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**TOWN OF RYE
POLICY
MANUAL**

Updated April 10, 2024

Approved by Board of Trustees

RESOLUTION 2023-5

RESOLUTION TO INCREASE WATER & SEWER RATES AND ESTABLISH A WATER CONSERVATION TIER RATE FOR EXCESSIVE WATER USAGE

WHEREAS, the Board of Trustees met on May 17, 2023, for a Work Session and discussed the importance of creating a Conservation Tier Rate in an effort to conserve treated water for all water meter sizes and discourage excessive water usage in the Town of Rye; and

WHEREAS, the Board of Trustees voted unanimously on May 17, 2023, to enact a Water Conservation Tier Rate and amend Resolution 2022-4 to Increase Water & Sewer Rates; and

WHEREAS, the rate increase is necessary to cover water treatment plant debt service and for operating and maintaining the infrastructure. Minimum and conservation usage rate structures will be assessed to all properties including vacant and seasonal use properties.

NOW THEREFORE, be it resolved by the Board of Trustees of the Town of Rye that Resolution 2023-5 Water & Sewer Rate Increase to Establish a Water Conservation Tier Rate is hereby adopted in full as follows:

Section 1.

Water:

To meet the financial needs of providing water to our residents the following right to serve rate (base rate) changes are proposed for the years 2022-2026:

Meter Size	Yr. 2022	Yr. 2023	Yr. 2024	Yr. 2025	Yr. 2026
3/4"	\$61.00	\$62.83	\$64.71	\$66.66	\$68.66
1"	\$71.24	\$73.78	\$75.58	\$77.85	\$80.19
1 1/2"	\$81.58	\$84.03	\$86.55	\$89.15	\$91.82
2"	\$111.03	\$114.37	\$117.80	\$121.33	\$124.97

In addition to the right to serve rate (base rate), residents will be charged per gallon used monthly at the following rates:

3/4" Meter Usage Rate	
Usage/Gallons	Usage Rate
1.0 – 19,999	\$.00302/gal used
20,000+	\$.020/gal used

1" Meter Usage Rate	
Usage/Gallons	Usage Rate
1.0 - 29,999	\$.00324/gal used
30,000+	\$.020/gal used

1 1/2" Meter Usage Rate	
Usage/Gallons	Usage Rate
1.0 – 39,999	\$.00344/gal used
40,000+	\$.020/gal used

2" Meter Usage Rate	
Usage/Gallons	Usage Rate
1.0 – 49,999	\$.00404/gal used
50,000+	\$.020/gal used

Example 1: Account 150 has a 3/4" service line and used 4,280 gallons in the month of June. The bill would be figured as follows: $4,280 \text{ gal} \times .00302/\text{gal} + \61.00 right to serve fee (base rate) = \$73.93 will be billed for water.

Example 2: Account 150 has a 3/4" service line and used 25,000 gallons in the month of June. The bill would be figured as follows: $19,999 \text{ gal} \times .00302/\text{gal} + 5,001 \text{ gal} \times .020/\text{gal} + \61.00 right to serve fee (base rate) = \$221.42 will be billed for water.

The Town of Rye has identified customers with **multiple efficiency units*** receiving water through a single meter associated with the property. The principal connection will be charged per month based on meter size rate, plus usage, AND plus an additional fee of \$40.00 for each efficiency unit on that property that is served by the property's single meter.

Sewer:

Sewer charges are determined yearly for each customer by averaging individual water consumption for the months of December, January, and February and adding the right to serve sewer fee of \$29.64/month. The months of December, January, and February are used to determine the average water consumption because water usage is generally at the lowest per individual customer.

To meet the financial needs of providing wastewater treatment to the residents of the Town of Rye, the following right to serve fee (base rate) and consumption averages fees are proposed:

All customers will be charged a flat fee of \$29.64 per month for right to serve (base rate) for wastewater treatment. Additionally, customers will be charged per month for the average usage as follows:

3/4" and 1" .005/gal of the average water consumption of Dec., Jan., Feb.

1½" and 2" .00697 /gal of the average water consumption of Dec., Jan., Feb.

Example: Account 150 has a 3/4" meter and averaged 2,160 gal of water consumed for the months of Dec., Jan., and Feb. $2,160 \text{ gal} \times .005/\text{gal} + \29.64 right to serve fee (base rate) = \$40.44. Account 150 would know their sewer fee would be \$40.44 each month for the entire year.

