

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 February 13, 2019. 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: John VanOort, WTP Operator; Pam Hair, Greenhorn Valley View; Larry Sisk; and David Doughty.

PUBLIC INPUT:

Larry Sisk addressed the Board asking questions about the testing of the water at the Water Treatment Plant. John VanOort explained that TOC (Total Organic Carbons) are monitored and testing is done regularly to assure that the water is safe for the residents. He explained that the State of Colorado has rules that must be followed to keep the water safe, and reporting is done on a daily basis to assure high water quality. David Doughty addressed the Board and Mr. VanOort with concerns about water quality and customers who must have water service disconnected for nonpayment after 61 days. He believes that the Town policy is "mean" and voiced his opinion about the policy.

CONCENT AGENDA ITEMS:

- **MINUTES OF THE LAST MEETING:** Marty Rahl motioned that the Minutes for the January 9, 2019, 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 560,733 total treated gallons, 467,110 gallons delivered to the town, and 108,945 waste water/back wash water gallons for the month of January, 2019.
- **WATER & SEWER MONTHLY METER USAGE/BILLING:** The Water & Sewer Billing Register was reviewed for the month of January, 2019.
- **SUMMARY READINGS:**
 - Water Plant Data – Excel worksheet provided. Billed gallons were 520,632 for the month of January, 2019.
 - Waste Water Data – Data was not available because a flow meter has not been reinstalled.
 - CCMD comparison worksheet: From **12/27/2018 through 1/29/2019**

Current: 61,771,052; Previous: 61,058,041; Usage: 713,011.

- The Town of Rye calculation of Usage: Accurate reading not available.
- Sewer Attorney Expense worksheet. Last billing dated 1/20/2019 expenses YTD \$88,447.89.

- SUMMARY AGED RECEIVABLES:

- Reviewed by the Board. The Board discussed past due accounts. Account #27 sent a Cashier's Check in the amount of \$2,103.18 via Fed Ex which clears the account, and the bank has requested that water be restored for the new owners. Account #69 continues to be in foreclosure. Accounts #71 and #72 are late and will be 61+ days next month, and they will both be disconnected if payment isn't received. This notification is posted on every statement, and a detailed letter explaining our policy was mailed to every customer on December 31, 2019, so contact of the accounts is not necessary prior to disrupting service.

- APPROVAL OF ACCOUNTS PAYABLES:

- There are \$42,023.41 scheduled payables, \$7,712.99 from General, \$16,077.51 from Sewer, \$17,692.91 from Water, and \$540.00 from HUTF. In addition, a stop payment for a check not received (Roto-Rooter) needs to be ordered.
- Sam Serracino made a motion that the accounts payable be approved and paid and that the portions paid from the General account be reimbursed from Water and Sewer Accounts. Marty Rahl seconded, and the motion passed.
- Sam Serracino made a motion that the negative balance of the General fund be divided equally between the Water and Sewer Accounts, plus \$300 from each, to be transferred to the General fund. He also motioned that half of the Star Gazer invoice be reimbursed from the HUTF account because the work was done on the roadway. Sonny Jackson seconded. The motion passed.
- Sam Serracino made a motion that we order labor posters from In Compliance Products, Inc., for \$48.85 this year, dropping to \$25.00 every year after this first investment. Marty Rahl seconded. Motion Passed.

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

- These reports which represent budget vs actual were presented and reviewed.

MASTER CALENDAR REVIEW:

- 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

- MARCH:

- Sewer Average Billing of December, January and February

- HACH service contract \$2,829.00
- Water Sampling & Testing
- Sewer Policy Review
- Last Day to Cancel Election March 14
- Street Sweeping & Striping
- Chuck Coletti – Pueblo County
- Public Works by the Airport
- Pinnacol Assurance Policy Payment Due \$429.00
- CableCo Franchise Tax 2022
- PERA Monthly Reporting

UNFINISHED BUSINESS:

