

PLUM CREEK WATER RECLAMATION AUTHORITY
4255 N. US Hwy 85, Castle Rock, CO 80108
REGULAR MEETING MINUTES
Held in person and GoToMeeting
April 26, 2023

CALL TO ORDER:

7:31 a.m.

ATTENDEES:

Mark Marlowe, Joshua Shackelford and Nathan Travis, Board Members; Roy Gallea, Alternate Board Member; Wes Martin, Authority Manager; Kirby Clark, Assistant Authority Manager; Lissa Oelkers, Director of Administrative Services; Alyse Billick, Administrative Assistant; Darryl Farrington, Semple, Farrington, Everall & Case, PC; David Van Dellen, Assistant Director of Castle Rock Water; Christine McLeod and Greg Ingalls, Haynie & Company

ANNOUNCEMENT OF QUORUM:

Quorum present.

APPROVAL OF AGENDA:

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

PUBLIC COMMENT:

Attendees: Jim Walker, Pine Canyon

Comments: None

ACTION ITEMS:

2022 ANNUAL FINANCIAL REPORT – HAYNIE & COMPANY:

Ms. McLeod stated that the 2022 Annual Audit was completed and free of any issues. She then provided a Power Point presentation for the year ending December 31, 2022, which included audit procedures and financial highlights with assistance from her associate, Mr. Ingalls. Ms. McLeod also highlighted that there were no uncorrected misstatements or corrected misstatements and did not encounter any difficulties performing the audit. Mr. Marlowe moved to approve the 2022 Annual Financial Report. Dir. Travis seconded the motion. The motion was unanimously approved. Ms. McLeod and Mr. Ingalls excused themselves from the meeting at 7:48 a.m. Mr. Marlowe then congratulated Ms. Oelkers for winning the Certificate of Excellence Award from GFOA for 2021.

MINUTES OF MARCH 22, 2023, REGULAR BOARD MEETING:

Dir. Marlowe moved to approve the minutes of March 22, 2023, regular board meeting. Dir. Travis seconded the motion. The motion was unanimously approved.

PAYABLES FOR THE PERIOD ENDING MARCH 31, 2023:

Mr. Martin discussed payment of \$53,425.00 to Environmental Dynamics International for the Ditch 2 diffuser replacement, \$11,000.00 to Haynie & Co. for the 2022 financial audit and \$5,977.50 to Vranesh & Raisch for the lake nutrient criteria response for a total of \$476,518.23 for the March 2023 payables. He also mentioned the \$2,050.00 expenditure for the 3.0 Capacity Expansion Project filter performance evaluation to Carollo, for a grand total of \$478,568.23. Dir. Marlowe moved to approve the March 2023 payables as described by Mr. Martin. Dir. Travis seconded the motion. The motion was unanimously approved.

UTILITY PLAN UPDATE RFP:

Mr. Martin sent out RFPs to five engineering firms and received a call shortly after the preproposal walkthrough from Kennedy/Jenks, as well as Brown & Caldwell stating they would not be participating but would like to be considered in future projects. There was no response from Jacobs Engineering even though they attended the walkthrough. RFPs from Dewberry and Carollo were received on time and in proper format. After careful review and taking into consideration past work including the last utility plan update, staff is recommending the board enter into contract negotiations with Carollo. This utility plan update would also include a portion with the possibility of processing biosolids at PCWRA which was commented on at a previous board meeting. The board inquired about the \$20,000 optional task line item. Mr. Martin stated that Carollo included an option for their help with permitting and working with the state on any future requirements. The additional line item is still within the budgeted amount for the entire Utility Update Plan therefore Mr. Martin is interested in including that option. Dir. Marlowe moved to approve to enter into contract negotiations with Carollo in the amount of \$176,820 Dir. Travis seconded the motion. The motion was unanimously approved.

OTHER ACTION ITEMS:

None.

DISCUSSION ITEMS:

ELECTRONIC ACCOUNTS PAYABLE:

Ms. Oelkers informed the board that there have been increased issues with checks getting lost in the mail resulting in stop payment fees. Staff investigated alternate payment options and came up with a list of recurring vendors that could be paid online via electronic funds transfer (EFT). She is requesting consensus from the board to implement a process change in authorizing payment for these specific vendors. Before payment is made, staff will include a separate line item in the current expenditure summary for the total EFT amount. An authorization page will be presented resembling the check register itemizing the invoices, vendor, description and amount to be paid that will be signed by the Secretary as well as Mr. Martin authorizing payment. After board approval, staff will pay these invoices online and attach payment confirmation with the invoice. This process will also be implemented with automated clearing house (ACH) payments, but the funds have already been authorized to be taken out of PCWRA's account due to the nature of the expenditure (payroll for instance). Vendors not on these lists will continue to be paid with a physical check. Ms. Oelkers confirmed this process was approved by the auditors and will be implemented at the next board meeting. The board provided consensus for implementing the new process.