The Town of Rye has identified customers with **multiple efficiency units*** that are connected to the town sewer main through one connection. The principal connection will be charged per month based on meter size rate, plus usage average, AND plus an addition fee of \$15.00 for each efficiency unit on the property that is served by the property's single sewer main connection.

For sewer billing purposes, water consumption for Dec., Jan., and Feb. will be recalculated yearly in the month of February to be used in the following year. The new water and sewer fees will appear in the January billing of each year, beginning in 2023.

***Efficiency Unit** is any unit in addition to the principal connection (i.e. multiple connections on the same line). Additionally, efficiency units have not been permitted since Ordinance 2020-9 "Ordinance to Require Water/Sewer Tap for Every Single-Family Home and Commercial Residential/Multi-Family Properties to Require Board Approval for Water and Sewer Taps Prior to Construction Beginning" was enacted on May 13, 2020.

SECTION 2. The Town of Rye authorized personnel are directed and authorized to perform any and all acts consistent with the intent of this Resolution to effectuate the policies and procedures described herein.

SECTION 3. This Resolution shall become effective June 14, 2023, and the Town Clerk is instructed to increase the water rate upon adoption of this Resolution.

ADOPTED this 14th day of June 2023.

Marty Rahl, Mayor

Jocelyn Mower, Clerk

RESOLUTION 2022-4

Revision to Resolution 2021-5 to Increase Water and Sewer Rates

BE IT RESOLVED, by the Board of Trustees of the Town of Rye that water and sewer rates will be increased effective January 1, 2022, as follows:

Water:

To meet the financial needs of providing water to our residents the following right to serve rate (base rate) changes are proposed for the years 2022-2026:

Meter Size	Yr. 2022	Yr. 2023	Yr. 2024	Yr. 2025	Yr. 2026
3/4"	\$61.00	\$62.83	\$64.71	\$66.66	\$68.66
1"	\$71.24	\$73.78	\$75.58	\$77.85	\$80.19
1 1/2"	\$81.58	\$84.03	\$86.55	\$89.15	\$91.82
2"	\$111.03	\$114.37	\$117.80	\$121.33	\$124.97

In addition to the right to serve rate (base rate), residents will be charged per gallon used monthly at the following rate:

3/4" \$.00302/gal used	1" \$.00324/gal used	1 1/2" \$.00344/gal used	2" \$.00404/gal used
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Example: Account 150 has a 3/4" service line and used 4280 gallons in the month of June. The bill would be figured as follows: 4280 gal X .00302/gal + \$61.00 right to serve fee (base rate) = \$73.93 will be billed for water.

The Town of Rye has identified customers with **multiple efficiency units*** receiving water through a single meter associated with the property. The principal connection will be charged per month based on meter size rate, plus usage, AND plus an additional fee of \$40.00 for each efficiency unit on that property that is served by the property's single meter.

Sewer:

Sewer charges are determined yearly for each customer by averaging individual water consumption for the months of December, January, and February and adding the right to serve sewer fee of \$29.64/month. The months of December, January, and February are used to determine the average water consumption because water usage is generally at the lowest per individual customer.

To meet the financial needs of providing wastewater treatment to the residents of the Town of Rye, the following right to serve fee (base rate) and consumption averages fees are proposed:

All customers will be charged a flat fee of \$29.64 per month for right to serve (base rate) for wastewater treatment. Additionally, customers will be charged per month for the average usage as follows:

3/4" and 1" .005/gal of the average water consumption of Dec., Jan., Feb.

1 1/2" and 2" .00697 /gal of the average water consumption of Dec., Jan., Feb.

Example: Account 150 has a 3/4" meter and averaged 2160 gal of water consumed for the months of Dec., Jan., and Feb. $2160 \text{ gal} \times .005/\text{gal} + \$29.64 \text{ right to serve fee (base rate)} = \40.44 . Account 150 would know their sewer fee would be \$40.44 each month for the entire year.

The Town of Rye has identified customers with **multiple efficiency units*** that are connected to the town sewer main through one connection. The principal connection will be charged per month based on meter size rate, plus usage average, AND plus an addition fee of \$15.00 for each efficiency unit on the property that is served by the property's single sewer main connection.


For sewer billing purposes, water consumption for Dec., Jan., and Feb. will be recalculated yearly in the month of February. The new water and sewer fees will appear in March billing of each year, beginning in 2023.

