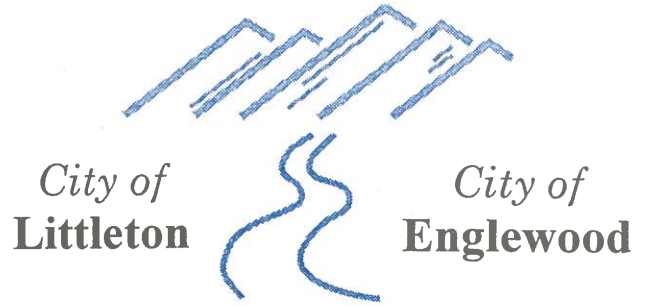


**LITTLETON/ENGLEWOOD
WASTEWATER TREATMENT PLANT**

2900 S. Platte River Drive
Englewood, Colorado 80110
(303) 762-2600
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**MINUTES
SUPERVISORY COMMITTEE MEETING
SPECIAL SESSION – additional meeting
April 6, 2017
7:30 a.m.**

ATTENDING: Eric Keck Englewood City Manager
Mark Relph Acting Littleton City Manager,
 & Littleton Public Works Director
Fred Bromberger Engineer II, City of Littleton
Dave Henderson Englewood Public Works Director
John Kuosman L/E WWTP Director
Dennis Stowe L/E WWTP Director
Chong Woo L/E WWTP Engineering/Maintenance
 Division Manager

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

I. INTRODUCTION

The new Littleton/Englewood Wastewater Treatment Plant (L/E WWTP) Director, John Kuosman, introduced himself to the Supervisory Committee (Committee). John discussed how this Special Session meeting was a follow-up from the March Committee meeting. During the meeting in March, the Committee recommended to wait until City Manager, Eric Keck, was able to weigh-in on two Action Items: the Infor Enterprise Asset Management System Support Renewal and the Interceptor Repairs and Rehabilitation 2017 Project. The L/E WWTP staff determined this meeting was necessary to move forward on these two time-sensitive projects.

Eric Keck discussed with the importance of L/E WWTP staff anticipating Council's questions while drafting these reports to the Committee. Eric asked that L/E WWTP staff provide thorough detailed information on each topic for the Monthly Progress Report; explaining what was budgeted, discussing reasons why L/E WWTP was recommending the project plans, and justifying changes to the budget if necessary. Eric stressed how important and timely some of these decisions

need to be and how we cannot afford to stop the forward progress of approvals if only one member of the Supervisory Committee is absent. John Kuosman ensured the Supervisory Committee that L/E WWTP staff is currently working diligently to better manage this process in the future.

II. ACTION ITEMS

Infor Enterprise Asset Management (EAM) System Support Renewal – John Kuosman

John Kuosman summarized the Infor EAM agreement. The L/E WWTP uses Infor EAM to host data storage. Under the plant's current agreement, L/E WWTP owns the software modules and pays for each licensing agreement. The costs for hosting alone, ranges from \$72,000 to \$77,000 over the next three years. An alternate approach offered by Infor EAM is SaaS Hosting. This will be a higher cost of \$85,000 per year, but L/E WWTP will not have to pay licensing fees for each software module. Overall, the L/E WWTP will be saving a minimum of \$74,000 per year by using this new approach. The Committee recommended drafting a cost table to emphasize the savings per year. The Committee discussed other areas where Infor EAM is utilized at the City of Englewood and how each area pays their own fees.

ACTION TAKEN – *The Supervisory Committee approved the Infor Enterprise Asset Management (EAM) System Support Renewal agreement, the SaaS hosting agreement with Infor, in the amount of \$85,793.40. The agreement is for 2017 and includes an option for a locked-in annual renewal rate of 0% per year in 2018 and 2019. Mark Relph moved, Eric Keck seconded, all ayes, no nays, approved by all.*

Interceptor Repairs and Rehabilitation 2017 Project – John Kuosman/Chong Woo

John Kuosman summarized the Interceptor Repairs and Rehabilitation 2017 Project. Last year L/E WWTP staff led an inspection of the four interceptors that come onto the plant-site. L/E WWTP staff put these results into an interceptor rehabilitation schedule. This schedule identifies two interceptors for repairs in 2017: the North Line, which serves only Englewood, and the Valley Line, which serves both Valley and Englewood. The schedule forecasts one interceptor for repair work in 2018, the South Line, which serves Littleton.

