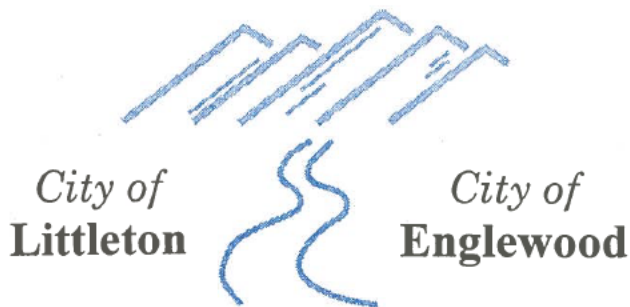


**LITTLETON/ENGLEWOOD
WASTEWATER TREATMENT PLANT**

2900 S. Platte River Drive
Englewood, Colorado 80110
(303) 762-2600
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**MINUTES
SUPERVISORY COMMITTEE MEETING
June 15, 2017
9:00 a.m.**

ATTENDING:	Eric Keck	Englewood City Manager
	Mark Relph	Littleton City Manager
	Dave Henderson	Englewood Public Works Director
	Brent Thompson	Littleton, Engineer
	David Robbins	Hill & Robbins
	Matt Montgomery	Hill & Robbins
	John Kuosman	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
	Shahid Malik	L/E WWTP Environmental Services Division Manager
	Brenda Varner	L/E WWTP Executive Assistant
GUESTS:	Cynthia Lane	Platte Canyon Water & Sanitation District, Assistant Manager
	Gunter Ritter	L/E WWTP Project Engineer
	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, initiated the June Supervisory Committee (Committee) meeting. Approval of the prior Committee meeting minutes (May 18, 2017) had previously occurred via email on June 1 & 2, 2017. Meeting minute approvals will continue to occur electronically in the future.

The L/E WWTP Supervisory Committee approved the May 18, 2017 meeting minutes via email on Thursday, June 1, 2017 and Friday, June 2, 2017. Eric Keck, Mark Relph, Dave Henderson, Brent Thompson all ayes, no nays, minutes approved.

John Kuosman summarized the May flows and loadings to the L/E WWTP. The measured flow to the L/E WWTP averaged 22.9 mgd in May 2017, which was a 1.9 mgd increase from April 2017. The measured flow split was 42.4 / 57.6 percent between the cities of Littleton and Englewood. Influent flows for May 2017 are lower than May 2016. This is due to heavy rainfall experienced last year. Although the flow is lower, BOD

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(Biochemical Oxygen Demand), ammonia and phosphorus loadings to the plant have increased compared to 2016.

II. ACTION ITEMS for Presentation (Section 1)

Maintenance Repair and Rebuild Projects – Chong Woo

Chong Woo discussed the Repair and Rebuild Projects with the Committee. The L/E WWTP staff has identified two Return Secondary Sludge (RSS) Pumps, one Nitrifying Trickling Filter (NTF) pump and motor, and one Centrifuge in need of repair, rebuild and refurbishment. Each of these items are allocated within the 2017 Budget. L/E WWTP staff developed proposed scopes of work for each of the repair and rebuild projects. L/E WWTP staff recommended approval of the low bids; two to Brimhall Industrial and one to Centrisys.

ACTION TAKEN – *The Supervisory Committee approved L/E WWTP’s recommendation for the purchase orders for the repair and rebuild of two Return Secondary Sludge Pumps and Motors (P-04-452 and P-04-472) to Brimhall Industrial, in the amount of \$63,950; a Nitrifying Trickling Filter Pump and Motor (P-05-001) to Brimhall Industrial, in the amount of \$70,285; and a Dewatering Centrifuge (CEN-06-505) to Centrisys Centrifuge Systems in the amount of \$52,000. Mark Relph moved, Eric Keck seconded all ayes, no nays, approved by all. L/E WWTP staff will present to the Englewood City Council for consideration.*

III. INFORMATIONAL ITEMS for Presentation (Section 2)

Environmentally Focused Community Development Fund Strategic Programs Proposal – John Kuosman