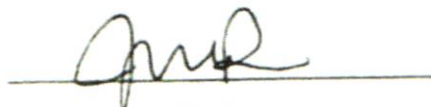
***Efficiency Unit** is any unit in addition to the principal connection (i.e. multiple connections on the same line). Additionally, efficiency units have not been permitted since Ordinance 2020-9 "Ordinance to Require Water/Sewer Tap for Every Single-Family Home and Commercial Residential/Multi-Family Properties to Require Board Approval for Water and Sewer Taps Prior to Construction Beginning" was enacted on May 13, 2020.

WHEREAS: The rate increase is necessary to cover water treatment plant debt service and for operating and maintaining the infrastructure. Minimum usage and rate structure will be assessed to all properties including vacant and seasonal use properties.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF RYE, COLORADO, that the Board of Trustees instructs the Clerk to increase the water rate effective January 1, 2022.

Revised this 13th day of April 2022.


Marty Rahl, Mayor


Jocelyn Mower, Clerk

RESOLUTION 2022-8

RESOLUTION FOR ALL PROPERTY OWNERS TO SUBMIT A WATER/SEWER TAP APPLICATION FOR APPROVAL FOR ANY NEW WATER AND/OR SEWER TAP(S) OR UPGRADE REQUESTS

BE IT RESOLVED, by the Board of Trustees of the Town of Rye that a Water/Sewer Tap Application must be submitted to the Town of Rye Board of Trustees for any property owner wanting to obtain a new water and/or sewer tap(s) or upgrade approval effective, September 21, 2022, as follows:

WATER/SEWER TAP APPLICATION

For New and Existing Water and/or Sewer Tap(s) or Upgrade Requests

<u>WATER TAP</u>	<u>\$5,000.00</u>	ADDITIONAL FEES TBD	_____
<u>SEWER TAP</u>	<u>\$5,000.00</u>	ADDITIONAL FEES TBD	_____

Application Date: _____

Name Of Record Owner(s) of Property to be Served:

Mailing Address:

PHONE #: _____ CELL #: _____ EMAIL: _____

Legal Description of Property to be served:

Address of Property to be served:

Requested Water Service Line Size: _____

Specify Uses of Tap:

(example: residential, restaurant, retail store, gas station, laundromat, theatre, financial institution, library, museum, car wash, personal service establishment, professional or business offices & studios, indoor recreation facilities, grocery store. ETC.)

WATER/SEWER TAP APPLICATION CONTINUED

I(We) understand this application will be presented to the Town of Rye Board of Trustees for approval and that no connection or construction can begin until the Board has approved this application. I(We) further understand that all applicants will furnish all additional information about the premises such as, building plans, planned efficiency units, and licensed and insured contractors that will install service lines, and that such information will be submitted with the application before the application will be reviewed.

I(We) understand that any person who makes, causes, permits, solicits, aids, or abets any other person to make or cause any connection to the Town water or sewer system without proper approval from the Town of Rye Board of Trustees therefor is subject to a civil penalty in an amount equal to twice the amount of the service tap fee for the connection made.

I(We) understand that if this application is approved all fees must be paid within forty-eight (48) business hours from the date of approval. If fees are not paid, this application becomes void, and the approved service tap forfeited.

I(We) understand that all costs incurred to connect the water or sewer service line from the premises to the main service line will be at the expense of the applicant and that the premises owner will be responsible for the water and sewer service lines to the main service line. The Town of Rye is responsible for the main service line.

I(We) understand that if water or sewer service connection is not made to the main line within ninety (90) days from the date of approval unless extension of time is granted, the permit shall expire and become void, the fees paid shall be refunded in full and the approved service tap forfeited. Each license may be extended for up to an additional ninety days (90) upon approval by the Town of Rye Board of Trustees, such approval for an extension would need to be determined prior to the ninety (90) day expiration date.

I(We) understand that each approved service tap in the Town of Rye applies only to the premises and is not deemed in any sense to be personal property. No license may be transferred from one (1) premises to another without written approval from the Town of Rye Board of Trustees, but the license shall be deemed to follow any transfer or sale of the fee ownership of the licensed premises.

I(We) understand that any applicant whose approved service tap expires may reapply and said application will be considered a new application for service, requiring all application information to be resubmitted. Said refiling of the application is not guaranteed for approval.

WATER/SEWER TAP APPLICATION CONTINUED

I(We) understand that all approved water or sewer service lines must be connected to the main line and may not be connected to a preexisting or neighboring connection line without Board approval. The Town of Rye will hire a licensed and insured third-party to perform the official connection between the main service line and the approved applicants service lines, installed by the applicants licensed and insured contractor from the premises therein.

