

**TOWN OF RYE
RECORD OF PROCEEDINGS**

- Pledge of Allegiance
- Mickey Smith called the meeting to order at 6:05 p.m.

PUBLIC MEETING

The Board of Trustees of the Town of Rye, County of Pueblo, Colorado met at the Rye Town Hall on October 10, 2018. At 6:05 p.m. Mayor Smith called this regular meeting to order. The following were present: Mayor, Mickey Smith; Trustees: Sonny Jackson and Sam Serracino; and Clerk, Sherri Beach. Trustee Marty Rahl was present via telephone.

Others: Pam Hair, Greenhorn Valley View; Sandy Pulcinella.

PUBLIC INPUT:

- Sandy Pulcinella addressed the Board, letting them know that Jess Ringo of Spectrum Plumbing has agreed to connect herself and Jeffrey Turner to the existing main sewer line that serves the Rye Valley Apartments from Boulder. This will allow them to disconnect from the problem line that is in need of major repairs on Oak. Sam Serracino motioned that Jess of Spectrum Plumbing be hired to connect Sandy and Jeff to the main line and the Town of Rye pay for the work. The cost of this work is to be prorated (relative to the length of each line) and be charged to the customers, as will the division equally of the RotoRooter invoice that was necessary for the job. Sonny Jackson seconded the motion, and it carried. Mickey Smith agreed to speak with Jess Ringo to give him permission to bill the Town.

CONCENT AGENDA ITEMS:

- MINUTES OF THE LAST MEETING: Sam Serracino motioned that the Minutes for the August 15, 2018, Board of Trustees Meeting be approved. Sonny Jackson seconded, and the motion carried. Sam Serracino motioned that the Minutes for the September 7, 2018, Special Meeting for the Water Treatment Plant Project be approved. Sonny Jackson seconded, and the motion carried. Sam Serracino motioned that the Minutes for the September 12, 2018, Board of Trustees Meeting be approved. Sonny Jackson seconded, and the motion carried. Sonny Jackson motioned that the Minutes for the September 29, 2018, Special Meeting for Sewer Lines be approved. Marty Rahl seconded, and the motion carried.
- WATER TREATMENT PLANT END OF MONTH SYSTEMS REPORT: This report shows a total of 1,054,007.8 total treated gallons, 576,027 gallons delivered to the town, and 153,149 waste water/back wash water gallons for the month of September, 2018.
- WATER & SEWER MONTHLY METER USAGE/BILLING: The Water & Sewer Usage/Billing Report was reviewed for the month of September, 2018.

- **SUMMARY READINGS:**
 - Water Plant Data – Excel worksheet provided.
 - Waste Water Data – Data was not available because of programming issues/battery issues/computer difficulty with new system.
 - CCMD comparison worksheet: From **08/29/2018 to 09/27/2018**
Current: 59,264,382; Previous: 58,715,301; Usage: 549,081.
 - The Town of Rye calculation of Usage: Accurate reading not available. The reading system of the new meter isn't working properly because of battery issues. This is being corrected.
 - Sewer Attorney Expense worksheet. Last billing dated 8/20/2018 expenses YTD \$86,590.39.

- **SUMMARY ACCOUNTS RECEIVABLE:** Reviewed by the Board. The Board discussed past due accounts. Accounts 27, 69 and 103 continue to be the same, and service has been disconnected. Phone calls will be made to remind the other accounts of past due balances to avoid disconnection of service. Notification is on each bill that when an account is 61 days past due, it will be disconnected.

- **APPROVAL OF ACCOUNTS PAYABLES:**
 - There are \$24,646.52 scheduled payables.
 - Sam Serracino made a motion that the accounts payable bills be approved and paid. Sonny Jackson seconded, and the motion passed.

- **P & L's SUMMARY- General/Water/Sewer:** These reports were available this month, but it was noted that the audit process is continuing to update information, so everything may not be completely accurate.

