

**PLUM CREEK WATER RECLAMATION AUTHORITY**  
**4255 N. US Hwy 85, Castle Rock, CO 80108**  
**REGULAR MEETING MINUTES**  
**\*Held Via Conference Phone\***  
**March 24, 2020**

**CALL TO ORDER:**

7:38 a.m.

**ATTENDEES:**

Jim Worley, Mark Marlowe, and Dick Munday, Board Members; Tim Friday, Alternate Board Member; Wes Martin, Authority Manager; Kirby Clark, Assistant Authority Manager; Lissa Oelkers, Director of Administrative Services; Natalie Hopkins, Administrative Assistant; Darryl Farrington, Semple, Farrington, Everall & Case, PC; Burt Knight, Castle Pines Metropolitan District.

**ANNOUNCEMENT OF QUORUM:**

Quorum present.

**PUBLIC COMMENT:**

None.

**APPROVAL OF AGENDA:**

Dir. Marlowe moved to approve the agenda. Dir. Munday seconded the motion. The motion was unanimously approved.

**ACTION ITEMS:**

**MINUTES OF FEBRUARY 25, 2020 REGULAR BOARD MEETING:**

Dir. Munday moved to approve the minutes of the February 25, 2020 regular board meeting. Dir. Marlowe seconded the motion. The motion was unanimously approved.

**PAYABLES FOR THE PERIOD ENDING FEBRUARY 29, 2020:**

Mr. Martin noted that the Board will continue to see invoices from QeH2 as PCWRA transitions from utilizing Browns Hill. Dir. Marlowe moved to approve the February 29, 2020 PCWRA payables in the amount of \$234,551.70 and the 3.0 Capacity Expansion expenditures of \$716,434.97. Dir. Munday seconded the motion. The motion was unanimously approved.

**ELECTRONIC PARTICIPATION IN BOARD MEETINGS POLICY APPROVAL**

Mr. Farrington stated this policy is only for extenuating circumstances and not exempting anyone from attending the regular board meeting under normal circumstances, and that there are no legal issues with creating this policy so long as the public is notified of how to attend. A brief discussion was held concerning requiring members of the public to identify themselves if they join a Board Meeting telephone conference.

Dir. Marlowe moved to approve the policy as presented. Dir. Munday seconded the motion. The motion was unanimously approved.

**OTHER ACTION ITEMS:**

NONE

**DISCUSSION ITEMS:**

### 3.0 EXPANSION PROJECT UPDATE:

Mr. Martin mentioned that the construction stopped last week but they are working on getting work started again. Due to the recent virus concerns, there has not been a time to meet in order to review the revised engineering contract. Burns and McDonnell is requesting an additional \$200,000 to the budget for construction management. Mr. Martin stated that he is attempting to schedule a teleconferencing meeting next week with Burns and McDonnell; Josh Hansen, Town of Castle Rock; and Moltz Construction to discuss the details of the budget change. Mr. Martin mentioned that Dale with Burns and McDonnell has contributed greatly to the project and overseeing the construction.

#### MANAGEMENT REPORT:

##### Annual Permits

Mr. Martin stated that staff has submitted the data for the annual Chatfield report as well as biosolids annual report, air pollutant report, stormwater report and Nutrient Incentive Program. He mentioned that the Regulation 85 report will be completed today.

There was a teleconference meeting with the division last night regarding temporary modifications for temperature and extending the compliance schedule an additional 5 years. The Colorado Monitoring Framework, Water Utility Council, and Wastewater Utility Council have submitted a letter to the division to request pausing any regulatory or policy making procedures so that stakeholders and workgroups can participate in these procedures, but no response has been received.

##### Reuse Reservoir

Mr. Martin stated that all information has been submitted to BidNet Direct regarding the reuse reservoir project, however it is currently on hold due to the inability to hold meetings with potential contractors but if responses are received, he will coordinate holding meetings outside of the facility.

##### Industrial Pretreatment

Mr. Martin, Mr. Clark and IP Coordinator Patou Griggs had a productive meeting with the Town of Castle Rock to review the processes for PCWRA and new businesses. Additionally, there was a meeting with Kennedy Jenks and PCWRA now has templates and a categorical diagram for the new permits. These are currently under review and should be finished quickly.

Mr. Martin requested input from the Board regarding a request he received proposing deed restrictions on new commercial properties. This deed restriction would prohibit the property owner or future property owner from conducting business that would require a grease interceptor, in return for a waiver of the requirement for a stub-out. Dir. Marlowe provided further information regarding a customer who is building a commercial building and does not intend to use it as a food service facility, eliminating the need for a grease interceptor. Additionally, the idea was reviewed with the town attorney and favorably received. The restriction would be a 50-year restriction and, if any new owner wishes to use the facility for a food service, a grease interceptor would be required to be installed. Mr. Farrington asked how the building department would be made aware of a deed restriction if there was a proposal submitted for a food service. Dir. Marlowe responded that this would have to be written into the review process and a record database would house these deeds. Discussion ensued among the Board. Dir. Marlowe proposed that Mr. Farrington meet with the Town's attorney, Bob Slentz regarding the parameters of the deed restriction to which Mr. Farrington agreed.

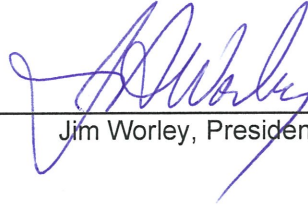
##### COVID-19 Planning

Mr. Martin stated that PCWRA has taken steps to limit exposure to staff and the public to COVID-19. PCWRA has split the operations team into two groups that are working four 10 hour shifts with social distancing changeover practices being used. PCWRA has paused the use of its cleaning services to further prevent the spread or exposure to the virus. All staff that have had potential exposure are working from home and the administration staff is also working remotely. The annual audit is also being performed remotely with the admin staff in consistent contact with the auditors. Mr. Martin also stated that if any staff were to fall ill, Operators would be quarantined at the facility. Staff is limiting exposure to biosolids as well as the biosolids disposal drivers. All chemicals have been purchased in bulk in the event that any become unavailable.

Wipes and disinfectants being used heavily in households and being flushed are causing problems with sanitary sewer overflows and impacting the nitrification and denitrification processes at facilities across the front range, but so far not at PCWRA. PCWRA is monitoring plant operations very closely and has a plan should we see any changes in the biological activity.

**ADJOURNMENT**

There being no further business to come before the board, Dir. Worley declared the regular meeting adjourned at 8:23 a.m.



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Jim Worley, President