

PLUM CREEK WATER RECLAMATION AUTHORITY
4255 N. US Hwy 85, Castle Rock, CO 80108
REGULAR MEETING MINUTES
Held in person and GoToMeeting
August 28, 2024

CALL TO ORDER:

7:30 a.m.

ATTENDEES:

Mark Marlowe, Joshua Shackelford and Nathan Travis, Board Members; David VanDellen, Alternate Board Member; Wes Martin, Authority Manager; Lissa Oelkers, Director of Administrative Services; Patou Griggs, Industrial Pretreatment Manager; Alyse Billick, Administrative Assistant; Darryl Farrington, Semple, Farrington, Everall & Case, PC; Cassie Vetter, Castle Pines Metropolitan District Board Member

ANNOUNCEMENT OF QUORUM:

Quorum present.

APPROVAL OF AGENDA:

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

PUBLIC COMMENT:

Attendees: None

ACTION ITEMS:

MINUTES OF JULY 24, 2024 REGULAR BOARD MEETING:

Dir. Marlowe moved to approve the minutes of the June 26, 2024 regular board meeting. Dir. Shackelford seconded the motion. The motion was unanimously approved.

PAYABLES FOR THE PERIOD ENDING JULY 31, 2024:

Mr. Martin highlighted the following expenditures: \$5,580.00 to American Trainco for pump training for the maintenance department; annual load banking for the generators to Cummins for \$12,620.00; \$42,599.00 to Dellenbach Motors for a Chevy truck; facility door repairs for \$16,045.52 to Door Specialties; HVAC repairs to the maintenance building for \$11,568.54 to Frontier Mechanical; \$30,573.15 to Trojan Technologies for ultraviolet (UV) supplies; and \$11,891.97 to Vickery Motorsports for a new Polaris Ranger. Mr. Martin requested approval for the July 2024 payables totaling \$557,785.42. Dir. Shackelford moved to approve the payables as described by Mr. Martin. Dir. Marlowe seconded the motion. The motion was unanimously approved.

APPROVE REVISED PCWRA INDUSTRIAL PRETREATMENT RULES AND REGULATIONS:

Discussion began by reviewing small edits made to the rules and regulations which included all previous revisions reviewed and requested by the members. Dir. Marlowe moved to approve the revised PCWRA Industrial Pretreatment Rules and Regulations. Dir. Shackelford seconded the motion. The motion was unanimously approved.

APPROVE PCWRA AND TOWN OF CASTLE ROCK SEWER LINE AGREEMENT:

Mr. Farrington drafted a permanent easement agreement which included language requested by the board regarding the Town of Castle Rock's responsibility to move the line should it become necessary in Section 11. Special Provisions. Dir. Shackelford confirmed with Mr. Martin that he had no concerns regarding the forty-foot width or for potential expansions, to which Mr. Martin acknowledged he felt confident there were none. Dir. Shackelford moved to approve the PCWRA and Town of Castle Rock Sewer Line Easement Agreement. Dir. Travis seconded the motion. The motion was unanimously approved.

APPROVE PCWRA AND CRDC TEMPORARY CONSTRUCTION EASEMENT:

The easement was drafted to perform the construction work for the Castle Rock sewer line and expires in one year. Staff has no conflict with the easement. Dir. Shackelford moved to approve the PCWRA and CDC Temporary Construction Easement. Dir. Marlowe seconded the motion. The motion was unanimously approved.

OTHER ACTION ITEMS:

None.

DISCUSSION ITEMS:

INDUSTRIAL PRETREATMENT UPDATE:

Mr. Griggs provided an update on current businesses which are out of compliance and reviewed any correspondence which has occurred since the last board meeting.

REUSE RESERVOIR:

Staff awaits direction from the board regarding funding for the reservoir. Mr. Marlowe stated that Castle Rock Water will self-fund the project and Dir. Shackelford stated that the Metro District is discussing the subject with their golf courses.

DRAFT 2025 BUDGET:

Staff submitted the initial draft of the 2025 budget for board review. Mr. Martin referenced the memorandum provided in the August board packet which recommended that the administrative fee line item be removed from the budget. Should any board members in the future be volunteers and require compensation, the allocation will be provided in the personnel line item. Additionally, staff is recommending that vehicle expenses be moved from the repair and maintenance section to the supplies section to better align with annual financial reporting on plant repairs and provide better tracking for staff. Any work completed on vehicles will then be allocated to the outsourced maintenance line item. Mr. Martin also reviewed other line items and provided background as to the differences in 2024 projected actual expenses and the 2025 requested budget. Discussion ensued regarding overall increases the Town and Districts are experiencing. Dir. Marlowe inquired if staff had manipulated the budget model to see what rates would be if the Carollo study requirements were implemented. Staff had not done so. Mr. Martin stated it would be best to wait until the feasibility study being performed by the National Water Research Institute (NWRI) is completed to see if it has any impact on the Divisions requirements.

MANAGEMENT REPORT:

Plant Updates

Staff believe that Cornerstone Coatings might be done with one of the drum mixers, but still needs to complete the second drum mixer as well as the effluent pipe.

One operator position has been filled, however there are still open positions in Operations, Maintenance, and Administration including the Assistant Director of Administrative Services.

Maintenance is still working with the insurance company to replace the HVAC system on building 8b. There have been issues with costs being significantly higher to meet code requirements.

Carollo has finished comparing the reservoir costs of PCWRA's Utility Plan with Castle Rock Water's treatment reservoir and is working on updating their report. The differences that they discovered included PCWRA's off spec reservoir being two times the capacity with additional costs due to excavating of materials and offsite hauling.

CDPHE Update

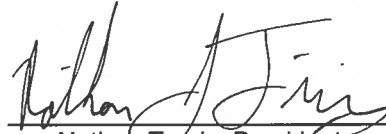
The Colorado Department of Public Health & Environment (CDPHE) cancelled all meetings, including the fee meeting, however they have been working with stakeholders on the feasibility study. The Feasibility Workgroup is requesting \$150,000 but could possibly ask for more if the study requires more effort. The CDPHE has committed to contribute \$30,000 and the Colorado Wastewater Utility Council (CWWUC) may contribute \$10,000 - \$30,000. They hope that individual members will continue to contribute as well, and Mr. Martin stated PCWRA will support the project by contributing \$5,000.

OTHER DISCUSSION ITEMS:

Dir. Shackelford inquired if staff noticed any loading change due to the BMW Golf Championship. Mr. Martin stated that all the data has not been analyzed yet.

ADJOURNMENT

There being no further business to come before the board, Dir. Travis declared the meeting adjourned at 8:36 a.m.


Nathan Travis, President