

**PLUM CREEK WATER RECLAMATION AUTHORITY**  
**4255 N. US Hwy 85, Castle Rock, CO 80108**  
**REGULAR MEETING MINUTES**  
**\*Held in person and GoToMeeting\***  
**October 25, 2022**

**CALL TO ORDER:**

7:34 a.m.

**ATTENDEES:**

Josh Shackelford and Nathan Travis, Board Members; Roy Gallea and Dick Munday, Alternate Board Members; 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

**ANNOUNCEMENT OF QUORUM:**

Quorum present.

**PUBLIC COMMENT:**

**Attendees:** Jim Walker, Pine Canyon

**Comments:** None

**APPROVAL OF AGENDA:**

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

**ACTION ITEMS:**

**MINUTES OF SEPTEMBER 27, 2022, REGULAR BOARD MEETING:**

Dir. Shackelford moved to approve the minutes of September 27, 2022, regular board meeting. Dir. Travis seconded the motion. The motion was unanimously approved.

**PAYABLES FOR THE PERIOD ENDING SEPTEMBER 30, 2022:**

Mr. Martin noted \$48,225.00 to Environmental Dynamics International for the air headers replacement in ditch 1, which was a planned capital improvement project; \$18,857.40 to Sun Valley for the building 10 communication upgrades; and \$9,955.00 to Carollo for the filter performance evaluation. Dir. Shackelford moved to approve the September 2022 PCWRA payables in the amount of \$521,066.78 and September 2022 3.0 Expansion payables in the amount of \$9,955.00. Dir. Travis seconded the motion. The motion was unanimously approved.

**RESERVE AND RATE STABILIZATION POLICY:**

Per direction from the board, staff worked with Mr. Farrington to create a Reserve and Rate Stabilization Policy. Alt. Gallea inquired about the percentage in the catastrophic reserve and requested a monetary amount be placed in the policy instead. Mr. Martin explained that the dollar amount would vary therefore would be reflected in the budget document each year rather than in the policy itself. When asked if the 90-day reserve was sufficient for SRF loans, Mr. Farrington stated that the policy could be amended should additional be required. Discussion ensued regarding alternative investment strategies and PCWRA's current investment policy. Staff will send the investment policy out to the board for review. Dir. Shackelford moved to approve the Reserve and Rate Stabilization Policy. Dir. Travis seconded the motion. The motion was unanimously approved.

## **LAKES NUTRIENT CRITERIA STUDY:**

Mr. Martin expressed the need to expedite the Lakes Nutrient Criteria Cost Analysis Study in order to have information for the December hearing. Of main concern is the proposed new standard of total nitrogen at 0.38 mg/L. Andrew Neuhart of Brown and Caldwell, has submitted an agreement to perform a cost benefit analysis for upgrades to the facility which may include reverse osmosis (RO) and anion exchange (AE). Dir. Shackelford moved to approve the proposed agreement for nutrient treatment cost estimation pending review by PCWRA legal counsel. Dir. Travis seconded the motion. The motion was unanimously approved.

## **OTHER ACTION ITEMS:**

None.

## **DISCUSSION ITEMS:**

### **REGIONAL WASTEWATER/WATER PLAN UPDATE:**

A film crew was onsite at PCWRA to obtain footage for a video being produced by Douglas County for the regional water plant.

### **DIRECT POTABLE REUSE:**

The Water Quality Control Commission conditionally approved the regulations for DPR. If DPR is utilized by the Town of Castle Rock, agreements will be needed for all the members which would include extensive pretreatment and public education. The cost benefit risk assessment is being finalized and reviewed by CDM Smith, PCWRA and Castle Rock Water.

### **DRAFT 2023 BUDGET:**

The 2023 draft budget was adjusted after receiving input from the board and including contingencies based on the reserve and rate stabilization policy. The board requested more time to review the specifics of the budget. Mr. Martin reminded the board that the Public Hearing is set for November 15, 2022 therefore any questions would need to be presented to staff in a timely manner or a special workshop meeting would need to be posted in order for the board to meet again prior to the published hearing date.

### **REUSE RATES AND CAPITAL PLANNING:**

Mr. Martin and Mr. Clark met with Dir. Shackelford and employees from the Golf Club and they are attempting to set up a meeting with the Country Club. Dir. Shackelford informed the board that he had received an email recently from the Golf Club stating they were in agreement with the proposed reuse project upgrade. Mr. Martin also reminded the board that the reuse capital replacement section of the budget is a flat rate.

### **MANAGEMENT REPORT:**

#### 3.0 Expansion Update

PCWRA staff is currently collecting soluble non-reactive phosphorus data around the plant to identify the source, which was suggested by Carollo and Burns and McDonald. Burns and McDonald also volunteered to organize onsite bench testing for membrane filtration, which may help determine what kind of phosphorus can be removed.

#### Plant Updates

The oxidation ditch 1 air header rehabilitation was completed, therefore ditch 1 will be placed back online and ditch 3 will be taken off to inspect irregular air patterns.

#### CDPHE Update

The CDPHE viral testing in wastewater has shown a steady increase in Covid 19 cases in Broomfield and Douglas County.

**OTHER DISCUSSION ITEMS:**

Dir. Shackelford asked the board to consider moving the 2023 PCWRA board meetings to an alternate day so it does not interfere with Castle Pines Metropolitan Districts board meetings. Mr. Martin informed the board that PCWRA would have to inform all vendors of a payment policy change. There was then discussion about moving the board meeting to the day prior or the day after the current scheduled meetings. No decision can be made until the 2023 Resolution.

Dir. Travis inquired about the quarterly operations meeting and requested to be reminded of any upcoming meetings to ensure Castle Pines North Metro District is represented.

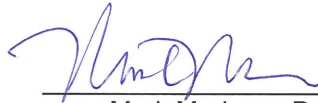
**EXECUTIVE SESSION**

Dir. Shackelford moved to enter into Executive Session to discuss legal issues pertaining to the Carollo filter evaluation 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 8:03 a.m. Attendees included Dir. Shackelford, Dir. Travis, Alt. Gallea, Mr. Martin, Mr. Clark, and Mr. Farrington.

Executive Session CRS 24-6-402(4)(b) concluded at 8:27 a.m.

**ADJOURNMENT**

There being no further business to come before the board, Alt. Gallea declared the meeting adjourned at 8:28 a.m.



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Mark Marlowe, President

**PLUM CREEK WATER RECLAMATION AUTHORITY**

**ATTORNEY'S STATEMENT RE:  
MINUTES OF THE EXECUTIVE SESSION  
OF THE BOARD OF DIRECTORS**

**October 25, 2022**

I, Darryl L. Farrington, herewith make the following signed statement in accordance with Section 24-6-402(2)(d.5)(II)(B), C.R.S.:

1. I am an attorney serving as general counsel to the local public body of the Plum Creek Water Reclamation Authority (PCWRA), Douglas County, Colorado.
2. The Board of Directors of PCWRA met with me in executive session during the regular PCWRA board meeting on Tuesday, October 25, 2022, at the offices of PCWRA pursuant to Section 24-6-402(4)(b), (conference with attorney for local public body to receive advice on specific legal questions).
3. The purpose of my being present in the executive session was to participate in discussions and give legal advice concerning issues relating to legal issues pertaining to the Carollo evaluation of the sand filters and related legal questions. I participated in the entire executive session, which lasted from approximately 8:03 a.m. to 8:27 a.m. No other matters were discussed in the executive session.
5. The above-referenced executive session was not recorded based upon my opinion that the entire discussion that took place constituted privileged attorney-client communication.



Darryl L. Farrington  
Attorney for PCWRA