

**PLUM CREEK WATER RECLAMATION AUTHORITY**  
**4255 N. US Hwy 85, Castle Rock, CO 80108**  
**REGULAR MEETING MINUTES**  
**\*Held in person and GoToMeeting\***  
**September 27, 2023**

**CALL TO ORDER:**

7:31 a.m.

**ATTENDEES:**

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

**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 ON PCWRA REGULAR BOARD MEETING:**

**Attendees:** None

**ACTION ITEMS:**

**MINUTES OF AUGUST 23, 2023 REGULAR BOARD MEETING:**

Dir. Marlowe moved to approve the minutes of August 23, 2023 regular board meeting. Dir. Travis seconded the motion. The motion was unanimously approved.

**PAYABLES FOR THE PERIOD ENDING AUGUST 31, 2023:**

Mr. Martin highlighted payment of \$44,776.07 to Carollo for their work on the wastewater utility plan update and requested approval of payment for the PCWRA August 2023 payables of \$480,208.31. He then explained the final retainage payment of \$94,944.09.50 from the 3.0 Capacity Expansion Project was released to Moltz extending his request for approval of payment to a grand total of \$575,152.40. Dir. Marlowe moved to approve the August 2023 payables as described by Mr. Martin. Dir. Travis seconded the motion. The motion was unanimously approved.

**BOARD MEETING DATE UPDATE:**

Staff requested the board consider moving the November and December board meeting dates from the normal fourth Wednesday of the month due to proximity to the holidays. After reviewing the calendar, Dir. Marlowe made a motion to keep the November 22<sup>nd</sup> board meeting the same but move the December board meeting to the 20<sup>th</sup>. Dir. Travis seconded the motion. The motion was unanimously approved.

**OTHER ACTION ITEMS:**

None.

## **DISCUSSION ITEMS:**

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

Castle Rock Water expects to award the design of the Louviers lift station and the Dominion force main to Merrick in the next week or two. Carollo is also moving forward with their design work with a meeting to review demolition of the old facilities. When asked about his involvement in the project, Mr. Martin stated there has been none. Upon discussion regarding whether involving Mr. Martin in the design was still the plan, Dir. Marlowe stated that he needed to finalize with Dominion whether they want to involve PCWRA. Alt. Van Dellen stated that thirty percent design is the deadline for such determination.

### **DIRECT POTABLE REUSE:**

Castle Rock Water is waiting for a quote from Hach for the equipment and setup for the required sampling. Once the procedures for sampling are finalized, staff will provide that information to Castle Rock Water. The sampling plan has been submitted to the Colorado Department of Public Health and Environment (CDPHE). Feedback is expected in four to six weeks.

### **REUSE RESERVOIR REHAB PROJECT UPDATE:**

Although results were expected in July, there still hasn't been any word from the Division regarding the State Revolving Fund (SRF) loan. There were some questions regarding the design engineer and Mr. Martin informed the board that GEI created the initial design and will perform the construction management, however the lead engineer for the project has changed. It is expected that this project won't commence until the end of next year due to scheduling and reuse season.

### **INDUSTRIAL PRETREATMENT RULES AND REGULATIONS UPDATE:**

Mr. Martin opened the discussion by stating that Mr. Griggs had provided a summary and updated rules and regulations in the board packet and asked if the board had any questions. Dir. Marlowe stated that a study was being conducted into solids disposal to determine the best path for Castle Rock Water. Discussion ensued regarding how this adoption of changes in the rules and regulations would impact the members in the interim while they explore new procedures. The board discussed the table values and how to keep members from being in violation of the rules and regulations. Since the values will not impact PCWRA until they are applied to its discharge permit, the resolution was to omit the table values for now and update the rules and regulations again at that time. There was further discussion regarding manganese limits and the plant's capacity to treat those limits.

### **INDUSTRIAL PRETREATMENT NONCOMPLIANT BUSINESS UPDATE:**

Mr. Martin stated that there have been four businesses that are in operation that have not followed PCWRA's industrial pretreatment rules and regulations due to various reasons including changes in ownership. Staff is requesting that the letter/email enclosed in the board packet for reference be sent to these businesses which would give them fourteen days to come into compliance. If they do not, the result would be some sort of enforcement from the members. Dir. Marlowe informed the board that Castle Rock will need to do some work to come up with an approach going forward and would like to table this discussion until the next board meeting.

