

TOWN OF RYE
RECORD OF PROCEEDINGS
January 12, 2022

Call to Order/Roll Call

Mayor Protem, Sheila Henderson called the Regular Monthly Board Meeting to order at 6:02 pm at the Town Hall at 2067 Main Street in Rye, Colorado. Those in attendance were as follows: Sheila Henderson, Mayor Protem; Patrick Ryan, Trustee; Larry Sisk, Trustee; Sandra Steele, Trustee; Levi Bernal, Trustee (via phone); Gib Rokich, Water Operator; Madison Rokich, Water Operator; Jocelyn Mower, Clerk; Sherri Beach, Clerk. Also present were: Bill Hamler, Property Owner; Randy Smith, Property Owner; Lola Raugh, Resident. Those absent were: Marty Rahl, Mayor; Markus Buck, Trustee; Richard Hopp, Operator in Responsible Charge. The Pledge of Allegiance was recited.

Audience Participation

Bill Hamler addressed the board requesting information about being annexed in the Town of Rye, his meter being moved onto his property, as well as concerns regarding a water leak. Mr. Hamler would like to be annexed into the Town of Rye to ensure his property taxes contribute to the Town. He has water and sewer services to the Town of Rye due to "right of way" access. He requested information pertaining to the fee's associated with annexation along with the process he would need to fulfill. Sheila Henderson said that the board will research and follow up with him. Mr. Hamler requested his meter to be moved from 2030 to 2020 Main St. (75-80ft) and inquired about the cost to do so. He was told that the board would need to discuss the details associated with this matter before an answer could be given. Pertaining to the water leak, Mr. Hamler believes there could be 2 sources that are in question. He paid to have new frost free installed a few months back and suspects it may be the issue. Gib Rokich was instructed to check and assist Mr. Hamler with shutting off valves to see if there could be a leak inside the home. Gib Rokich will follow up with the board for a plan of action to resolve the issue.

Lola Raugh rents an RV space and had concerns regarding the upcoming water/sewer rate increase and how to receive notifications. Sherri Beach said that she is welcome at all monthly meetings and that copies of all notices mailed to homeowners are kept at the Town Hall. She shared concerns that the meeting minutes and other details are missing from the Town of Rye website. Sheila Henderson ensured that Jocelyn Mower will be updating website with past, current and future information.

Randy Smith had questions regarding what the Water Treatment Department tested the water for and where. Gib Rokich said we test for lead, copper, bacteria, and other elements. Gib Rokich stated that all homeowners are notified by state law of contaminant results. Randy Smith mentioned that his water is discolored during the spring season. Sheila Henderson said that he can take a water sample to Plebian Pools & Spa's off 4th St. in Pueblo, CO. Gib Rokich said he can send water samples to CDPHE as well.

Consent Agenda Items

- Patrick Ryan made a motion that the Minutes of the December 8, 2021, regular Board of Trustees Meeting be approved. Sandra Steele seconded. The motion passed unanimously.

- Sandra Steele made a motion that the Minutes of the December 16, 2021, Emergency Meeting be approved. Patrick Ryan seconded. The motion passed unanimously.
- The Water Treatment Plant Executive Report, provided by Richard Hopp, was presented by Gib Rokich to the Board with the information that was available. Gib said that 1 problem has been solved, but we are still losing double the amount of water compared to last year. We are using up to +40,000 gallons of water per day compared to last year's figures at 14,000 gallons per day. A broken meter has been recalibrated with the help of PALL Corporation, resulting in fixing false readings. Gib said there is also a leak resulting in +1,000 gallons per hour loss. He'll look at a suspected property to see if capping the line or placing a valve will make a difference. Jocelyn Mower was instructed to look at county assessor website to determine and contact the homeowner for permission to access the property. Patrick Ryan motioned that after confirmation of homeowner and permission for access property, to cap water line or place a valve on the secondary line. Sandra Steele seconded. The motion passed unanimously.
- The Water and Sewer Monthly Meter Usage (Billing Register) was reviewed. Notes were again written on the board packet copy so trustees could see concerns and explanations for unusual usage.
- The Town of Rye Summary of Accounts (with information available), RVS Systems Totals Report and CCMD Sewer Flow Chart were reviewed. Gib Rokich was instructed to ask Richard Hopp if he thinks we could be losing water through a leak or if it is running down stream and to research updated reports for answers.
- The Summary Aged Receivables were discussed. Past due accounts were called by Jocelyn Mower and reminded of their late due accounts. They were informed of the past due balance as well as the current due balance.
- Sandra Steele 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. Patrick Ryan seconded. The motion passed unanimously.
- The Board reviewed the Profit & Loss and Balance Sheets.
- The Master Calendar was reviewed. Jocelyn Mower has updated the calendar to reflect the date and name of persons completing monthly items.

