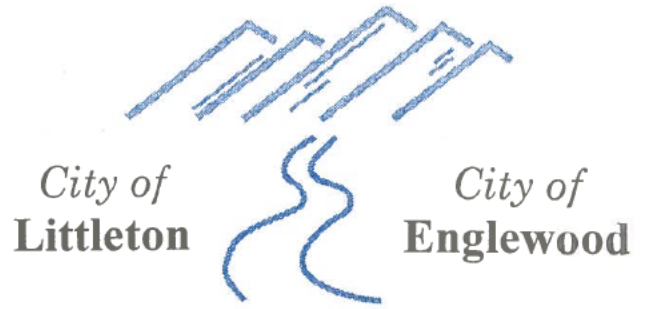


**LITTLETON/ENGLEWOOD
WASTEWATER TREATMENT PLANT**

2900 S. Platte River Drive
Englewood, Colorado 80110
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**MINUTES
SUPERVISORY COMMITTEE MEETING
April 20, 2017
10:00 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
	Tom Brennan	Englewood Utilities Director
	Matt Montgomery	Hill & Robbins
	John Kuosman	L/E WWTP Director
	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
	Shahid Malik	L/E WWTP Environmental Services Division Manager
GUESTS:	Cynthia Lane	Platte Canyon Water & Sanitation District, Assistant Manager
	Pat Fitzgerald	Platte Canyon Water & Sanitation District, District Manager
	Sarah Reeves	Brown and Caldwell

I. WELCOME, APPROVAL OF PRIOR MEETING MINUTES, AND FLOWS AND LOADINGS

John Kuosman, Littleton / Englewood Wastewater Treatment Plant (L/E WWTP) Director, opened the April meeting with review and approval of the March 16, 2017, and the April 6, 2017 Supervisory Committee meeting minutes.

ACTION TAKEN – *The Supervisory Committee conditionally approved the minutes from the March 16, 2017 meeting and April 6, 2017 meeting, on the premise that edits could be submitted to Brenda Varner no later than 12:00 pm on Monday, April 24, 2017. Mark Relph moved, Dave Henderson seconded, all in favor except Eric Keck who abstained since he was not present at the March 16, 2017 meeting. Meeting minutes were conditionally approved.*

John Kuosman summarized the flows and loadings to the L/E WWTP. The L/E WWTP averaged a total flow of 20.1 million gallons per day (mgd) during the month of March 2017. The monthly flow average decreased

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by 0.2 mgd from February 2017. The split of the average monthly flows for the cities of Littleton and Englewood respectively were 41.8% and 58.2%.

II. ACTION ITEMS

Staffing and Space Needs Assessment – John Kuosman and Cindy Goodburn

John Kuosman presented the Staffing and Space Needs Assessment (Assessment) Action Item to the Supervisory Committee (Committee). In 2016, the L/E WWTP staff completed strategic planning work and an environmental scan that focused on what transitions the organization needed. Part of this strategic planning work was to intentionally reestablish the culture of this organization, focus on alignment of goals, and commitment to achieving those goals by focusing leadership on communication, strategy and operational excellence.

John discussed the three main outcomes of the Assessment: (1) Best Practices Analysis, (2) Evaluate Current and Future Resource Requirements, and (3) Specialized Training. Based on this analysis, the L/E WWTP staff recommends hiring an outside consultant to look at best practices in the industry, look for opportunities to strategically eliminate operational inefficiencies, and train with proven utility leaders within the industry. The goal is not to add more people and resources, but to find ways to best utilize the people and resources we currently have.