John Kuosman reviewed an opportunity for the L/E WWTP to support community business growth while simultaneously meeting environmental compliance and fiscal responsibility requirements. The L/E WWTP Industrial Pretreatment (IPT) division routinely assesses new businesses to determine if they need to meet specific environmental compliance requirements. After IPT inspects new businesses, it often requires the owners to install control devices to ensure compliance. Business owners have sometimes expressed concerns that meeting these control devices impose prohibitive costs upon their businesses. If the control devices are not used, however, Pretreatment staff must expend significant time and money continuing to verify environmental compliance, and the business owners are more likely to violate environmental standards. John discussed a possible future solution with the Committee that may assist both the L/E WWTP to meet regulation requirements, control long term oversight costs, and to incentivize new businesses to install control devices. The proposed idea would require L/E WWTP to set up a community development fund, which would be funded through the L/E WWTP’s annual budget. This program would be available to both cities and would assist businesses that have a strong tie to the community’s goals.

The Committee approved further development of the Environmentally Focused Community Development Fund program and asked L/E WWTP staff to come back to the Committee with plans for the program for review. The Committee discussed incorporating standards, checklists, requirements, consistency, equality between both cities, benefits to L/E WWTP and benefits to business owners in this draft program outline. The Committee decided to review the program again once it had been developed enough to review in more detail.

Biogas Application Feasibility Study Status Update – Chong Woo

Chong Woo reviewed a draft Power Point Presentation on the Biogas Application Feasibility Study Project with the Committee. The Committee discussed financing options at length. Eric Keck suggested to highlight the project's options when presenting to both Councils for approval. John Kuosman reviewed L/E WWTP's timeline for approvals with both Councils. The Committee recognized Gunter Ritter and the L/E WWTP Energy Improvement Program team for all of their hard work on this project.

Strategic Operations Plan (SOP) Status Update – Chong Woo

The L/E WWTP staff issued an RFP (Request for Proposal) to the seven selected consultants. L/E WWTP staff is about half-way through the plant-site visits and will be coming back to the Committee with an update next month.

2016 Biosolids Management Program (BMP) Performance Report – Jim Tallent

Jim Tallent discussed the 2016 Biosolids Management Program (BMP) Performance Report with the Committee. Jim highlighted the amount of Biosolids L/E WWTP staff applied in 2016. John Kuosman noted that L/E WWTP will be evaluating this program and will be looking into how it may be able shift it into more of a plant-wide program. L/E WWTP's work with Colorado State University (CSU) will not be affected. David Robbins noted that L/E WWTP's research with CSU has produced some of the best scientific data on record for Biosolids research.

Metal Removal Viasystems (TTM Technologies) Graph – John Kuosman

John Kuosman reviewed a graph of metals removal from an L/E WWTP regulated industry. The graph depicts the importance of the L/E WWTP Industrial Pretreatment Program and how this process is vital to L/E WWTP's permit compliance. The graph indicated that 98%-99% of metals in wastewater were removed before discharging into the sewer system.

Council Tours – John Kuosman

John Kuosman reviewed possible topics of discussion for the upcoming tour to the Farm. The L/E WWTP staff would like to message: farm capital costs, viewing the farm as an asset, revenue generation, other alternatives to applying Biosolids, and the Bennett property sale.

John gave the Committee a brief update on the Bennett property. An appraisal of the property is still being completed, and L/E WWTP staff is waiting on the updated documentation. L/E WWTP staff will also evaluate the benefits of using the property in a solar lease, and will be presenting its findings in August at the Joint Council meeting.

Centrate Suspended Solids Analyzer Trial – John Kuosman

John Kuosman discussed L/E WWTP's testing of a new control technology. During the dewatering process, L/E WWTP tries to get as much water out of the Biosolids as possible to optimize the process. Water adds extra hauling costs to the Beneficial Use program. There is technology now that looks at two outputs, solids and liquids. L/E WWTP staff has been working with a vendor to complete a test which is comparing the results from this analyzing pool with lab data taken side by side. Staff is finding that the instrument has very good capability and it is showing trending and predictability. L/E WWTP staff is putting together a business case

now to determine whether capital investment for this instrument would be offset by reduced hauling costs in the future. After staff develops the business case, it will come back to the Committee. Staff is trying to be proactive to leverage technology to control costs in the future.

