

**TOWN OF RYE
RECORD OF PROCEEDINGS**

- Pledge of Allegiance
- Mickey Smith called the meeting to order at 6:04 p.m.

PUBLIC MEETING

The Board of Trustees of the Town of Rye, County of Pueblo, Colorado met at the Rye Town Hall on December 12, 2018. At 6:04 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 David Douglas.

PUBLIC INPUT:

There was no public input at tonight's meeting.

CONCENT AGENDA ITEMS:

- MINUTES OF THE LAST MEETING: Marty Rahl motioned that the Minutes for the November 14, 2018, Board of Trustees Regular Meeting be approved. Sam Serracino seconded, and the motion carried.
- WATER TREATMENT PLANT END OF MONTH SYSTEMS REPORT: This report shows a total of 509,793 total treated gallons, 418,432 gallons delivered to the town, and 100,987 waste water/back wash water gallons for the month of November 2018.
- WATER & SEWER MONTHLY METER USAGE/BILLING: The Water & Sewer Usage/Billing Report was reviewed for the month of November 2018. The Board approved the discontinuation of using the Water & Sewer Monthly Spreadsheet and beginning use of the RVS Mosaics Billing Software Billing Register, which provides the same information.
- 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 **10/30/2018 through 11/27/2018**
Current: 60,471,234; Previous: 59,919,083; Usage: 522,151.
 - The Town of Rye calculation of Usage: Accurate reading not available. The reading system of the new meter isn't working properly because computer logon issues. This is being corrected.
 - Sewer Attorney Expense worksheet. Last billing dated 11/20/2018 expenses YTD \$87,525.39.
- SUMMARY AGED RECEIVABLES:

- Reviewed by the Board. The Board discussed past due accounts. Account #28 hangs up when Sherri attempted to call her, #31 has paid, #35 will bring payment into the office, #38 was left a voice message reminding him to make a payment, #71 paid online, #72 has a full voicemail box, and #107 left a voicemail reminding him of payment needed. Sam Serracino will attempt to contact those who have not responded. Notification is on each bill that when an account is 61 days past due, it will be disconnected. A letter will be written to include in December's billing advising all customers of the payment policy.
- APPROVAL OF ACCOUNTS PAYABLES:
 - There are \$22,031.12 scheduled payables.
 - Marty Rahl made a motion that the accounts payable bills be approved and paid with the addition of the payment of Gary Golliday being paid tomorrow for services provided in October and November. Sonny Jackson 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.

MASTER CALENDAR REVIEW:

- DECEMBER:
 - Water Sampling & Testing
 - Flush System
 - HACH – TURB Meters & Chlorine Analyzers
 - Budget Approval/Adoption by the Board Dec 31
 - \$3,248.50 SEP Final Water Penalty Payment
 - \$261.00 2019 CML Dues 1/1/2019 – 12/31-2019
 - \$1,287.00 Pinnacol Assurance Policy Payment Due
 - John VanOort Evaluation
 - December 12 – Budget Due to Pueblo County
 - Budget Due to State December 31
 - Civil Asset Forfeiture Reports Due
 - PERA Monthly Reporting
 - Mill Levy Certification Provided to County Dec 15
- 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

The Board agreed to wait on the flushing of the systems until Spring. We will do this and test the hydrants at the same time. They also agreed that all employees should be evaluated each December. These items will be placed on the Master Calendar.

UNFINISHED BUSINESS:

- Rye Water Treatment Plant Update
 - Mickey Smith reported that Ginger found the compressors were not operating when she reported to work today. Mickey contacted Jerry Garver who came to fix them. One needs parts, so Jerry has ordered them and will install them when they come in (they're scheduled to be in after Christmas). The second had a loose switch which was tightened and is now working properly.
 - John VanOort requested that the Board approve the purchase of handlers. Sam Serracino motioned that we approve John to order, pending giving the Board the price to review. Sonny Jackson seconded, and the motion carried.
- Clerk Update
 - Sherri Beach informed the Board that everything seems to be wrapping up with both the audit and work with Debbie McKinzie-Johnson for the 2018 year.
 - Letters were mailed to customers concerning the garbage ordinance, but Sherri has not received a response from any recipients to date.
 - Pueblo County has paid the agreed upon \$7,000.00 for the sale of the Data Gator system.
 - Dutch Mead is working with Sherri on the Backflow prevention and cross contamination installations. A letter has been mailed to all customers who were identified in November, and the same "first letter" will be sent to several additional customers who have been identified. A "second letter" was composed by Dutch and will be mailed to customers after the "first letter" (pending Board approval) informing them that they need to submit a certificate to our office asap. Those who fail to become compliant will have water services disconnected. In Board discussion, the Trustees agreed that some of our customers will be given leniency in the timeframe to complete the project. Those included in the additional time will be the schools because they must turn water off for installation, and students will be impacted. Additionally, individuals who must install the system outdoors will be given additional time to install so they aren't forced to deal with the frozen ground, mud, and the weather elements. These customers will be given until May or June. Each individual's circumstances will be considered when they contact our office. Sherri was asked to wait until after Christmas and send an update on our progress to Jorge Delgado and Timothy Jones, both from Colorado Department of Public Health and Environment, so they can see that we're taking this matter seriously.
 - Sherri Beach updated the Board on the online payment program. We have begun receiving fees of \$85, \$34 etc., for processing online payments. Unfortunately, the program continues to pose struggles because payments are