Unfinished Business

Sherri Beach told the board that she had not heard back from the attorneys concerning the easement to the lagoon property. Jocelyn Mower was instructed to continue research on this matter and follow up with attorney to reach a conclusion for the board.

The board instructed Gib Rokich to fix the walkway to the post office by taking 2x4's and installing them for support. Sherri Beach stated that CDOT has reopened the sidewalk grant and that Marty Rahl, Mayor will be working to get this submitted.

The board discussed account #69 regarding Ordinance 2021-3 extension request. The board denied the request and violation fee's will be issued starting February 1, 2022. Jocelyn Mower was instructed by Sheila Henderson to write a letter notifying them of the decision.

Larry Sisk told the board that there is an excessive amount of dog waste accumulating on the walkway behind his home due to residents not picking up after their dogs. Jocelyn Mower was instructed to write a letter to multi-unit homeowners notifying them of the violations and ask their residents to comply with the Town ordinance's.

Sherrri Beach confirmed that a violation was sent to account #87 and that no response or request for extension has been received. Jocelyn Mower was instructed to write a letter notifying them that fee's will be assessed starting January 31, 2022.

Reports

Accountant/CPA Update:

Sandra Steele motioned, per Robert Boyd's recommendation, for Sherrri Beach to be paid as a vendor for her final received January 2022 payment from the Town of Rye. Larry Sisk Seconded. The motion passed unanimously.

Attorney Update: None

Trustee Updates: None

Staff Updates:

The board reviewed the latest SOW's received by Rib Rokich that need to be completed in order to be compliant for the annual CIRSA Audit. Jocelyn Mower has updated the SOW's to include a received by signature line and date received line. Sheila Henderson reviewed all outstanding SOW's and let Gib know that all outstanding items need to be completed. Gib Rokich acknowledged all outstanding items, including:

1. Feb. 2021-Touch up boardroom paint where doorbell was removed.
2. May 2021- Review CD's for infiltration
3. May 2021- Inspect sewer line and complete annual CIRSA sewer inspection sheet
4. August 2021- Meet with appropriate parties to drain Rye Triangle
5. Sept. 2021- Water plant inventory per CPA
6. Sept. 2021- Ship return equipment to USA Blue Book for credit
7. Sept. 2021- Check bridges, flumes, creek, mitigation quarterly per attorney and Board of Trustee's
8. Sept. 2021- Confirm HACH maintenance appointment
9. Sept. 2021- Document new meters, info, changes on as-builts per Board of Trustee's
10. Sept. 2021- Document all info from shop drawings (valve, replacements, date, etc.) to as-builts per Larry Sisk
11. Oct. 2021- Get an estimate for a backup P1 pump to keep on hand in case of emergency

Sheila Henderson requested Gib Rokich to get an estimate on backup pump price and present it at next months meeting so the board can approve it in case of emergency.

Jocelyn Mower told the board that account #114 had requested for late fee's to be forgiven on his accounts. The board denied the request and instructed Jocelyn to let him know of the decision.

Sherri Beach followed up on last months Efficiency Unit Calculations for rate increase at the end of this month. Sherri asked Patrick Ryan to discuss findings of account #47. Patrick stated that he and Markus Buck determined there are 2 cabins and 1 RV space for a total of 3 efficiency units. This finding will be added to the new billing sheet. Sherri asked the board how they would like to proceed with account #114 omitting the resident purchased the property with 12 water and sewer connections, but he has restructured to only have 9. However, he stated that he has not abandoned any of the connections. Jocelyn Mower was instructed by the board to notify the resident that he will need to provide proof that the 3 taps, not in use, have been concreted in to avoid being billed for all 12 taps.

