates will cost \$1.6 million). Jon Bridges noted that the line is 80 feet deep and needs to be slip-lined. Dennis

explained that L/E WWTP's primary concern is methane getting into the Plant's influent, but otherwise, this situation is strictly a District issue.

II. ACTION ITEMS

Staffing and Space Needs Assessment Proposal Recommendation – Cindy Goodburn

Cindy Goodburn discussed the L/E WWTP Staffing and Space Needs Assessment proposal recommendation. L/E WWTP sent out a request for proposal (RFP) to four (4) firms that had submitted proposals on similar long-range plans in the past. CDM Smith and CH2M declined to propose; Brown & Caldwell and Carollo Engineers submitted proposals. The L/E WWTP executive management team reviewed the proposals and unanimously agreed to move forward with Carollo's proposal. Carollo's proposal was very thorough, detailed, and aligned with the L/E WWTP's Strategic Plan.

Eric Keck asked Cindy to explain what was driving the need for this project. Cindy explained that the main driving force was the Phase 2 Project, which automated almost 100% of the Plant. This automation allowed some staff to focus on more analytical work, and staffing and space needs have not been revisited since this time. Additionally, the L/E WWTP's Strategic Planning effort identifies this project as a key project. Eric suggested that Dennis and John Kuosman, who will take over as the Director when Dennis retires, should collaborate on this project prior to moving forward. Supervisory Committee recommended delaying the award to a future date.

ACTION TAKEN – *No action taken. The Supervisory Committee recommended delaying the approval of the project until John Kuosman has been able to review the proposal.*

Geographical Information System (GIS) 2017 Operations and Maintenance Services Agreement – Chong Woo

Chong Woo briefly discussed the L/E WWTP Geographical Information System (GIS) Project. L/E WWTP owns and operates a GIS website that shows the collection system; CDM Smith hosts the website, provides on-call training as necessary, and incorporates DRCOG (Denver Regional Council of Governments) aerial imagery onto the website pursuant to an operations and maintenance services agreement. L/E WWTP staff recommends that the Supervisory Committee approve the agreement for another year and Chong explained that this expenditure is budgeted in the 2017 budget.

ACTION TAKEN – *The Supervisory Committee approved the procurement of the 2017 Geographical Information System (GIS) Operations and Maintenance Services Agreement with CDM Smith Inc., in the amount not to exceed \$32,370.00. Dave Henderson moved, Fred Bromberger seconded, all ayes, no nays, approved by all.*

Digester 2 Roof Dome Engineering Design and Construction Services – Chong Woo

Chong Woo discussed the Digester 2 Roof Dome Engineering Design and Construction Services action item. L/E WWTP has experienced significant corrosion damage between the structural steel roof and concrete tank wall in Digester No. 2. This corrosion is from digester gas and moisture. Brown & Caldwell conducted the initial investigation and prepared a quote to repair and rebuild the entire tank perimeter. This repair to Digester No. 2 is a critical need. To expedite the project delivery, L/E WWTP staff recommends a progressive design-

build because of quicker procurement times. Under a progressive design-build, L/E WWTP will maintain input on the design, and Brown & Caldwell will take the risk associated with the project. Brown & Caldwell's quote also includes pre-construction services. If the committee approves the progressive design-build, L/E WWTP staff will eventually have to come back at a later date for approval of an amendment for the actual construction portion.

Eric Keck asked Chong to explain to the Supervisory Committee the risks of using a different project-delivery method. Chong explained that L/E WWTP will save about 8 weeks of overall time on this project if it uses the progressive design-build as opposed to another design-bid process. L/E WWTP does not have a backup digester storage tank, and thus, delay poses some risk; and, in addition, this project will impact maintenance work on other digesters while it is ongoing.

Eric also asked Chong to explain how the progressive design-build fits into the City of Englewood's procurement policy. Chong explained that a progressive design-build is not a sealed low-bid project, but that it still will be competitive. Brown & Caldwell will require a competitive bid from all sub-contractors for this project. L/E WWTP also will be able to manage Brown & Caldwell's process to ensure that it is competitive.