lumped together when deposited to our Water Fund bank account, and there is no notation of what funds are from whom. In addition, payments that are received and "settled" are withdrawn/pulled back because of "inactive or closed accounts" up to five days later. A few of our customers are beginning to get quite frustrated with the new system. It was noted that to keep on top of the payments and who they have come from, we must check the site every single business day because information disappears from the reports. Sherri continues to try to work with all involved to make the system beneficial for the Town.

- The annexation book has been received from CML, and Sam Serracino will get it to Mark Ohlsen next week.
- The meter that has been giving false readings on Oak Street will be pulled and replaced on Saturday by Jess Ringo of Spectrum Plumbing.
- Trustee's Updates:
 - Marty Rahl has continued to try to work with Gary Girolimon of Ted D Miller Associates to get the recommended sewer flow meter issues resolved. The meter has not worked properly since installation. Per our agreement with the Colorado City Metro District, we must resolve this issue immediately. Marty is contacting Alan Leak to ask that he and the engineer of CCMD consult in the purchase of a new meter and advise us of their wishes as soon as possible. This must be completed per the CCMD Agreement terms.
 - Marty Rahl is working to find the documentation for the easements and deeds for the sewer line per the CCMD Agreement terms. She will contact Tom Mullans for guidance.
 - Sam Serracino let Sherri know that there is an available scholarship from CIRSA for the next CMCA Institute. The scholarships are for \$1500 per person, and he encouraged her to research it and apply because the institute was invaluable last year.

NEW BUSINESS:

- Sam Serracino and Marty Rahl posed a suggestion to the Board that we have a 1-hour focused work session the Wednesday prior to each Board of Trustees meeting. This session would allow the Board to work on items and iron out details prior to bringing them to a vote at the Regular meetings. These sessions would assist in keeping the Regular meetings short and productive. It was recommended that the first session be used to prioritize what needs to get done, who will do certain tasks, timelines and issues. Items that will be discussed in these sessions would include annexation, raising of rates, and ordering meters to have on hand, etc. Marty Rahl made a motion to tentatively schedule a work session on Wednesday, February 6, 2019, as the January meeting will be very close to the New Year. Sam Serracino seconded, and the motion carried.
- After review, Marty Rahl motioned that the Resolution to Set Mill Levy be accepted. Sam Serracino seconded, and the motion passed.
- Following review, Marty Rahl motioned that the 2019 Budget be Approved. Sam Serracino seconded, and the motion carried.

- The Board discussed the possibility of finding a backup person to read meters in case our Contract Labor individual is ill or unable to read meters. Everyone agreed this would be a good idea.
- Sam Serracino informed the Board that he spoke with John VanOort to see if there is some type of alarm that could be activated if the water pressure gets low or there are other issues with the Water Treatment Plant. John will research this and let us know.

ADJOURN:

- At 7:20 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.

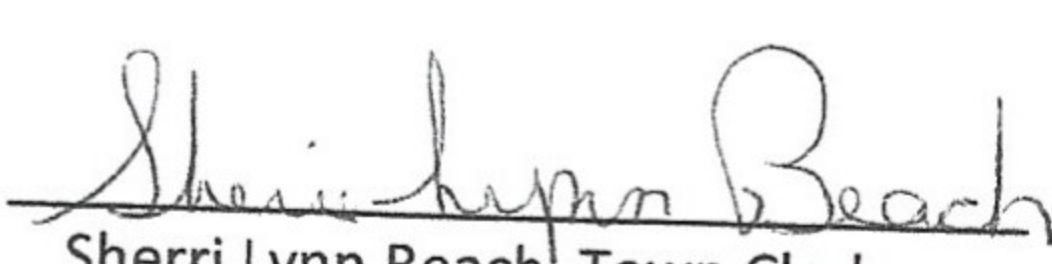
Adjournment:

At 7:40 pm, Marty Rahl motioned that executive session be concluded and the Board return to regular session. Sam Serracino seconded, and the motion passed. At 7:41 pm, Sam Serracino motioned that the Board of Trustees Meeting be adjourned. Marty Rahl seconded, and the motion passed.

The Next Regular Session meeting will be on
January 9, 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