MASTER CALENDAR REVIEW:

- **OCTOBER:**
 - RFR-EIAF8393 3rd Quarterly Report Due \$186,602.00
 - Discharge Monitoring Reports
 - 3rd Quarter Unemployment Insurance Reporting
 - Fire Hydrants with Steve Bennett
 - Water Sampling and Testing
 - CWR & PDA Water Loan Payment Due \$11,518.65
 - CCR Copied to Residents 6/30 John
 - Budget Work Session
 - PSD70 Student Count
 - Budget Approval
 - Delinquent Account Letter – Posted and Mailed
 - Resolution County Certify Delinquent Accounts
 - Halloween Town

- **NOVEMBER:**
 - Water Sampling & Testing

- Audit Exemption due to Auditor
 - CWRPDA Water Loan Payment Due
 - Rye Triangle Group – Decorate the Christmas Tree
 - Christmas Decorations after Thanksgiving
- The Board discussed and approved moving the Fire Hydrant Inspections to Spring per Chief Bennett's recommendation.

UNFINISHED BUSINESS:

- District 70 Online School Update: Marty Rahl shared that Pueblo County School District 70 has reviewed findings from the group who came to look at our facility, but they found that the cost of the required modifications would be too much to be feasible at this time.
- CCMD Update: This item was tabled until the next Board Meeting.
- Rye Water Treatment Plant Update: Mickey Smith informed the Board that Fischer Construction was back on the jobsite, and they are working to complete the project. Sherri Beach said that Shane with JVA Consultants is continuing to work on the completion of the paperwork for the grants, reimbursements, etc.
- Town of Rye Audit Update: Sherri Beach stated that the audit continues to move forward. She; Nancy Humphries, Garren, Ross & DeNardo, Inc.; and Debbie McKinzie-Johnson, accountant, continue to work on filling in necessary information and documentation as requested. Nancy Humphries is keeping in contact with the State Auditor's office to update them of our progress.
- SIEA Building Title Transfer to Town of Rye Update: The SIEA Building transfer has been completed. On September 24, 2018, a check in the amount of \$1 was sent and accepted by SIEA. The transfer has been complete, and Sherri will contact CIRSA immediately to get a valuation for the building and get insurance on the building.
- Backflow Compliance Update: Mickey Smith said he will contact Dutch Mead to get a complete list of the customers who need to become compliant and recertified for the Backflow Compliance. Sherri will mail the approved letters to each customer with a list of certified plumbers with the billing on October 31, 2018.
- New Meter Installations Update: The Board approved issuing a credit to a customer who was charged for a 2" line instead of his 3/4 " line. Sam Serracino said he would contact a customer who has dug a large hole on the road and ask him to cover it right away.
- Rye High School Meter Update: The football field meter at RHS was reread and confirmed, and billing was submitted for the full amount. It was noted that although this was a large account, it was correct and will only be used during the football season. The meter will be turned off very soon.
- Manhole Inspections Update: All the manhole inspections have been completed, and an accounting of those needing service have been noted. Sam Serracino and Joe Unander will work on making repairs to the water meter pits in need. Joe will lift each lid on the water pits to confirm a meter, pipe size, and transponder number, as well confirm the condition of each.

- Annexation Update: Sam Serracino stated he is waiting on a legal description from Baxter Kirkland for the annexation of his property. Sam will also look around for an attorney who will work on the annexation project for a reasonable rate.
- Website – Pay Online Update: Sherri Beach told the Board that per Katherine and Kourtney at San Juan Bank, we are required to process all payments through the Smart Pay online portal. This is a time-consuming endeavor, but she has been assured that the first time with setting each account up is the most difficult part and in the future it will be much faster and easier. There are still some kinks that need to be ironed out with the program, but Kourtney, Katherine, Terry, and Lori (all from San Juan Bank) are working diligently to work the bugs out.
- Data Gator System Sale Update: Sam Serracino told the Board that the payment from sale of the Data Gator System from the City of Pueblo will be approved at their next meeting, and the Town of Rye will receive their check by month's end.
- The Board agreed to table the elected official's training for another time when there isn't so much going on. We will revisit this topic after the first of next year.
- Garbage Ordinance and letter update: Sam Serracino asked that Sherri Beach mail a letter with a copy of the Ordinance 4 concerning Solid Waste to the three properties who are needing to clean up the garbage on their property. He told the Board that it will be enforced by Pueblo County, as they have enforced it in the past. These letters are to be mailed with the next billing.

