

# METRO WASTEWATER RECLAMATION DISTRICT

## Minutes of the Regular Meeting of the Board of Directors April 21, 2020

The Board of Directors of the Metro Wastewater Reclamation District, in the Counties of Adams, Arapahoe, Douglas, Jefferson, and Weld, and the City and County of Denver, State of Colorado, met in regular session via a GoToMeeting in the Boardroom, 6450 York Street, Denver, Colorado, Tuesday, April 21, 2020 at 5:30 p.m.

Chairman Baertlein called the meeting to order.

### 1. ROLL CALL

Secretary Caldwell called the roll.

#### Officers Present:

Peter Baertlein, Denver  
Scott Twombly, Thornton  
Nadine Caldwell, Aurora  
Andrew Johnston, Denver

Chairman  
Chairman Pro Tem  
Secretary  
Treasurer

#### Directors Present:

Phil Burgi, Wheat Ridge  
David Councilman, Pleasant View  
John Dingess, Aurora  
Robert Duncanson, Denver  
Stephen Gay, Westminster  
Jo Ann Giddings, City of Aurora  
Mark Hunter, Lakewood  
Joan Iler, Westridge  
Kathryn Jensen, North Table Mountain  
Janet Kieler, Denver  
Craig Kocian, Arvada  
Bob LeGare, Aurora  
Charles Long, Thornton  
Martin Majors, Fruitdale  
Dan Mikesell, Aurora

Sarah Niyork, South Adams  
Christopher Pacheco, Denver  
Steve Pott, Applewood  
Barbara Puls, Denver  
Bill Ray, Arvada  
Ronald Sanchez, Crestview  
Michael Sapp, Denver  
Kim Schoen, Brighton  
Greg Sekera, Lakewood  
Del Smith, Bancroft-Clover  
Peter Spanberger, Denver  
Amerigo Svaldi, North Washington Street  
Dennis Towndrow, North Pecos  
Ronald Younger, Denver

#### Directors Absent:

Philip Cipri, Berkeley  
Mary Beth Susman, Denver

#### Others Present:

Mickey Conway  
Robert Thomas  
Emily Jackson  
Ruth Kedzior  
Yvonne Kohlmeier  
Lydia Nkem  
Brittany Peshek

District Manager  
Deputy District Manager, Director Engineering Services  
General Counsel  
Assistant to the District Manager  
Administrative Assistant  
Executive Assistant  
Administrative Analyst

## **2. PUBLIC COMMENT**

There was no comment.

## **3. APPROVAL OF MINUTES**

### **3.a Minutes of the Board of Directors Meeting on March 17, 2020.**

Chairman Baertlein asked if there were any corrections, deletions, or additions to the minutes of the Regular Meeting of the Board of Directors held March 17, 2020.

Director Younger moved and Director Iler seconded the motion to approve the minutes of the Regular Meeting of the Board of Directors held March 17, 2020.

The motion carried unanimously.

## **4. PROGRESS AND PROJECTION REPORTS**

### **4.a Report by District Manager**

District Manager Conway stated the Robert W. Hite Treatment Facility (RWHTF) and Northern Treatment Plant (NTP) sites are in good status, staff is staying healthy with minimum sick call outs, and operations reported best effluent discharges seen this month. He also mentioned the need to move from the current staggered shifts to increasing staff in the Maintenance and Operations departments, how staff is continuing to follow state and federal guidelines when on site, and how staff working from home is being productive.

Mr. Conway also reviewed his written report, explaining the Raftelis Consulting report is currently being revised due to the changes and assumptions in the budget as a result of COVID-19 and is expected to be presented to the Board in May.

Mr. Conway also answered questions on influent sampling being done by staff as part of a project conducted by Biobot. Biobot is analyzing the samples for ribonucleic acid (RNA) of the coronavirus. The work began in early April and is being done in an attempt to analyze prevalence of the virus in various sewer sheds. Mr. Conway noted that to date, there is no established evidence showing the virus being transmitted through wastewater.