I(We) understand that water tap fees are \$5,000.00, to include cost of yoke, dome, and pit. Upgrade fees are \$2,500.00 from $\frac{3}{4}$ " meter to 1 $\frac{1}{2}$ " meter or larger. Sewer tap fees are \$5,000.00. I(We) further understand that all upgrades must be approved by the Town of Rye Board of Trustees for all existing accounts prior to connection and construction and upon approval must be paid within forty-eight (48) business hours of approval prior to new parts and meters being ordered.

I(We) understand that any tap requiring extraordinary expense for installation shall be an additional fee charged to applicant for the actual expense incurred by the Town for installing the tap.

I(We) understand that only Town of Rye personnel are authorized to open water meter vaults to turn water on and/or off unless approval from Town of Rye authorized personnel is given, including emergency situations.

I(We) understand that the Town of Rye may revoke any approved water or sewer service tap, before or after the tap is connected and activated, upon a determination that the application contained false or inaccurate information and, but for such misinformation, the application would have been denied when made, or for any other reason determined by the Board of Trustees for the Town of Rye.

I(We) understand the Town reserves the right to deny any application for service when, in the opinion of the Board, the service applied for would create an excessive demand on the facilities and/or financial burden to the Town. Denial may also be based upon an unresolved obligation between the Town and the Applicant, inadequate documentation of easements for main lines serving the property, or such other reasons as determined by the Town of Rye Board of Trustees.

WATER/SEWER TAP APPLICATION CONTINUED

(We) understand the following water and sewer service rates, usage rates and efficiency rates will be charged to the water and sewer account of the owner following the official water or sewer connection that has been made from the premises therein to the main line each month.

WATER RATES			
LINE SIZE	RIGHT TO SERVE	RATE PER GALLON (ACTUAL USE)	TOTAL DUE
3/4"	\$61.00	0.00302	RTS + .00302/GAL
1"	\$71.24	0.00324	RTS + .00324/GAL
1-1/2"	\$81.58	0.00344	RTS + .00344/GAL
2"	\$111.03	0.00404	RTS + .00404/GAL

SEWER RATES			
LINE SIZE	RIGHT TO SERVE	RATE PER GALLON (Annual Fixed Usage Cost*)	TOTAL DUE
3/4"	\$29.64	0.005	RTS + Annual Fixed Usage Total
1"	\$29.64	0.005	RTS + Annual Fixed Usage Total
1-1/2"	\$29.64	0.00697	RTS + Annual Fixed Usage Total
2"	\$29.64	0.00697	RTS + Annual Fixed Usage Total

*Annual Fixed Usage Cost based off individual customer 3-month average usage
(Dec-Feb) x Rate Per Gallon.

EFFECIENCY UNITS	
WATER PER UNIT	\$40.00
SEWER PER UNIT	\$15.00

WATER/SEWER TAP APPLICATION CONTINUED

I(We) understand that water and sewer right to serve service fees, usage fees and efficiency fees will not start until the official connection has been made from the premises to the main line.

I(We) further understand that a \$15.00 late fee will be assessed monthly if the water and sewer account is not paid by the second to last business day of the month. If the water or sewer service account reaches 61+ days overdue, a notice for suspension of service for nonpayment will be placed on the front door of the premises. The owner will have five (5) business days to make payment in full or the water and sewer services will be suspended. To restore service, the total amount due plus a \$200.00 fee must be paid. If by the month of September, the account is still delinquent, the delinquent fees account will be given to the attorney for the Town of Rye to file a lien on the premises with Pueblo County. Upon acceptance of the lien from Pueblo County, the meter will be pulled and the right to serve service fees, usage fees and efficiency fees will cease. The owner forfeits the water and/or sewer service tap(s) which will then require reapplication in full for a new water tap and/or sewer tap services.

I(We) understand that water and/or sewer tap fees are subject to change per Board approval at any time.

I(We) understand that water and/or sewer right to serve rates, water and/or sewer usage rates, and water and/or sewer efficiency rates are subject to change per Board approval at any time.