REGIONAL WASTEWATER/WATER PLAN UPDATE:

Douglas County Commissioners approved the \$26.8 million dollars intergovernmental agreement with Castle Rock Water (CRW) to oversee the construction of the lift station in Louviers, connections to Dominion's lift station, the first phase of a wastewater plant on the South Platte, and a pump station to bring reusable water supplies back to reservoirs in Sedalia. The second phase will include setting up a system development fee for new development in the corridor. These fees will be used to build a gravity fed sewer line from Louviers south past Sedalia. Another IGA may be created with Dominion Water for the project. In the future, there could be an arrangement for operations of the new facility for Dominion by either CRW or PCWRA. Although this project still needs to be approved by the Town Council on Tuesday, there was some concern as to how much time would be spent by PCWRA management planning the new facility and that the contract services need to have some benefit to PCWRA. The board suggested that Mr. Martin should keep track of the weekly hours.

DIRECT POTABLE REUSE:

Staff met with Castle Rock Water to discuss the sampling plan which is close to being complete. However, additional information is still needed to determine what will be required to complete the sampling such as supplies and staff time.

REUSE RESERVOIR REHAB PROJECT:

Staff expect a response in June or July from the Colorado Water Resources and Power Development Authority (CWRPDA) regarding a potential loan. There is some concern that the funds will be distributed to disadvantaged communities first, leaving none available for PCWRA.

RESERVOIR PROPERTY:

Mr. Martin gave a presentation about the one-hundred-acre reservoir property which is located northwest of PCWRA on the other side of the Joslyn property. Purchased in 1998, along with water rights, the original plan was meant to supply return flows from a reservoir for non-potable reuse to Castle Rock. However, the project was stopped due to environmental and cost concerns. Dir. Marlowe discussed the possibility of building a conjunctive use well for the members, installing solar panels, or possibly selling the property. There was then discussion about access to the property as well as including it into the utility plan update from Carollo.

MANAGEMENT REPORT:

Plant Updates

Staff is currently taking ditch #2 offline for cleaning. Rad Pros has also been on site to monitor the solids so it can be disposed of properly and determine that it is safe for staff. Mr. Martin also stated that there has also been a significant amount of grit in the ditch.

The website for PCWRA has been made ADA compliant.

CWA Update

The Chatfield Watershed Authority (CWA) fee bill was proposed and passed the Senate and will continue to the House. Originally the bill required an additional \$1 daily fee for each visit and \$3 annual fee for park pass holders. However, the Governor's office has amended the bill to charge an additional \$2 daily fee for each visit and no additional cost to a Keep Colorado Wild pass. There were also some other amendments that decreased revenue, but any additional fees will be extremely helpful to the CWA, in order to have the site-specific standard study done by 2024. Discussion ensued regarding whether Cherry Creek reservoir would be affected by the bill, but staff is unaware at this time.

CDPHE Update

The Division found two sponsors for their fee bill. Staff has made several comments through the Colorado Wastewater Utility Council (CWWUC), which includes concerns of the makeup of the council, lack of stakeholder engagement, potential of conflicts of interest because of relationships with utilities, and the inability to use resources responsibly. The Division removed the cost benefit analysis requirement. Staff has not opposed the bill but has submitted comments as to why the requirement was removed. Gabe Racz has reached out to Nicole Rowan to inquire as well. The CWWUC feels that they have made enough comments and has elected not to make more. Dir. Marlowe stated that Castle Rock Water is in support of the fee bill as the Division needs more funding to catch up on permits. There is some question if the funds will be utilized for permitting and inspections.

The Water Quality Control Commission adopted the Division's Consolidated Proposal which does not require PCWRA to get the table value standards for nitrogen and phosphorus. Staff were hoping that the Division would identify the current values as being questionable and inaccurate, but the proposed values for Chatfield will be adopted in 2027. Staff is also hoping that the CWA will work with PCWRA to develop site-specific standards for Chatfield. Due to the Chatfield Reallocation Project, the Division has stated that they may not accept the years of data already collected and may request new data. Barb Biggs, Roxborough Water and Sanitation, has volunteered to help with the development of site-specific standards for Chatfield. Dir. Marlowe suggested that PCWRA take the lead on the development of the site-specific standards, as CWA does not have the resources.

Mr. Martin then stated that the grit sample tested positive for TENORM, which resulted in quarterly testing requirements instead of annual.

OTHER DISCUSSION ITEMS:

Mr. Martin mentioned that staff is working on fixing the ThermAer tank cracks and TWAS pumps, which could come at a cost of approximately \$60,000 from the 3.0 Expansion Project funds.

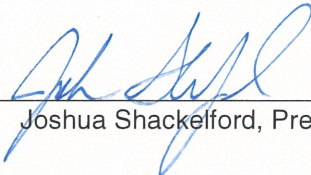
EXECUTIVE SESSION

Dir. Marlowe moved to enter into Executive Session to discuss legal issues pertaining to the Parkson filters with PCWRA attorney as authorized by CRS 24-6-402(4)(b), conference with attorney regarding legal issues. Dir. Travis seconded the motion. The motion was unanimously approved. The Executive Session began at 8:58 a.m. Attendees included Dir. Marlowe, Dir. Shackelford, Dir. Travis, Alt. Gallea, Mr. Martin, Mr. Clark, Mr. Farrington, Ms. Oelkers, and Ms. Billick.

Executive Session CRS 24-6-402(4)(b) concluded at 9:15 a.m.

ADJOURNMENT

There being no further business to come before the board, Dir. Shackelford declared the meeting adjourned at 9:17 a.m.



Joshua Shackelford, President