IV. INFORMATIONAL ITEMS for Discussion (Section 3)

John Kuosman asked if the Committee had any questions in regards to the information presented in Section 3 of the Monthly Progress Report.

Financial Reporting Question – Eric Keck

Eric Keck asked a question in regard to the financials that were presented in Table 3.1. These show that the L/E WWTP is 1.2 million dollars to the negative. Is this due to the timing of cyclical expenses and revenues or is it due to something else? John confirmed that the L/E WWTP's expenses are not running higher than in the past, and are favorable to the projected budget. Thus, John believes that this is representative of a cyclical trend.

Connector Addendums and Municipal Code Revisions Status Update – Dan DeLaughter

Dan DeLaughter discussed updates to the Connector Addendums and Municipal Code Revisions with the Committee. There was some confusion regarding the separation between the City of Sheridan and Sheridan District #1. These two areas are separate entities and will need their own individual Connector Addendums. The L/E WWTP has already reached out to Sheridan District #1 to initiate the process. The timeline for presentation to Englewood Council is anticipated in September or October.

L/E WWTP Hiring Update – John Kuosman

John Kuosman discussed the realignment of L/E WWTP, going from a five-division structure to three business group structure. In order to do this, L/E WWTP has initiated a hiring process for three business group leads. L/E WWTP has received applications from both internal and external candidates, and is in the process of reviewing now. John was pleased to share that L/E WWTP received over 90 total applicants for the three positions. L/E WWTP will be completing interviews over the next two weeks. This kind of transition puts stress on the organization and its staff, so L/E WWTP will proceed with a sense of urgency.

Joint Council Updates – John Kuosman

John Kuosman reviewed L/E WWTP's progress in regards to both Council's inquiries from the March 2017 Joint Council meeting. L/E WWTP staff has solidified the Farm and Plant Tours. There are three items L/E WWTP staff has made progress on and will continue to track. John will be giving an update to both Councils on the staffing transition during the August 2017 Joint Council study session; L/E WWTP staff will be seeking approval from the Englewood Council on Monday, June 19, 2017, for the Population Study; and input on a solar lease versus the selling of the Bennett/Kiowa Property discussed earlier.

Supervisory Committee Meeting Length and Timing – John Kuosman

John Kuosman proposed increasing the length of future Supervisory Committee meetings to 90 minutes. The L/E WWTP staff values the discussion, input, and feedback from the Committee. In order to allocate enough time to discuss this qualitative material, the L/E WWTP staff recommends apportioning an hour and a half for

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each Supervisory Committee monthly meeting. The meetings will now start at 8:30 am and end approximately at 10:00 am. The Committee agreed and approved of the new time schedule.

World Water Monitoring Challenge (WWMC) and Water Exposition Update – John Kuosman

John Kuosman discussed L/E WWTP's annual event called World Water Monitoring Challenge. This event is part of each city's Stormwater Management Program. John expressed concern about the workload the event will put on staff during this time of transition. While this event is important, when compared with other priorities of the organization, John recommended not hosting this event in 2017, and looking to strategically revitalize the event in 2018. This deferral will give staff the time needed to establish the most effective way to highlight the plant's role in the watershed and also give staff the time to adjust to the transition.

Rebranding – Brenda Varner

Brenda Varner discussed prior plans to obtain feedback from members of both Councils on L/E WWTP's rebranding efforts. At this time, L/E WWTP staff would like to delay the presentation to the Councils until the efforts are more-fully developed. John Kuosman recommended wrapping these concepts into the overall strategic direction.

V. ADJOURNMENT

The next Supervisory Committee meeting is scheduled for Thursday, July 20, 2017. This meeting will be held from **8:30 am – 10:00 am**, at the Littleton / Englewood Wastewater Treatment Plant.

Adjourned at 10:12 am

Recording Secretary Signature


Brenda J. Varner

The L/E WWTP Supervisory Committee approved the June 15, 2017 meeting minutes via email on Monday, July 10, 2017. Eric Keck, Mark Relph, Dave Henderson, Brent Thompson all ayes, no nays, minutes approved.