

TOWN OF RYE
RECORD OF PROCEEDINGS
April 10, 2024

Call to Order/Roll Call

Marty Rahl called the Regular Monthly Board Meeting to order at 6:00 p.m. at the Town Hall at 2067 Main Street in Rye, Colorado. Those in attendance were as follows: Marty Rahl, Mayor; Patrick Ryan, Trustee; Kathy MacCormack, Trustee; Aimee Kramer, Trustee; Geoff Pagnotta, Trustee; Heidi Miller, Trustee; Sandra Steele, Trustee; Jocelyn Ensley, Town Clerk; Greg Colter, Colorado Rural Water. Those absent were: N/A

Jocelyn Ensley swore in Heidi Miller as Town of Rye Board of Trustee for a 2-year term.
Jocelyn Ensley swore in Geoff Pagnotta as Town of Rye Board of Trustee for a 2-year term.
Jocelyn Ensley swore in Sandra Steele as Town of Rye Board of Trustee for a 2-year term.

Audience Participation

N/A

At 6:05 p.m., Sandra Steele made a motion to enter into executive session. Heidi Miller seconded the motion. The motion passed unanimously.

Executive Session

Personnel: For discussion of personnel matters (Review Jocelyn Ensley, Gib Rokich, and Matthew Smith Employee Contracts for Renewal and Review Markus Buck Employee Contract for Approval) under CRS Section 24-6-402(4)(f) and NOT involving: any specific employees who have requested discussion of the matters 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.

Regular Meeting

At 6:30 p.m., Patrick Ryan made a motion to come out of executive session. Sandra Steele seconded the motion. The motion passed unanimously.

Aimee Kramer made a motion to approve the renewal of Matthew Smith's Town of Rye Employee Contract. Patrick Ryan seconded the motion. The motion passed unanimously.

Aimee Kramer made a motion to approve the renewal of Gib Rokich's Town of Rye Employee Contract. Sandra Steele seconded the motion. The motion passed unanimously.

Patrick Ryan made a motion to approve Markus Buck's Town of Rye Employee Contract. Heidi Miller seconded the motion. The motion passed unanimously.

Heidi Miller made a motion to approve the renewal of Jocelyn Ensley's Town of Rye Employee Contract. Geoff Pagnotta seconded the motion. The motion passed unanimously.

Greg Colter addressed the Board to give a presentation on the findings of the Town of Rye main sewer line cleaning and CCTV'ing performed by Direct Discharge in September 2023. Greg Colter discussed the Town of Rye Main Sewer Assets, CIRSA Insurance/Regulatory Agencies, GIS Classification, TOR main sewer cleaning and CCTV'ing report from Direct Discharge, and Technical Managerial Finance. Greg Colter expressed that the next steps to addressing the main sewer line replacement and/or repairs is to contact the ORC and an Engineer to have an assessment done for the project. Jocelyn Ensley stated that the findings have been sent to the ORC and a request for assessment will be sent to Element Engineering so that the Board can review.

Consent Agenda Items

- Patrick Ryan made a motion to approve the January 10, 2024- Regular Monthly Meeting Minutes, the January 25, 2024- Emergency Meeting Minutes, the February 14, 2024- Regular Monthly Meeting Minutes, the February 19, 2024- Special Meeting Minutes, and the March 13, 2024- Regular Monthly Meeting Minutes. Heidi Miller seconded the motion. The motion passed unanimously.
- The ORC Water Treatment Plant End of Month Report was reviewed by the Board. Jocelyn Ensley stated that Filter Tech Systems has provided an update on the ETA of equipment for the GAC Project and due to high demand, the equipment will more than likely not be delivered until after the CDPHE Deadline. Jocelyn Ensley explained that the Town has a meeting with CDPHE on Friday, April 12, 2024, to provide them an update of the project and stated that at the meeting she will request an extension to meet compliance with CDPHE. Marty Rahl stated that she has been in contact with Ryan Jacobs, and that he has confirmed that he is still able to install the GAC Filtration System once it is delivered. A concrete slab will need to be installed in the water treatment plant prior to the GAC Equipment being installed. Geoff Pagnotta stated he may be able to help locate a contractor to assist with installing the concrete slab and asked that the plans be emailed to him for the GAC Project.

- Jocelyn Ensley explained the Emergency Services Well to the Board. Marty Rahl stated that the Town will need to locate the outsource to the well to have the water pressure tested to ensure the Fire Department can use it.
- Jocelyn Ensley explained the Lead and Copper Inventory and Replacement Plan Regulations from CDPHE to the Board. WSP will continue to collect data until as much information as possible is known. A voluntary self-assessment survey was sent to water account holders on March 29, 2024, to gather service line information. Jocelyn Ensley stated that residents have been participating in the voluntary survey.
- The Water and Sewer Monthly Meter Usage (Billing Register) was reviewed.
- The Town of Rye Summary of Accounts, RVS Systems Totals Report and CCMD Sewer Flow Chart were reviewed by the Board.
- The Summary of Aged Receivables was discussed by the Board. Past due accounts were called by Jocelyn Ensley and reminded of their past due balance as well as the current due balance. The Board instructed Jocelyn Ensley to issue disconnect letters for all delinquent accounts surpassing 61+ days in payment.
- Kathy MacCormack made a motion that the Accounts Payable/Transfer of Funds from appropriate accounts be paid and that appropriate funds be transferred per the Checks Written form. Heidi Miller seconded the motion. The motion passed unanimously.
- The Board reviewed the Profit & Loss and Balance Sheets.
- The Master Calendar was reviewed. Jocelyn Ensley has updated the calendar to reflect the date and name of persons completing monthly items.