### **4.b Report by General Counsel**

Ms. Jackson, General Counsel, provided an update, stating there are no pending cases at this time.

## **5. REPORTS OF OFFICERS AND COMMITTEES**

### **5.a. Meeting Minutes**

There were no additions to the following meeting minutes:

Audit Committee	November 7, 2019
Operations Committee	April 7, 2020
Finance Committee	April 9, 2020
Executive Committee	April 14, 2020

## 6. NEW BUSINESS

### Consent Agenda

#### 6.a Consideration of Defined Benefit Plan Amendment

Director Kocian moved and Director Sanchez seconded the motion to adopt the following resolution:

WHEREAS, it is in the best interest of the Metro Wastewater Reclamation District, hereinafter referred to as the "Metro District," to amend the Metro District's Defined Benefit Amended and Restated Retirement Plan (Plan) to add a new section 8.11; and

WHEREAS, the Plan establishes when benefit payments will commence upon a Plan participant's early, normal, or late retirement, or upon the participant's death, but does not address how the Metro District should handle payments to Plan participants or beneficiaries who cannot be located (Lost Participants) at the time Plan payments are required to commence, including whether interest will be paid or not; and

WHEREAS, at the October 2019 Defined Benefit Plan Retirement Board (DB Retirement Board) meeting, staff and outside counsel recommended the Plan be amended to clarify whether the Plan will provide for lost interest payments, and at the February 2020 meeting, the DB Retirement Board approved a Plan amendment to be presented to the full Board of Directors to clarify how missed payments will be remitted and interest will not be paid on the missed payments to Lost Participants; and

WHEREAS, the Board of Directors must approve any amendment to the Plan before the change can be administered by the DB Retirement Board and staff; and

WHEREAS, the Operations and Finance Committees, after having reviewed the matter, recommend amending the Plan to clarify how missed payments will be remitted and interest will not be paid on the missed payments; and

WHEREAS, the Executive Committee, after having reviewed the matter, concurs in the recommendation of the other committees;

NOW, THEREFORE, BE IT RESOLVED the Amended and Restated Retirement Plan amendment attached hereto be and hereby is adopted and incorporated into the Amended and Restated Retirement Plan of the Metro District.

The motion carried unanimously.

#### 6.b Consideration of Tires/Service for District Fleet

Director Kocian moved and Director Sanchez seconded the motion to adopt the following resolution:

WHEREAS, it is in the best interest of the Metro Wastewater Reclamation District, hereinafter referred to as the "Metro District," to enter into an agreement with GCR Tires & Services (GCR) to supply tires/services for the Metro District's vehicle/equipment fleet; and

WHEREAS, the Resource Recovery and Reuse (RR&R) Department of the Metro District is responsible for managing the beneficial use of the District's biosolids as well as maintaining the District's fleet of vehicles and equipment; and

WHEREAS, the current tire supply and service contract is due to expire in May 2020, and the continued availability and reliability of these services is necessary to meet the objectives of the RR&R Department; and

WHEREAS, Metro District staff recommends entering into an agreement with GCR to enable the District to more efficiently and cost-effectively meet these objectives; and

WHEREAS, the Operations and Finance Committees of the Metro District, after having reviewed the matter, recommend the Board of Directors authorize the District Manager to enter into a one-year agreement with GCR to supply tires/services for the Metro District's vehicle/equipment fleet, for an estimated annual amount of \$120,000, and authorize the District Manager to enter into additional contract periods, not exceeding a total of five years, if he deems such extensions to be in the best interest of the Metro District; and

WHEREAS, the Executive Committee, after having reviewed the matter, concurs in the recommendation of the other committees;

NOW, THEREFORE, BE IT RESOLVED the District Manager be and hereby is authorized to enter into a one-year agreement with GCR Tires & Services to supply tires/services for the Metro District's vehicle/equipment fleet in the estimated annual amount of \$120,000; and

BE IT FURTHER RESOLVED the District Manager be and hereby is authorized to enter into additional contract periods of the afore-mentioned agreement, not exceeding a total of five years, if he deems such extensions to be in the best interest of the Metro District.