### **DRAFT 2024 BUDGET:**

Staff submitted the initial draft of the 2024 Budget. Mr. Martin requested a change in the presentation of the budget document. Historically non-capital equipment repairs have been reflected in Operating Supplies. Beginning in 2024, with a new maintenance program in place at the end of 2023, staff is adding a separate budget line for Equipment Repairs and Operating Supplies. While the accounting department has separated these repairs for reporting purposes, now the budget would also reflect repairs to meet maintenance goals. Mr. Martin also pointed out that in order to stay competitive with other utilities, he is requesting to increase the Personnel budget. This increase will also support adding three additional employees in 2024. PCWRA has been short-handed two operators most of the year making it difficult for current staff to attend training courses which resulted in both Training and Personnel being under budget for 2023. Preventative maintenance work around the plant has also fallen behind due to staffing issues, but management has seen a positive change with the new Maintenance Lead. In 2024, Mr. Martin would also like all staff to be included in a Dale Carnegie style training course to better improve relationships and communication. As a result, there would be a 3.7% increase in the overall budget. In review of the individual member rates, Dir. Marlowe inquired how these rates are determined. Discussion ensued regarding flows and loading being the main contributing factors prompting concern from the board whether the meters are portraying flows accurately. Dir. Shackelford then suggested a work session meeting to discuss the 2024 draft budget. Dir. Marlowe stated that he thought a meeting would

be beneficial and would like to understand why PCWRA's fund balance continues to increase. Upon review of the calendar, a workshop was scheduled for Tuesday, October 10, 2023 at 7:30 am.

#### **BIOXIDE EFFECTS ON PLANT:**

Mr. Martin then gave a presentation on the bioxide event that occurred on August 23, 2023 around 5 p.m. Staff responded to an alarm for high nitrate levels and confirmed plant instrumentation to be accurate. They began to grab samples and discovered high levels of nitrates at the Lagae flume. Staff then proceeded to reach out to Dir. Travis and discovered that the Castle Pines North Metropolitan District (CPNMD) was replacing their bioxide unit and the contractor had fed bioxide into the sewer system. Mr. Martin then explained that an event like this occurred ten years ago, but the source was never identified. However, a bioxide discharge could have been the reason for that occurrence as well. Mr. Martin then stressed the importance of the negative effect of these events and how even a small amount could potentially put PCWRA at risk of a permit violation. Dir. Travis stated bioxide is no longer used in the CPNMD. Alt. Van Dellen stated that the town still utilizes bioxide. This incident was also discussed at the operations quarterly meeting and was very effective for communicating the impact it can have on PCWRA.

#### **MANAGEMENT REPORT:**

##### Plant Updates

During the annual emergency generator testing, Cummins discovered that there were issues with two of the generators that are backups for the new and old headworks. Staff immediately installed portable pumps near the influent just in case the plant experienced a power outage. Cummins has been onsite fixing the issues and the generators are now back in operation.

Castle Pines Country Club has experienced two failures in their reuse line to the upper ponds. There seems to be a third leak but does not seem to be a reuse line. Staff is working with the Golf Club to determine where the failures exist.

#### **OTHER DISCUSSION ITEMS:**

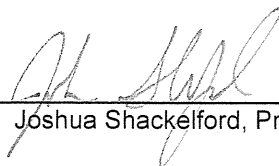
Dir. Shackelford asked if there were any leads from last month's grease event and Mr. Martin informed him that there have been no updates. Mr. Clark informed him that collection system monitoring will be discussed in the quarterly meeting with the members' collection teams.

Dir. Marlowe excused himself from the meeting at 8:33 am.

Dir. Shackelford then asked about the status of the Chatfield Lake Nutrient Criteria. Mr. Martin informed him that Jimmy McCutchin, CSU, is working with the Chatfield Watershed Authority (CWA) to come up with a plan on how to proceed.

#### **ADJOURNMENT**

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

  
\_\_\_\_\_  
Joshua Shackelford, President