To potentially take advantage of economies of scale and in consideration of other rehabilitation projects completed in conjunction with the City of Littleton on the South Interceptor, the L/E WWTP staff added the South Interceptor repair work to the bid as a bid alternative. L/E WWTP staff completed a bid review and felt very comfortable with the pricing for the South Interceptor work. The L/E WWTP staff evaluated project deferral choices required to move the additional interceptor project forward to 2017. Deferred project from 2017 will be prioritized for early expediting in 2018. The Anaerobic Digester 2 Project will still be completed in 2017, and is included in the total capital replacement budget for 2017.

Chong Woo summarized the eight deferred projects for 2017 with the Committee. While these other projects are important, there is a higher level of urgency on the interceptor project since the

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risk associated with not completing it is greater. One of L/E WWTP's biggest concerns is if staff repackages the interceptor repairs and we will pay a higher cost above the current price. Eric Keck discussed his concerns with deferring work on the influent channel and lift stations. Mark Relph would like to see a table prioritizing each deferred project and include the risk levels associated with each. The Committee discussed the best approach for mapping out the description of pipelines to show where they come onto the plant-site and discussed process for Memo(s) of Understanding in regards to the delineation of ownership between the Cities, L/E WWTP and South Platte Valley. Mark noted that the Littleton Council settled the issue of ownership for the interceptor on their end.

ACTION TAKEN – *The Supervisory Committee approved a construction contract with AUI, Inc., as the lowest responsive bidder, in the amount of \$1,196,700.00 for the Interceptor Repairs and Rehabilitation 2017 Project. Additionally, the Supervisory Committee approved the other 2017 CIP projects, with the exception of the Digester 2 Roof Dome Repair, be deferred to 2018. Eric Keck moved, Mark Relph seconded, all ayes, no nays, approved by all.*

III. INFORMATIONAL ITEMS

Joint Council Action Items List Update – John Kuosman

John Kuosman discussed the list of Action Items requested by the Joint Councils on March 9, 2017. The L/E WWTP staff recommends the following procedure for approvals and posting of Supervisory Committee Meeting Minutes: At the next meeting on April 20, 2017, this Committee will review and approve the meeting minutes from the March 16 and April 6 meetings. Once these are reviewed and approved the L/E WWTP, staff will post these minutes upon the L/E WWTP website on the third Friday of each month.

The Committee discussed options for incorporating plant flow data and data showing how the L/E WWTP staff is addressing each Action Items the Joint Council requested. Additionally, the L/E WWTP Dashboard will be posted on L/E WWTP's website quarterly.

Eric Keck and Mark Relph noted how these Committee meetings are only administrative staff meetings. Eric clarified there is no procurement decisions being made at these Committee meetings that are outside of the City of Englewood's realm of procurement policy and procedures.

Bennett Property Sale – Dennis Stowe

Dennis discussed the sale of the Bennet property with the Committee. Dennis recommended moving forward with an appraiser in Englewood who is qualified to do farm property appraisals. The Committee agreed that we will need an appraisal before we can move forward. The Committee discussed the possibly of leasing the land for solar farm use. L/E WWTP staff will research and bring forward more information.

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IV. **ADJOURNMENT**

The next Supervisory Committee meeting is scheduled for Thursday, April 20, 2017. This meeting will be held at 10:00 am at the Littleton / Englewood Wastewater Treatment Plant. Immediately following April's meeting, the L/E WWTP will be hosting a 40th Anniversary Celebration on-site. The entire Supervisory Committee is invited to attend.

Adjourned at 8:29 am

Recording Secretary Signature

A black rectangular redaction box covering the signature of the Recording Secretary.

Brenda J. Varner

Supervisory Committee approved meeting minutes on Monday, April 24, 2017.