

TOWN OF RYE RECORD OF PROCEEDINGS

- Pledge of Allegiance
- Mickey Smith called the meeting to order at 6:00 p.m.

PUBLIC MEETING

The Board of Trustees of the Town of Rye, County of Pueblo, Colorado met at the Rye Town Hall on January 9, 2019. At 6:00 p.m. Mayor Smith called this regular meeting to order. The following were present: Mayor, Mickey Smith; Trustees: Sonny Jackson, Marty Rahl and Sam Serracino; and Clerk, Sherri Beach.

Others: Pam Hair, Greenhorn Valley View; and Wade Wills.

PUBLIC INPUT:

Wade Wills approached the Board with a proposal to do the snow plowing for the Town of Rye. He explained that he is a full-time paramedic and works 24 hour shifts in the Pueblo area. He offered his snow plowing services and stated that when he is unavailable, he has an employee (Zane Owens) who is usually available to cover for him. There would be few exceptions where we would need to call on another party to plow if both Wade and Zane are working. Wade and Mickey Smith both stated that they have spoken to Terry Golly, and he is willing to fill in as necessary but that he is unable to commit to plowing early because of his other contracts and obligations. Wade indicated that he is available to fill in if the Town's current snowplow driver is unavailable, and he is interested in contracting with the Town if a permanent commitment is needed. Mr. Wills said that he will bring his proof of insurance (both liability and general) to the Town Hall within the week for our records.

CONCENT AGENDA ITEMS:

- **MINUTES OF THE LAST MEETING:** Marty Rahl motioned that the Minutes for the December 12, 2018, Board of Trustees Regular Meeting be approved. Sonny Jackson seconded, and the motion carried.
- **WATER TREATMENT PLANT END OF MONTH SYSTEMS REPORT:** This report shows a total of 557,869 total treated gallons, 449,911 gallons delivered to the town, and 102,691 waste water/back wash water gallons for the month of December 2018.
- **WATER & SEWER MONTHLY METER USAGE/BILLING:** The Water & Sewer Billing Register was reviewed for the month of December 2018.
- **SUMMARY READINGS:**
 - Water Plant Data – Excel worksheet provided. Upon recommendation by John VanOort, a line will be added between the "Delivered to Town – WTP" and "Billed Gallons" to note the difference. John indicated that Master Meter 1 + Master Meter 2 will show a more accurate accounting of the water flow. A

difference of 10% would be acceptable, but we need to be able to track these amounts.

- Waste Water Data – Data was not available because the demo flow meter has been taken out by Mr. Gerolomin. Sonny Jackson will contact Mr. Gerolomin tomorrow and find out how to resolve this situation.
- CCMD comparison worksheet: From **11/27/2018 through 12/27/2018**
Current: 61,058.041; Previous: 60,471,234; Usage: 586,807.
- The Town of Rye calculation of Usage: Accurate reading not available.
- Sewer Attorney Expense worksheet. Last billing dated 12/17/2018 expenses YTD \$87,965.39.

- **SUMMARY AGED RECEIVABLES:**

- Reviewed by the Board. The Board discussed past due accounts. Account #6 is current except the balance remaining on a \$523.95 Roto-Rooter bill that customer believes should be divided equally between both parties on the line. Board discussed and agreed that Roto-Rooter bill would be divided equally between #6 and #72. A letter will be mailed to both to let them know of this decision, and half the bill will be added to #72 account. Accounts #10, 13, 24, 28, 41, 57, 72, and 98 have been paid since the printing of the aged receivables report on Friday, December 4. Account #34 customer requested that sewer rerouting bill in the amount of \$1800+ be paid in \$110 per month increments. The Board discussed and agree this is not an acceptable proposal, as the home purchase agreement (per the prior owner and the new owner's real estate agent) clearly states that the entire amount is the responsibility of the new owner upon purchase. Account #27 and 69 have been turned off and are under lien/foreclosure. Board discussed, and water is not to be restored until the bill is brought current (including disconnect and reconnect fees), and RTS is to continue being assessed monthly. #37 will be turned off on Wednesday when Robert returns from vacation. #107 will be sent a letter informing him that he needs to bring balance up to date and stop paying a month behind, as his last zero balance was in October, 2018.

- **APPROVAL OF ACCOUNTS PAYABLES:**

- There are \$17,435.80 scheduled payables.
- Marty Rahl made a motion that the accounts payable be approved and paid. Sam Serracino seconded, and the motion passed.

- **P & L's SUMMARY- GENERAL/WATER/SEWER:**

- These reports were unavailable this month as Debbie McKinzie-Johnson and Sherri Beach are continuing to clean up the books for the past year. They will be available next month, pending audit return.

MASTER CALENDAR REVIEW:

- **JANUARY**

- RFR EIAF8393 Quarterly Report Due
- Take down Christmas lights

- Discharge Monitoring reports
- W-2, W-3, 1099, 1096 due
- Election Petitions given to Board members
- Unemployment Insurance Reporting
- Water Sampling and testing
- File Budget with Department of Local Governments
- New year federal and state posters
- 941 IRS Employer's Quarterly Federal Tax Return
- PERA Monthly Reporting and ACH
- FEBRUARY:
 - Cross Control Inspection
 - Water Diversion Maintenance
 - Water Sampling & Testing
 - Election Petitions Due February 28
 - CTF Report Due
 - Audit Exemption Due to Auditor
 - Pinnacol Assurance Payment Due
 - PERA Monthly Reporting & ACH

UNFINISHED BUSINESS:

- Rye Water Treatment Plant Update
 - John VanOort reviewed the spill containment items he needs to purchase for the Water Treatment Plant. The Board approved the purchase of handlers, fittings, dolly, attachment, spill containment pallet, and drum harness. They did not approve the purchase of the ramp, as it is believed we can build a ramp for less of a financial impact on the Town. Sherri will email a purchase order to John, and he will place the order.
 - Mickey Smith asked John about his Distribution License. John will take this 1-day class as soon as possible. Sam Serracino asked John about activating an alarm system to notify someone of water not going into the plant. John said Pall can install an alarm or Ginger can continue to call Mickey when she checks the plant daily.
 - Mickey Smith said the drain valve, the PRV, and cement pipes need to be installed at the head gates soon.
 - Sam Serracino asked when we need to clean the sediment tanks. Mickey responded that Clint Gookin has indicated that he can do this for us. John suggested that we ask for bids and then make a selection. Marty asked that we decide exactly what needs to be done at a work session and then put it out for bid.
- Clerk Update
 - Sherri Beach informed the Board that the completed 2017 audit will be picked up tomorrow in Pueblo. Nancy Humphries and Sam DeNardo will be reviewing everything with us. At this time, Sherri, Debbie McKinzie-Johnson, Mickey Smith, Sonny Jackson, and Sam Serracino plan to be in attendance.
 - Sherri and Debbie McKinzie-Johnson will be working on Saturdays through the month to use the audit information to serve as a "base line" for cleaning up the

books for 2018. We have completed cleaning up of the Sewer Fund, but the others need to be done. Upon completion of this, we will be able to get the 2018 books to Nancy to file for an Audit Exemption for 2018 before the February 15 deadline.

- The Board was asked for permission to transfer \$5,000 to the water fund from the sewer fund to repay a loan that was made in 2011 to clean the books. The Board of Trustees discussed and chose to "forgive the debt." Sherri will discuss this with Nancy to find out how to document it.
- Per Dutch Mead and Mickey Smith's direction, backflow compliance letters 1, 2 and two individuals were mailed. There has been no response. Sherri will contact Dutch to ask him to install our Backflow system at the Town Hall. She will also ask him for the certificates for customers who are now compliant prior to making phone calls on February 5, 2019, to advise them that their water service will be disconnected in 10 days unless they provide certificates or have an alternate plan.
- Sherri Beach updated the Board on the online payment program. The program has been suspended, as it was consuming too much time and caused unexpected expenses to both the Town and our customers. Tomorrow a final fee of \$103.04 will be taken from our account for the program. Terry Bachman of Bank of the San Juan and a representative from TSYS have indicated that we have 60 days to change our mind and resume using the pay online system without a reactivation fee, if we so choose.
- Mark Ohlsen was contacted and asked if he would still like to be the attorney for the Town. He indicated that he has been undergoing tests at the hospital for a medical condition, and he is not able to work with us at this time. He said that he would very much like to be our attorney, but he will need to get back with us when he learns more about his health issues. In the meantime, he gave the name and contact information for an attorney who can do annexation if we choose not to wait for him to be well.
- Sherri presented the Board with a Notice of Disconnect for Nonpayment flier. It was discussed and will be posted on the door of accounts who are turned off. The flier indicates that water has been disconnected and that payment in full as well as disconnect and reconnect fees must be paid with cash or money order prior to service being restored. The Board approved.
- Trustee's Updates:
 - Sonny Jackson will contact Mr. Girolimon to attempt to resolve the flow meter issue.
 - Marty Rahl stated that the State has submitted an easement to the attorney for the sewer. We are still awaiting getting the easement documentation from Dr. Hunter.
 - The trustees discussed the work session that is scheduled for Wednesday, February 6, 2019. It was agreed that this hour-long session would be focused and used to come up with a plan of where we are, where we're going, and what needs to be done to get there. Items to be discussed at the work session include rate increases, work to be done at the head gates, updating policy manual, garbage ordinance, rental of Town Hall, and agenda

NEW BUSINESS:

- Marty Rahl motioned that the Town purchase two 5/8 X 3/4 T-10 Procoder R900i w/6' antenna at a cost of \$258.70 each from Joey Davidson of Core and Main to have on hand. The motion was seconded by Sam Serracino and passed.
- The Board of Trustees discussed the division of the \$523.95 Roto-Rooter bill between accounts #6 and #72. It was agreed that this action would be taken and both parties will be notified.

ADJOURN:

- At 7:55 pm, Sam Serracino made a motion to adjourn the regular meeting and enter an executive session. Marty Rahl seconded the motion, and it passed.

Executive Session:

Personnel: For the purpose of discussion of a personnel matter under C.R.S. Section 2-6-402(2)(f) and NOT involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

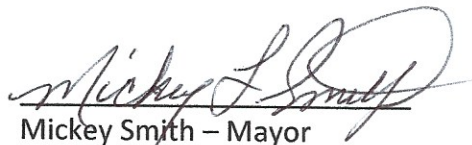
Adjournment:

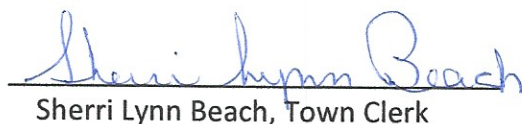
At 8:25 pm, Sonny Jackson motioned that executive session be concluded and the Board return to regular session. Sam Serracino seconded, and the motion passed. At 8:31 pm, Marty Rahl motioned that the Board of Trustees Meeting be adjourned. Sam Serracino seconded, and the motion passed.

Work Session is Scheduled for Wednesday, February 6, 2019 at the Town Hall.

**The Next Regular Session meeting will be on
February 13, 2019, at 6:00 p.m. at the Town of Rye Building.**

Public is encouraged to attend


Mickey Smith – Mayor


Sherri Lynn Beach, Town Clerk