The motion carried unanimously.

### **Roll Call Agenda**

#### **6.c Consideration of Cranes and Hoists Maintenance Contract**

Director Ray moved and Director Twombly seconded the motion to adopt the following resolution:

WHEREAS, it is in the best interest of the Metro Wastewater Reclamation District, hereinafter referred to as the "Metro District," to enter into an agreement to provide hoist and crane maintenance at the Robert W. Hite Treatment Facility (RWHTF) and Northern Treatment Plant (NTP); and

WHEREAS, the Metro District uses over 100 overhead cranes, 24 portable hoists and forklifts, approximately 49 portable lifting devices, and over 150 slings and rigging devices, all of which require routine inspection and preventative and corrective maintenance at the RWHTF and NTP; and

WHEREAS, the previous crane and hoist maintenance agreement was terminated in February 2019, and repairs and inspections were completed with individualized quotes while the Metro District's Environmental Health and Safety Division revised the Crane and Hoist Program to align with current regulations, which was completed in July 2019; and

WHEREAS, the Metro District requires a formal, long-term hoist and crane maintenance contract to maintain its equipment; and

WHEREAS, on December 19, 2019, pursuant to the Metro District's *Purchasing and Contracting Policies*, the Metro District issued and posted a Request for Proposals for hoist and crane maintenance services; and

WHEREAS, two proposals were received and through the standard consultant selection process, those proposals were reviewed by Metro District staff; and

WHEREAS, Metro District staff recommend selecting Western Hoist & Crane LLC (Western) to provide hoist and crane maintenance services; and

WHEREAS, the Operations and Finance Committees, after having reviewed the matter, recommend the Board of Directors authorize the District Manager to enter into a one-year agreement with Western for a not-to-exceed amount of \$69,376 to provide hoist and crane maintenance at the RWHTF and NTP and authorize the District Manager to enter into additional contract periods, not exceeding a total of five years, if he deems such extensions to be in the best interest of the Metro District, for a not-to-exceed amount of \$381,129; and

WHEREAS, the Executive Committee, after having reviewed the matter, concurs in the recommendation of the other committees;

NOW, THEREFORE, BE IT RESOLVED the District Manager be and hereby is authorized to enter into a one-year agreement with Western Hoist & Crane LLC for a not-to-exceed amount of \$69,376 to provide hoist and crane maintenance services at the Robert W. Hite Treatment Facility and Northern Treatment Plant; and

BE IT FURTHER RESOLVED the District Manager be and hereby is authorized to enter into additional contract periods for the aforementioned agreement, not exceeding a total of five years and for a not-to-exceed amount of \$381,129, if he deems such extensions to be in the best interest of the Metro District.

Chairman Baertlein called for a roll call vote which carried with 33 Directors voting Yes:

Peter Baertlein	Andrew Johnston	Bill Ray
Phil Burgi	Janet Kieler	Ronald Sanchez
Nadine Caldwell	Craig Kocian	Michael Sapp
David Councilman	Bob LeGare	Kim Schoen
John Dingess	Charles Long	Greg Sekera
Robert Duncanson	Martin Majors	Del Smith
Stephen Gay	Dan Mikesell	Peter Spanberger
Jo Ann Giddings	Sarah Niyork	Amerigo Svaldi
Mark Hunter	Christopher Pacheco	Dennis Towndrow
Joan Iler	Steve Pott	Scott Twombly
Kathryn Jensen	Barbara Puls	Ronald Younger

## 7. INDIVIDUAL DIRECTOR COMMENTS

There was none.

**8. OTHER INFORMATION**

Chairman Baertlein requested other Board members join him in acknowledging the hard work done by the Metro District staff and read the letter of appreciation being sent from him to staff in recognition of Wastewater Worker Recognition Week.

**9. ADJOURNMENT**

Chairman Baertlein adjourned the meeting at 5:53 p.m.

MC rak/yjk