APPLICANT SIGNATURE

APPLICANT SIGNATURE

DATE

DATE

WATER/SEWER TAP TERMS OF AGREEMENT CONTINUED

FOR USE BY THE TOWN OF RYE

Board approved/denied on: _____

By: _____

Reason for denial:

FEEES

Water tap \$ _____
Additional Fees \$ _____
Sewer tap \$ _____
Additional Fees \$ _____

Date Paid: _____
Amount Paid: _____
Check #: _____
Received By: _____

TOTAL FEES _____

Maintenance Department approval / review:

Date: _____

By: _____

Maintenance Department reasons for extraordinary fees (if applicable):

Installation Date: _____ Meter Serial #: _____ Installed By: _____

WHEREAS, Ordinance 2020-9 was ordained by the Town of Rye Board of Trustees on May 13, 2020.

WHEREAS, Ordinance 2020-9 requires every single-family residential home constructed must have a water and a sewer tap that must be paid in full prior to construction beginning to provide for the health, safety and welfare of the residents of the Town of Rye. In addition, commercial residential/multi-family properties require Board approval for water and sewer taps prior to construction beginning.

WHEREAS, a Water/Sewer Agreement is necessary to outline the terms of agreement for new water and/or sewer tap(s) or upgrade request applicants in the Town of Rye.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF RYE, COLORADO, that the Board of Trustees will require submittal of the Water/Sewer Agreement for approval for all property owners wanting to obtain a new water and/or sewer tap(s) or upgrade approval effective September 21, 2022.

INTRODUCED, READ, APPROVED AND ADOPTED this 21st day of September 2022.



Marty Rahl, Mayor



Jocelyn Mower, Clerk



2067 Main St. Rye, CO — P.O. Box 236 Rye, CO 81069 — 719-489-2011 — rye.town.clerk@gmail.com — townofrye.colorado.gov

WATER USAGE RATE ADJUSTMENT APPLICATION

DATE: _____

NAME: _____

ACCOUNT NUMBER: _____

PROPERTY ADDRESS: _____

DATE OF LEAK NOTIFICATION AND/OR DETECTION: _____

DESCRIPTION OF PROBLEM & REPAIRS MADE: (ATTACH COPIES OF ALL INVOICES, RECEIPTS, AND/OR PROOF OF REPAIR)

I UNDERSTAND THAT A WATER USAGE RATE ADJUSTMENT CAN ONLY BE USED ONCE PER YEAR PER SPECIFIED ACCOUNT ADDRESS AND THAT ALL LEAK REPAIRS MUST BE COMPLETED PRIOR TO REQUESTING AN ADJUSTMENT. AN ADJUSTMENT WILL NOT BE CONSIDERED FOR APPROVAL IF THE LEAK EXCEEDS A TWO-MONTH PERIOD.

CUSTOMER SIGNATURE

FOR TOWN CLERK USE ONLY

APPLICATION DATE RECEIVED: _____

INVOICES/PROOF OF REPAIR ATTACHED: YES / NO

YEARS USED FOR AVERAGE ADJUSTMENT	ANNUAL AVERAGE PER YEAR	THREE YEAR AVERAGE TOTAL TO BE USED FOR ADJUSTMENT MONTH(S)

For a water usage rate adjustment for up to a two-month billing period, the Town will modify the water usage based on a three-year average of the period during which the leakage occurred at the specified account address.

TAP FEES:

Water tap fees are \$5,000 (to include cost of yoke, dome, and pit). Upgrade fees will be \$2500.00 (i.e., from ¾" meter to 1 ½" service), payable prior to new meter and parts being ordered. Sewer tap fees are \$5,000.

WATER & SEWER TAPS:

Moratorium was lifted on water and sewer taps. This will be discussed on a case-by-case basis at a board meeting. Minutes 4/18/13.

WATER PITS & YOKES:

The Town of Rye will keep on hand two meters. Work needs to be done by a qualified person (certified plumber) by the Town of Rye. Minutes 4/10/02. Pits and yokes will be at no cost when the \$5,000 new meter tap fee has been paid in full.

CUSTOMER RESPONSIBILITY & MAINTAINANCE:

Each customer shall be responsible for maintaining the entire length of the service line serving his or her property. Leaks or breaks in the service line shall be repaired by the property owner within 7 business days of obtaining knowledge of the leak or from the time of notification of such condition by the Town. If satisfactory progress toward repairing said leak has not been completed within the time period allowed or if an emergency situation is deemed to exist, the Board of Trustees or designee, shall shut off this service until the leak or break has been repaired. In addition, the Town of Rye shall have the right to effect the repair and collect the cost therefore from the customer. Such cost shall constitute a perpetual lien against the property of such customer securing payment of such cost, whether or not such lien against the property is formalized.