L/E WWTP sent the request for proposal (RFP) out to four firms, two firms responded with proposals. L/E WWTP staff recommends using Carollo Engineers because the team is local; they have significant utilities leadership experience; and the L/E WWTP staff feels they will provide important perspective, the best understanding, and the clearest approach. Carollo Engineers also showed the best overall alignment with the strategic plan. Staff recommends putting an additional \$8,000 contingency on this project to give L/E WWTP some flexibility. The total Assessment cost will be \$100,000, and the plan is to be completed by the end of 2017. Mark Relph asked how this amount compares to what was originally budgeted. Cindy Goodburn discussed how the Assessment was not specifically budgeted in 2017; however, this Assessment can be accommodated under the Professional Services portion of the Business Services Budget. Eric Keck discussed how it would be good to understand the opportunity costs of other deferred projects due to incorporating the Assessment into the 2017 Budget.

Eric asked a couple of questions about the Assessment. Could L/E WWTP leverage internal consultants, like Dennis Stowe, to alleviate some of the scope of this particular project since this was not budgeted? John explained that he has been working closely with Dennis over the past 3 weeks. Additionally, Eric inquired if the consultant would be looking at adjacencies of people. Does the consultant have real estate experience? John explained that he did not anticipate that this study would get into the levels of detail Eric was describing. The L/E WWTP staff expects that Carollo would identify more of the organizational-wide adjacencies needed to facilitate daily operations. The Committee further discussed questions on training and breakdown of costs for the proposal. The Committee suggested compiling a breakdown of the costs to understand the project. John talked about how the L/E WWTP is anticipating that Carollo will outline the next steps and if there is a clear gap, L/E WWTP will have the flexibility to get a rough order of magnitude estimate and an implementation plan to address those gaps.

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The Committee suggested having these questions answered and incorporating more details from the scope of work requested by the L/E WWTP staff, so Council would understand the deliverables. John requested to table this Action Item until the next Committee meeting so he had time to respond to the Committee's questions. The Committee agreed.

ACTION TAKEN – *No action taken. The Supervisory Committee decided to table the Staffing and Space Needs Assessment approval until the next Supervisory Committee meeting.*

III. INFORMATIONAL ITEMS

Strategic Operation Plan – John Kuosman and Chong Woo

John Kuosman discussed the Strategic Operation Plan, formerly called the Regulation 85 Nutrients Project. This item was budgeted for 2017, for \$500,000. The L/E WWTP staff recommended looking at this more holistically to include Reg. 85, and include aging assets and processes that are over-consuming staff time. L/E WWTP is looking for opportunities where it can pivot the organization's perspective and focus on resource recovery for beneficial uses to help offset costs of future regulations. L/E WWTP would like to put together a plan to have these projects overlap and get support for each stage of the individual components in a clearly defined sequence of deliverables. This is a five-year Capital Project Plan that would include justification and business plan for each project.

John began by discussing a couple of current parameters in which the L/E WWTP is operating at for our NPDES (National Pollutant Discharge Elimination System) permit. These higher levels of treatment could be implemented now by physically adding more chemicals and carbon to the processes, but these choices come with negative long-term operating costs and environmental impacts. John continued to discuss other positive options that would better prepare and align the plant for future regulations, and help the plant increase efficiency in the process. The goal is to start understanding the risks and operational complexities of some of these treatment processes. L/E WWTP wants to look at the highest areas of risk for three of our aging assets and come back to the Committee with a risk/value assessment.

The Committee noted that this study would help the L/E WWTP answer the Councils' question of available capacity. L/E WWTP would potentially be able to use its available capacity to take its level of treatment further in a strategic manner. John discussed the tentative timeline to solicit proposals from consulting engineering firms with the intent to approach the Committee with its recommended consultant in July and then approach the two cities' Councils in August, at the Joint Council meeting. The L/E WWTP is asking for support from the Committee to move forward with an RFQ (Request for Qualifications) and/or an RFP (Request for Proposal) to complete the solicitation process. The Committee gave the L/E WWTP its support on moving forward with solicitations for consultant support on the Strategic Operation Plan.