- Rye Water Treatment Plant Update
 - John VanOort told the Board that Pall Corporation reprogrammed and updated our system following a possible power surge. He said this expense is covered in our annual fee for their services. John will call a trusted contact he has in Ft. Collins to inquire about the installation of a surge protector to the Water Treatment Plant. He'll update the Board with his findings.
 - Mr. VanOort explained to the Board of the updated requirements per the State of Colorado for testing water more frequently. He indicated that we could purchase a system through Hach for \$6,031.00 for equipment and reagents which would automatically test the water every 15 minutes. The cost would be approximately \$3,000 per year in the future for the reagents required. He said he will contact other firms to get quotes. He explained that he currently tests manually and sends the samples to Colorado Analytical, which costs approximately \$82 per week, \$328 per month.
 - Sam Serracino made a motion that John do TOC Testing once a week to establish a baseline, and he is to continue sending the samples to Colorado Analytical. Sonny Jackson seconded, and the motion carried. John was asked to keep the Board updated, and we can revisit the purchase from Hach at a later date.
 - John informed the Board that the Colorado Department of Health is requiring that we do additional work on the sides of the tank at the Water Treatment Plant. He recommended that we install 1/8" rubber liner and 5" cobble on three sides that will drain toward the roadway. He said we could dig the east side below lid level, and we will have asphalt on the fourth side.
 - Marty Rahl made a motion that we get three bids for the proposal (installing 1/8" rubber liner and 5" cobble on three sides that will drain toward the roadway, digging out the east side below lid level, and have paving on the fourth side) then make a choice from those bids. Sam Serracino seconded, and the motion passed.
 - John told the Board that he will be scheduling to get his recertification in March, 2019.
- Clerk Update
 - Sherri Beach informed the Board that the completed 2017 audit is behind us. Funds are beginning to come in again, and they're expected to increase with

more customers paying property taxes in March, April, and May. Hopefully, this will help in building our General fund balances in the near future. In addition, several large invoices we've encountered recently won't happen again (the accountant fees and audit expenses for 2017). At this point, it appears that we will need to file an audit again for 2018 because of the grant income we received for the Water Treatment Plant project. Nancy Humphries will be working closely with Sherri and Debbie in June to see if we can't find a way to avoid being audited again for 2018.

- Debbie McKinzie-Johnson has worked with Sherri to clean up the books, and there is just a little more to do, particularly in the Water fund. We'll begin this again in June, as Debbie isn't available until that time because of her business schedule. She did note that all information the Board is receiving is correct, and it's just "cleaning up" that continues to need to be done.
 - Sherri has not heard anything further from Mark Ohlsen, so she was asked to contact him and request that we be allowed to pick up our Annexation Book from him. Sam Serracino agreed to pick the book up for us. The Board agreed to discuss our options for an attorney in a work session.
 - Sherri told the Board that she's been working with Dutch Mead in the Backflow Prevention Cross-Contamination project for businesses. Currently, 25 businesses have been identified and contacted. Dutch has received many certifications that he'll bring to us as soon as he can for our records. Sherri did have to make calls to five individuals and let them know that they needed to report a plan to us within 10 days or their water will be disconnected. Four of those have called and have scheduled their systems to become compliant. The only one we have not heard from is Thomas Brian Investments (Rye Apartments on Peterson Street), and the water is scheduled to be turned off on the 22nd. Everyone has been instructed that this must be complete no later than July 1, 2019. Dutch has taken over communication with Jorge Delgado with the State Health Department.
 - Sam Serracino requested that Sherri contact the Election Office to inquire about where the Town stands, what we need to do, and come up with a plan of action to fill our vacant seats and prepare for next year when several terms expire.
- Trustee's Updates:
 - Sonny Jackson spoke with the Board about his findings concerning a sewer meter. He noted that he has contacted several individuals to find an ACCURATE accounting of our sewer flow going to Colorado City each month. He spoke with Josh McGivens and asked for his assistance in finding a solution to the meter problem. Mr. McGivens agreed to help in any way he can, and he provided Sonny with contact information for people who specialize in this area. Sonny called Frank Kalor of Goble-Sampson, who has encountered a similar situation with another municipality. That issue was successfully resolved by implementing the use of a "Palmer-Bowlus" flume as opposed to a "V" notch flume. The shape of the flume allows sewer discharge to pass unimpeded. Sonny is currently awaiting additional information and specifications for a Palmer-Bowlus flume. Sonny also stated that Josh will be giving Sonny's contact information to vendors at a conference that is happening in the Denver area. He anticipates hearing

from these vendors, and he'll continue to attempt to resolve the flow meter issue.

