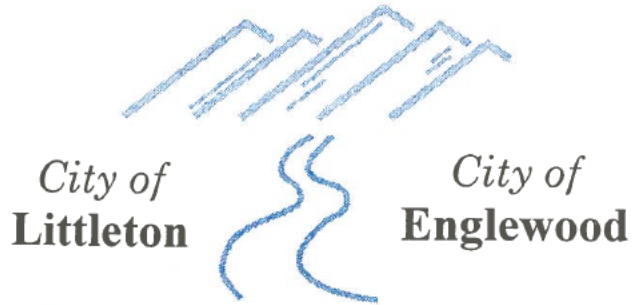


**LITTLETON/ENGLEWOOD
WASTEWATER TREATMENT PLANT**

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



**MINUTES
SUPERVISORY COMMITTEE MEETING**

**August 17, 2017
11:30 am**

ATTENDING:	Eric Keck	Englewood City Manager
	Mark Relph	Littleton City Manager
	Dave Henderson	Englewood Public Works Director
	Keith Reester	Acting Littleton Public Works Director
	David Robbins	Hill & Robbins
	Matt Montgomery	Hill & Robbins
	John Kuosman	L/E WWTP Director
	Blair Corning	L/E WWTP Deputy Director of Strategic Programs
	Jenifer Doane	L/E WWTP Deputy Director of Business Administration & Communications
	Kurt Carson	L/E WWTP Deputy Director of Operations & Maintenance Solutions
	Chong Woo	L/E WWTP Capital Project and Asset Leadership Manager
	Dan DeLaughter	L/E WWTP Applied Data & Policy Engagement Programs Manager
	Jim Tallent	L/E WWTP Strategic Workforce Advisor
	Shahid Malik	L/E WWTP Environmental Science, Innovation & Optimization Programs Manager
	Brenda Varner	L/E WWTP Government Relations Specialist
GUESTS:	Cynthia Lane	Platte Canyon Water & Sanitation District, Assistant 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, initiated the August Supervisory Committee (Committee) meeting. Approval of the prior Committee meeting minutes were not necessary, since the meeting in July was cancelled.

II. RECAP OF THE JOINT COUNCIL STUDY SESSION

John Kuosman opened up the discussion with a recap of the Joint Council Study Session held prior to the meeting. The Committee discussed the best possible approaches to moving forward on items discussed during the Joint Council Study Session.

MINUTES
SUPERVISORY COMMITTEE MEETING
August 17, 2017
Page 2 of 3

John asked the Committee about the next steps in regard to the Biogas Project and the Strategic Operating Plan (SOP). Eric Keck discussed Reg. 85 and Reg. 31, and the need to plan to meet these regulations. Eric also discussed scheduling another Joint Council meeting. Eric and Mark Relph will discuss these items with their respective Councils.

The Committee discussed its decision-making authority. John noted that the Joint-Use Agreement directs the Supervisory Committee to oversee operations and management of the Plant, and provides the Councils with budgetary oversight. Until the cities change this agreement, the Supervisory Committee must make decisions about operations and management. David Robbins added that the cities would need to change the Joint-Use Agreement if both Councils want to make these decisions in the future. In the interim, David suggested that it would be more effective to regularly provide information about operations and management to the City Managers so that they can keep their respective councils informed about operations and management. Both City Managers requested time to work with their City Attorneys to review the L/E WWTP governance agreement.

III. ACTION ITEMS

John Kuosman reviewed the items requiring action. The L/E WWTP staff proposed recommendations for the Biogas Use Application Project, the Strategic Operations Plan (SOP), the 2018 Fiscal Year Budget, and the Biosolids Farm Storage Pad.

The Committee discussed the possibility of deferring the Biogas Utilization Project and the Strategic Operations Plan (SOP) one month to allow for individual council study sessions and the potential complications this would create for the 2018 Fiscal Budget. The Committee discussed budget provisos to allow for the decoupling of the 2018 Budget and the Biogas project. Keith Reester suggested developing a separate timeline of milestones and benchmarks related specifically to the Biogas Project and getting this timeline to both Councils within the next two weeks. This would allow the Councils to review the new information and may help alleviate their concerns about risk.