Patrick Ryan made a motion to approve the purchasing of a plaque for Sherri Beach to honor her contribution to the Town of Rye. Sandra Steel Steele seconded. The motion passed unanimously.

Sherri Beach stated that account #76 reported excessive garbage overflowing on Peterson. Sheila Henderson instructed Jocelyn Mower to write a letter requesting the homeowner to have their dumpster emptied weekly due to it being a health hazard to the community.

Patrick motioned to have Sherri Beach removed from all banking accounts and lock boxes and to add Jocelyn Mower effective immediately. Meeting minutes will need to be provided to the bank as soon as available to ensure a fluid transition. Larry Sisk seconded. The motion passed unanimously.

Sandra Steele motioned to purchase a name plate and name plate holder for Jocelyn Mower. Larry Sisk seconded. The motion passed unanimously.

Jocelyn Mower asked the board to change the Town of Rye business hours to be open to the public Monday- Thursday from 8am-4pm, Friday-Sunday Closed. The board will discuss in executive session.

Patrick Ryan motioned to purchase Adobe Acrobat document reader and creator for the annual amount of \$179.88 for Jocelyn Mower to use in the Town of Rye clerk office. Sandra Steele seconded. The motion passed unanimously.

Patrick Ryan motioned for the current credentials needed for the Town of Rye website to be given to Jocelyn Mower so that we she can update past, current and future information as soon as possible and for a Town of Rye Facebook page to be created for her to manage and update on a regular basis. Larry Sisk seconded. The motion passed unanimously.

Jocelyn Mower notified the board of the generous donations Kirkland Construction made to the Town of Rye Clerk Office. A "thank you" card will be sent in appreciation of this donation.

New Business

Patrick Ryan motioned to adopt resolution 2022-1 designating official locations and circulation. Larry Sisk seconded. The motion passed unanimously.

Patrick Ryan motioned to adopt resolution 2022-2 setting meeting dates for board meetings. Larry Sisk seconded. The motion passed unanimously.

Sheila Henderson presented a memorial plaque in honor of John VanOort to be placed in the Town of Rye to express the Town of Rye's sincere appreciation and gratitude for his services. The board of trustee's acknowledges and recognizes Mr. VanOort's dedication to his years of contribution to the community.

Adjournment

At 8:43 pm, Sandra Steele made a motion that the Board close the regular meeting and enter into Executive Session. Patrick Ryan seconded. The motion passed unanimously.

Those in attendance of Executive Session were Sheila Henderson, Mayor Protem; Patrick Ryan, Trustee; Larry Sisk, Trustee; and Sandra Steele, Trustee.

Executive Session

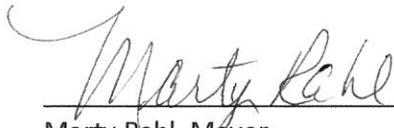
Personnel: For discussion of a personnel matter under CRS Section 24-6-402(2)(f) and NOT involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

Regular Meeting

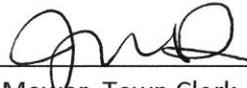
Patrick Ryan made a motion that Jocelyn Mower's contract for employment to include: \$18 per hour for up to 40 hours per week with the approval of overtime to be submitted to the mayor for board approval, PERA Benefits, 5 paid holidays, 10 business days PTO, mileage to be paid for out of office Clerk/TOR responsibilities and emergency calls, her time sheet to be completed and approved by Marty Rahl, Mayor or Sheila Henderson, Mayor Protem prior to the monthly meeting. Town of Rye public business hours will be changed to Monday- Thursday from 8am-4pm, Friday-Sunday Closed. Her contract will be reviewed for an increase in pay 6 months from this meeting at the July 13, 2022 monthly board meeting. Larry Sisk seconded. The motion passed unanimously.

Adjournment

- At 9:54 pm, Patrick Ryan made a motion that the Regular Board Meeting be adjourned. Larry Sisk seconded. The motion passed unanimously.



Marty Rahl, Mayor



Jocelyn Mower, Town Clerk

**The Next Regular Session meeting will be held on
February 9, 2022, at 6:00 pm at the Town Hall at 2067 Main Street, Rye, CO 81069
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 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).