ACTION TAKEN – The Supervisory Committee approved Brown and Caldwell Constructors to commence the Anaerobic Digester No. 2 (AD2) Roof Repair Design and Construction Project by way of a progressive design-build contract with an initial design lump sum price of \$66,820.00. Eric Keck moved, Dave Henderson seconded, all ayes, no nays, approved by all.

III. **INFORMATIONAL ITEMS**

Industrial Pretreatment – Dennis W. Stowe

Dennis discussed the amendments to the connector agreements for Littleton and Englewood. L/E WWTP Industrial Pretreatment has been working on these amendments for over two years. Most of the connector districts have approved the proposed changes, and L/E WWTP is now moving forward to get the changes approved by the Englewood Water & Sewer Board and both cities' Councils. L/E WWTP is scheduled to go before the Water & Sewer Board in March and both cities' Councils for their first meetings in April.

Jon Bridges discussed the tentatively scheduled study sessions to talk over the changes to the cities' municipal codes. These municipal code revisions came out of a 2014 EPA pretreatment audit and 2016 PCI (Pretreatment Compliance Inspection) audit of the L/E WWTP's Industrial Pretreatment program. Eric Keck asked whether the proposed changes posed any risks or benefits to building and development in the Cities. Jon explained that these changes would not have a significant impact on building or development, but they would instead bring the municipal codes more in-line with Federal Regulations.

L/E WWTP Name and Logo Updates – Dennis W. Stowe

Dennis noted that L/E WWTP will be working with a communications company to evaluate changing the Plant name and logo. Eric asked Matt Montgomery if this change would require an amendment to the Joint-Use Agreement, considering that L/E WWTP is listed as the "Bi-City" plant in this agreement. Matt explained that a name or logo change would not materially alter the agreement between the Cities, but it would be best for the Plant to document what it decides to change.

MINUTES
SUPERVISORY COMMITTEE MEETING
February 16, 2017
Page 4 of 4

Supervisory Committee Meeting Minutes Approval – Dennis W. Stowe

Dennis discussed an issue that was raised at a recent Englewood City Council Study Session: there is no formal approval of meeting minutes at the Supervisory Committee meetings. The Supervisory Committee decided to add, as standing item in the agenda, the approval of the past meeting's minutes. Dennis also recommended that the committee should send the meeting minutes to both cities' Councils after approval.

Farm Tour – Dennis W. Stowe

Dennis noted that he had received another request for a farm tour. L/E WWTP will host another farm tour for any interested Council members and/or Supervisory Committee members.

Additional Joint Council Meeting – Dennis W. Stowe

Dennis noted that the L/E WWTP and the Supervisory Committee are working on another Joint Council meeting in March. Eric will meet with Mark Relph to discuss further. Eric said that he appreciated L/E WWTP putting together a draft agenda for this meeting.

Regulatory Update – Dan DeLaughter

Dan DeLaughter updated the committee about ongoing regulatory issues. Dan attended a meeting with the Water Quality Control Division (WQCD) last week. The primary topic of discussion was about the "reserve capacity" concept included in L/E WWTP's draft discharge permit. In lieu of reserved capacity, the WQCD has now developed a list of downstream dischargers that either have an issued permit, a permit application, preliminary effluent limits (PELs), or general permits that may apparently be converted to individual permits at some point in the future. The WQCD has identified 5.6 mgd total discharges. L/E WWTP is concerned about the inclusion of PELs and the general permits in this list of dischargers because these facilities have not actually requested the use of assimilative capacity. The WQCD has also issued two draft permits to downstream dischargers (2.6 mgd total) that contain this same list of dischargers. L/E WWTP will comment on these draft permits and let the WQCD know its concerns. Dan also noted a few other permit issues that were discussed at the meeting with the WQCD. L/E WWTP will request an adjudicatory hearing if these issues are not addressed adequately in the Plant's final discharge permit, and may also request such a hearing if these issues are not addressed adequately in the final downstream discharge permits. Dan estimates that the Plant will receive its final permit in late spring or early summer of 2017.

ADJOURNMENT

The next Supervisory Committee meeting is scheduled for Thursday, March 16, 2017. This meeting will be held at 9:00 am at the Littleton / Englewood Wastewater Treatment Plant.

Adjourned at 9:52 am

Recording Secretary Signature