ACTION TAKEN – *The Supervisory Committee directed the L/E WWTP to move forward with solicitations for consultant support on the Strategic Operation Plan and determine the best process (RFQ and/or RFP) to move forward with the timeline indicated, to prepare for the August Joint Council meeting. Eric Keck moved, Mark Relph seconded, all Committee members in favor.*

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March Joint Council Action Items Status Update – John Kuosman

John Kuosman handed out an Action Item Tracking Log. John explained that this log reviews the Status List that came out of the March 9, 2017, Joint Council meeting. John suggested that the Committee go through this list at each Committee meeting until all of the items are completed. At that time, the Committee should follow up with a Summary Report and deliver it to the Councils.

Summarized below are the Action Items that needed attention:

1. City of Englewood Purchasing Policy: Eric Keck updated the Committee on the status of the City of Englewood Purchasing Policy. Eric sent this information out to the Councils via email. Eric discussed how Council's RFP process question would be covered by reviewing the purchasing policy. Eric noted that the City of Englewood's procurement policies will be discussed by the Englewood Council, for other reasons, in the near future. Eric will provide John Kuosman with the dates of when this policy was delivered to the Councils.
2. August Date for Bi-Annual Joint Council Study Session: The date for the next Joint Council meeting needs to be established. John Kuosman suggested that in lieu of this Committee meeting, the Joint Council meeting should be scheduled for Thursday, August 17, 2017. The L/E WWTP will send out an email with the suggested date and time for the August Joint Council meeting.
3. Flow & Load Study: John Kuosman discussed how the L/E WWTP has been researching cost and scope requests for a future flow and load study. Eric also updated the Committee with his findings. Eric reached out to three firms: Clarion Associates, BBC Research & Consulting, and EPS. Eric is expecting to receive the final proposal by next Monday, April 24, 2017. John asked for clarification on whether or not this study will include expansions of the service area. Eric noted using the current service area would be adequate for now but it would be good to understand where this growth may happen in the future. Mark suggested to include the Connector Districts as part of this process. John offered the assistance of the L/E WWTP Industrial Pretreatment Division to help coordinate efforts and facilitate meetings with these districts.
4. Use Tax Applicability: John Kuosman discussed how the L/E WWTP has asked Matt Montgomery with Hill and Robbins to complete legal research in two areas. One area involves the Joint-Use Agreement, to see if it specifically addresses use taxes. The second area involves taking a look at the City of Englewood's legal authority to impose use taxes as part of its broader business transactions. After the findings are collected, Hill and Robbins will provide a summary memo for the L/E WWTP, the Committee, and the Councils. Eric provided Hill and Robbins with the City's ordinances for the Use Tax, but he highly suggested having Hill and Robbins look at the State of Colorado's perspective as well. Matt noted that Hill and Robbins will be looking at only the legal authority, and not the policy dimension, in regards to use taxes.
5. Councilmember Access to Documentation Online: Draft Permit, John Kuosman discussed how both Councils asked for access to the draft permit. John asked the City Managers for confirmation that this was shared with the two Councils. Mark Relph confirmed this was completed, but he suggested completing an

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“in-progress” memo to share again with the Councils. John discussed pulling together a memo summarizing progress of the requests and deliver to both City Managers by Friday, April 21, 2017, so they could pass along to their Councils. John noted the L/E WWTP staff added two documents onto the L/E WWTP website.

6. Bennett Property Sale: Eric Keck asked if an appraiser was hired for the Sale of the Bennett Property. Dennis discussed how the original proposal limited the use of the appraisal to only the City of Englewood, so he was waiting for modification of the proposal to list both cities. He should have this within the next couple of days.

IV. ADJOURNMENT

The next Supervisory Committee meeting is scheduled for Thursday, May 18, 2017. This meeting will be held at 9:00 am at the Littleton / Englewood Wastewater Treatment Plant.

Adjourned at 11:05 am

Recording Secretary Signature


Brenda J. Varner

The L/E WWTP Supervisory Committee approved these meeting minutes on Thursday, May 18, 2017. Moved by Committee Member Dave Henderson, seconded by Committee Member Eric Keck, all ayes, no nays, minutes approved.