The Committee discussed allowing time for the L/E WWTP staff to pull together more information for the Councils about financing alternatives for the Biogas Project. The Committee and L/E WWTP staff discussed scheduling additional study sessions with both Councils to review the new Biogas Project information and to review the Strategic Operations Plan (SOP). The Committee discussed using a supplemental appropriation to the budget for the Biogas Project. This would allow both Councils an opportunity to review the report and additional information before the Supervisory Committee took action.

ACTION TAKEN (BIOGAS) – The Supervisory Committee did not make a recommendation on the Engineering Services Contract with Carollo Engineers for Biogas Utilization Project at this time. It was further discussed that the Supervisory Committee will make a recommendation regarding the Engineering Services Contract with Carollo Engineers, either after the City Managers have spoken to their Councils or after individual Study Sessions with both the City of Littleton and the City of Englewood Councils. The Committee made the recommendation to remove funding for the construction of the Biogas Utilization Project from the 2018 Fiscal Budget to allow for the financing decision for the project to be deferred until a

MINUTES
SUPERVISORY COMMITTEE MEETING
August 17, 2017
Page 3 of 3

time when more information is available. Eric Keck moved, Mark Relph seconded, all ayes, no nays. Approved by all.

ACTION TAKEN (SOP) – *The Supervisory Committee provisionally approved L/E WWTP's recommendation to move forward with a contract with Carollo Engineers, for the Strategic Operations Plan (SOP), in the amount of \$500,000.00. The provision of approval: The Supervisory Committee will formally email-vote after Mark Relph speaks with the Littleton City Council. Mark will make a motion to the Supervisory Committee via email. Mark Relph moved, Eric Keck seconded, all ayes, no nays. Provision approved by all. If the SOP is ultimately approved, the L/E WWTP staff will present the SOP to the Englewood City Council for consideration on September 18, 2017.*

ACTION TAKEN (BUDGET) – *The Supervisory Committee recommended removing the funds for the Biogas Utilization Project from each of the two cities' (Littleton and Englewood) 2018 Budgets. This recommendation was made with the understanding that if this project is recommended by Supervisory Committee for cash funding at a later date, a separate supplemental appropriation to each cities' 2018 Budget would be required. Eric Keck moved, Mark Relph seconded, all ayes, no nays. Approved by all.*

Biosolids Farm Storage Pad – Chong Woo

Chong Woo discussed the need to repair a storage pad located on the Plant's farm site. The L/E WWTP Beneficial Use Team uses this storage pad for temporary Biosolids storage during inclement weather. L/E WWTP staff is researching completing a full replacement project at a later date. There are designated funds for a repair in the 2017 Budget. L/E WWTP staff has received two quotes, with the lowest quote at \$134,148.06.

ACTION TAKEN (STORAGE PAD) – *The Supervisory Committee approved the L/E WWTP's recommendation to repair the Biosolids Farm Storage Pad by contracting with ACC (Asphalt Coating Company, Inc.), in the amount of \$134,148.06. Mark Relph moved, Eric Keck seconded, all ayes, no nays. Approved by all.*

ACTION TAKEN – *John Kuosman motioned to table the Strategic Direction discussion follow-up and the Kiowa/Bennett discussion follow-up until the next Supervisory Committee meeting in September. In the meantime, John welcomes any thoughts or feedback on these topics. Eric Keck moved, Mark Relph seconded, all ayes, no nays. Approved by all.*

IV. ADJOURNMENT

The next Supervisory Committee meeting is scheduled for Thursday, September 21, 2017. This meeting will be held from 8:30 am – 10:00 am, at the Littleton / Englewood Wastewater Treatment Plant.

Adjourned at 12:09 pm

Recording Secretary Signature


Brenda J. Varner

The L/E WWTP Supervisory Committee approved the August 17, 2017 meeting minutes via email on Tuesday, August 29, 2017 and Wednesday, August 30, 2017. Eric Keck, Mark Relph, Dave Henderson, and Keith Reester all ayes, no nays, minutes approved.