Unfinished Business

- Jocelyn Ensley explained the history of account #37 to the Board and the current status of their water service being disconnected. No communication has been received from account #37 and attempts to reach account #37 have been unsuccessful due to the phone number being disconnected and the PO Box being closed.
- The Board reviewed the 2024 CIRSA Audit Report. Jocelyn Ensley stated that the Town received a score of 100 out of 100 for the 2023 year. Minimal recommendations were made by CIRSA for improvement, but attention was made to repair a crack on the West side of the Town Hall building as well as replace an eve cover. Water Treatment Plant Operators will also need to be trained in LOTO processes. Jocelyn Ensley will add the repairs to Town Hall to the agenda. Jocelyn Ensley explained the Sidewalk Ordinance to the Board members. Aimee Kramer discussed a CDOT Sidewalk Grant that the Town may qualify for. Jocelyn Ensley stated that she will research the grant and provide details at the next Board Meeting.
- Marty Rahl stated that she has not received a quote for tree lighting services and that once she receives it, she will present it to the Board. Marty Rahl will contact San Isabel Electric to have them remove the current lights from the Tree at the Rye Triangle.

- The Board discussed providing a water account credit to homeowners who have participated with mandatory lead and copper testing over the years. The board decided against issuing credits to residents who participate in lead and copper testing and will discuss the option as needed in the future.
- The Board reviewed the HACH Annual Membership Renewal Quote for the 2024 year. Aimee Kramer made a motion to approve the HACH Annual Membership Renewal Quote for the 2024 year. Patrick Ryan seconded the motion. The motion passed unanimously.

Reports

CPA Update: N/A

Attorney Update: N/A

Trustee Updates: Aimee Kramer inquired about the Town participating in services for the community such as Meals on Wheels. Marty Rahl stated that the Town currently allows the Lion's Club to use Town Hall for their monthly meetings and that Town Hall can be utilized by any community group or organization as approved by the Board.

Staff Updates: Marty Rahl stated that she and Jocelyn Ensley attended a meeting with the Water Treatment Plant Employees for a quarterly update. Training has been provided to the new employee and the transition has been going smoothly. All employees will continue to cross-train on all responsibilities. A Water Sampling Schedule is being created so that all staff are on the same page with all requirements. Once the GAC Filtration System has been installed the ORC will come out to meet with employees to conduct training of the system. Meetings will continue quarterly with the Water Treatment Plant staff for regular updates to the Board.

New Business

- Jocelyn Ensley stated that the Board of Trustee Ethics Training will need to take place in the 2024 year and asked the Trustees for days/times that work best for them. The Board agreed to have a Work Session on June 21, 2024, at 1:00 p.m. for Trustee Training. The Board discussed scheduling a meeting with the Town Attorney. The Board agreed to meet with the Town Attorney on May 8, 2024, at 5:00 p.m., prior to the Regular Monthly Board Meeting. Jocelyn Ensley stated that she will reach out to the Attorney to confirm their availability and will confirm the meeting date with the Board once it has been scheduled with the Attorney.
- Jocelyn Ensley stated that Backflow Prevention Certification Letters will be sent to Multi-Unit Property Owners and Business Owners for annual certifications to be submitted to the state.
- The Board reviewed quotes from Home Depot for a replacement Storm Door at Town Hall. Aimee Kramer made a motion to approve the purchase of the third storm door

option presented. Kathy MacCormack seconded the motion. The motion passed unanimously.

- Jocelyn Ensley presented the updated Town of Rye Policy Manual. Jocelyn Ensley stated that the only change to the Policy Manual was updating the Board Member names and terms.
- Jocelyn Ensley stated that the 2024 Town Square Fair will be held on Saturday, August 10, 2024, from 11:00 a.m. to 4:00 p.m. This date is the last weekend before all of District 70 will return to school and has proven to be a successful timeframe for the event. Dates are being set around the community for summer events and individuals are beginning to inquire about the Town event. Jocelyn Ensley asked the Board if they felt comfortable leaving vendor fees at \$25.00 per vendor space and the Board agreed to not raise them. Jocelyn Ensley will start preparing for the summer event.

Adjournment

At 8:35 p.m., Patrick Ryan made a motion that the Board close the regular meeting. Kathy MacCormack seconded the motion. The motion passed unanimously.

Marty Rahl, Mayor



Jocelyn Ensley, Town Clerk

**The Next Regular Session meeting will be held on
June 12, 2024, at 6:00 pm at the Town Hall at 2067 Main Street, Rye, CO 81069
The public is encouraged to attend.**

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the Rye Town Clerk at 719-489-2011. We would appreciate it if you would contact us at last 48 hours in advance of scheduled events so arrangements can be made to locate the requested auxiliary aid(s).