- Sonny spoke with Tom Mullans, and he was informed that the attorneys have not yet received or settled the final draft, so we've got about 60 days to get a meter. He will continue to pursue this situation.
- Marty Rahl spoke to the Board briefly about the Scenic byway project. Work on this project has begun again, and she was asked to mention it to the Board of Trustees. The "byway" is the entire length of Highway 165.

NEW BUSINESS:

- Marty Rahl motioned that Resolution 2019-1 Designating Official Public Notice Location & Official Newspapers of General Circulation for the Town of Rye be implemented. Sonny Jackson seconded, and the motion passed.
- Sonny Jackson motioned that Resolution 2019-2 Setting a Base Value of \$1,000 for Property Carried on the Capital Asset Inventory for Fiscal Year 2019 and forward be implemented. Marty Rahl seconded, and the motion carried.
- Marty Rahl motioned to amend the previous Resolution for non-payment of accounts and incorporate the New Resolution 2019-3 for Disconnect for Non-Payment Accounts. Sonny Jackson seconded, and the motion passed.
- Sam Serracino made a motion that the Town of Rye open a Building Maintenance Account at the Bank of the San Juans with Mayor, Mickey Smith; Mayor Pro-Tem, Sonny Jackson; and Clerk, Sherri Beach; as signers on the account. After the account is opened, \$200 per month will be transferred from each of the General, Water, and Sewer accounts to this account. Marty Rahl seconded, and the motion passed.
- Sonny Jackson motioned to accept and use the Pueblo County Assessor's value of \$110,909 for the Town Hall Building (for depreciation purposes). Marty Rahl seconded, and the motion carried.
- Job Descriptions for a Plow Driver, General Maintenance Laborer, Water Treatment Plant Operator I & 2, and the Town Clerk positions will be reviewed and updated, if applicable, in a future meeting of the Board. Until that time, our job descriptions will stand as is, with no changes. Sherri was asked to submit these to Jay Williamson with CIRSA for his input to review with the Board.
- Sam Serracino made a motion that we call to get street striping on the schedule for this year. He stated that he would make the phone call to get on the schedule. Marty Rahl seconded, and the motion carried.
- Mickey Smith suggested scheduling a work session to iron out the January, February, March average water and sewer usage. Marty Rahl said we need to discuss account #58's sewer rate, as they were promised over a year ago that it would be considered. Marty also said that this would be a good time to review job descriptions. Mickey and Marty will communicate with the Board about scheduling a work session when they have their baseball schedules.
- The Board agreed that Sherri will place a help wanted advertisement in the Greenhorn Valley View for a general contract person. Marty Rahl will help Sherri to come up with a job description for interested parties to pick up, complete, and return for Board review.

ADJOURN:

- At 8:50 pm, Marty Rahl made a motion to adjourn the regular meeting. 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.

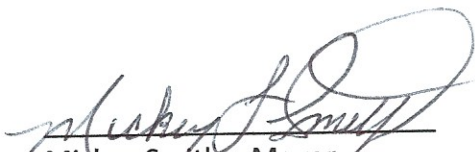
Adjournment:

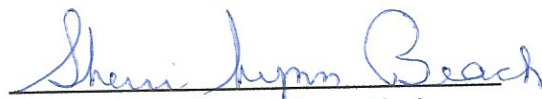
At 9:25 pm, Sonny Jackson motioned that executive session be concluded and the Board return to regular session. Sam Serracino seconded, and the motion passed. At 9:31 pm, Marty Rahl motioned that the Board of Trustees Meeting be adjourned. Sam Serracino seconded, and the motion passed.

**Work Session is Scheduled for Wednesday, February 6, 2019 at the Town Hall.
The Next Regular Session meeting will be on
March 13, 2019, at 6:00 p.m. at the Town of Rye Building.**

Public is encouraged to attend

**Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the Rye Town Clerk at 489-2011. We would appreciate if you would contact us at least 48 hours in advance of scheduled events so arrangements can be made to locate the requested auxiliary aid(s).*


Mickey Smith – Mayor


Sherri Lynn Beach, Town Clerk