NEW BUSINESS:

- The sewer line from Boulder to Oak issue was discussed, voted on, and approved when Sandy Pucinella addressed the Board during our Public Comment session at the beginning of our meeting.
- Gene Beirlie had requested a physical address for his property on Boulder. The address of 6020 Boulder was approved by the Board, and a letter was written and sent to him for submittal to Pueblo County.
- Marty Rahl agreed to visit with a customer on Main Street who was blocking the alleyway for residents. A resident had voiced a concern that her propane company was not able to access her tank in the back yard because of this issue.
- The board briefly discussed repair and/or purchasing a lawnmower, weed eater, and vacuum. It was decided that we'll continue to use what we have and assess what needs to be done to make repairs.
- The Board agreed that a thermometer should be purchased so we can monitor the heat in the main part of the building so the pipes don't freeze and burst. It was agreed by all that the meeting room be kept at around 50 degrees with the bathroom door open when not in use. The members of the Board said the large storage room in the back does not have water lines that we need to be concerned about at this time.
- Sherri Beach informed the Board that Personnel Concepts required us to have State and Federal employment posters hanging. We keep receiving calls that these need to be updated often, and the cost is very high. She said she'll go online and try to obtain the required posters on the direct sites free of charge.
- Sherri Beach said that Sam Serracino had asked about finding a map file cabinet for our maps. She said she made a number of calls to ask about acquiring one free of charge, but to no avail. She provided the Board with a quote for a new one at Office Max for

\$549.99. Sam suggested calling the Pueblo County Courthouse, the Ordinance Department, and the colleges to ask if they have any they would be willing to donate.

- The Board approved a letter Sherri Beach created to send with customer bills concerning our new web pay option, new payment procedure, trustee openings, and our Halloween Open House. Marty Rahl said she will purchase candy for the children for Halloween.
- Sherri Beach told the Board that the auditor's office is mentioning that we must look at our contract labor/employees and create job descriptions before we get into trouble with unemployment insurance and other agencies.
- Mickey Smith and Sonny Jackson spoke about the need for Joe Unander to clean the Johnson screen at the headgate daily. Sam Serracino said he would instruct Joe.
- Sam Serracino suggested that we start looking for grants for repair/replacement of sidewalks when time permits.
- Sonny Jackson made a motion that the Franchise Agreement for Rye Telephone Company be approved and submitted. Sam Serracino seconded, and the motion passed.

ADJOURN:

- At 8:20 pm, Sam Serracino made a motion to adjourn the regular meeting and enter an executive session. Sonny Jackson seconded the motion, and it passed.

Executive Session:

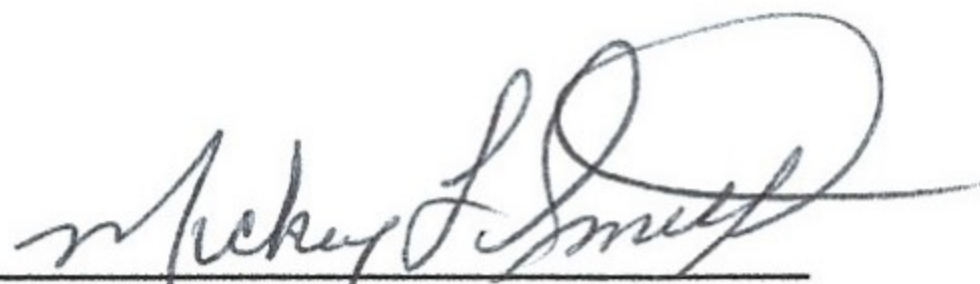
Personnel: For the purpose of discussion of a personnel matter under C.R.S. Section 2-6-402(2)(f) and NOT involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of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

Adjournment:

At 9:15 pm, Sonny Jackson motioned that executive session be concluded and the Board return to regular session. Sam Serracino seconded, and the motion passed. At 9:16 pm, Sonny Jackson motioned that the Board of Trustees Meeting be adjourned. Sam Serracino seconded, and the motion passed.

Public is encouraged to attend.

**The Next Regular Session meeting will be on
November 14, 2018, at 6:00 p.m. at the Town of Rye Building**



Mickey Smith – Mayor



Sherri Lynn Beach, Town Clerk