ADJUSTMENT FOR WATER BREAKS & LEAKS:

In the event of a water break or leak, the customer shall provide an invoice and/or proof of repair and a completed Water Usage Adjustment Application to the Town in order to be considered for a water usage adjustment by the Board of Trustees. For a water usage adjustment for up to a two-month billing period, the Town will modify the water usage billing based on a three-year average of the period during which the leakage occurred at the specified account address. The Town will only approve a water usage adjustment application once per year, per specified account address. A water usage adjustment application will not be considered or approved for more than a two-month billing period.

WORK ON PRIVATE PROPERTY:

The Town of Rye Water and Sewer customers will be responsible for the water and sewer lines to the main line. The Town of Rye will be responsible for the main line.

9/12/13. Water leaks and/or water breaks that are detected on Town of Rye property will be assessed by excavation when necessary and if said water breaks are determined to be on private property owners damaged service line then the responsible property owner will be notified by the Town Clerk that any damaged service lines will be capped to prevent water loss until repaired by the responsible private property owner. 5/10/23.

RECONNECT SEWER SERVICES:

Property owners, at their expense, will need to use an appropriate licensed contractor to reconnect sewer service. Minutes 6/13/2011 but see 3/14/2011 for precedent.

WATER & SEWER PAYMENTS & DELINQUENCIES:

Late Fee – A \$15.00 late fee will be assessed monthly if not paid by the day before the last business day of the following month. (Example: March billing done on last business day of the month, due on the day prior to the last business day of April). Every billing statement that is past due will be stamped “past due” when the account reaches 30 days past due.

Past Due Accounts – When an account reaches 61+ days overdue, A Notice of Disconnect for Nonpayment will be hung on the resident’s front door that states “To Whom It May Concern: The Town of Rye has been forced to disconnect the water service for the property located at **** in Rye, Colorado, for nonpayment. Our policy clearly states that any account that is 61+ days overdue will be disconnected. Prior to water service being restored, the owner (or new property owner) must pay the current balance plus \$200 (\$100 each for the disconnect fee and for the reconnect fee). This entire balance must be paid with Money Order or Cash to the Town Clerk prior to the restoration of service. You may make payment via US Postal Service at PO Box 236, Rye, CO 81069, or feel free to drop your payment inside the drop box at the Town Hall at 2067 Main Street, Rye, CO 81069. To avoid having your water service suspended and the imposed \$200 in fines, please remit your payment in full within five business days of the date of this notification.” During the time that water service is suspended, there will be a right-to-serve fee assessed as well as a late fee each month until the account is up to date. If, by the following September, the account is not up to date the property will be turned over to the attorney for a lien to be filed with Pueblo County. Upon acceptance of Pueblo County, the meter will be pulled, and right-to-serve fees will be stopped. The cost to have the new meter installed will be \$5,000 as a new tap fee.

Accounts in Good Standing – A \$25.00 fee will be charged for water disconnect and a \$15.00 fee charged to reconnect.

Liens – A lien will be filed against the resident’s property when accounts become 90 days past due. Per attorney, if, by the following September 1, the account is not up to date the property will be turned over to the attorney for a lien to be filed with Pueblo

County Treasurer. Upon acceptance of Pueblo County, the meter will be pulled, and right-to-serve fees will be stopped. The cost to have the new meter installed will be \$5,000 as a new tap fee.

Discounts- No discounts allowed. Minutes December 8, 2008.

Ordinance and Resolution Violation Fees Payment Plans- Payment plans may be requested by account holders who are assessed violation fees for non-compliance with Ordinance and Resolution Violations by the Board. All requests by account holders for a payment plan to be established by the Board must be made in person and will be reviewed and approved on a case-by-case basis. If the account holder defaults on such approved payment plan, the account will immediately be considered delinquent and subject to the "WATER & SEWER PAYMENTS & DELINQUENCIES: Past Due Accounts Policy", to include an immediate notice of disconnection letter being issued to the account holder requiring the entirety of the account balance to be paid in full within five (5) business days. For non-payment after five (5) business days, water and sewer services will then be disconnected from the account and all policies, fees, and liens to be assessed therein.

NSF/Stop Payment/Returned Check Fees:

NSF Charge fee \$30.00. Stop Payment fee \$30.00. Returned Check fee \$30.00 Charge – Approved 11/13/2019.

METER READINGS:

A \$25.00 fee will be charged to Town of Rye water customers to have water meters turned on, turned off to inspected for service line leaks. The same fee will be charged to property owners when meters are turned on and/or off when properties are bought and sold. Only Town of Rye personnel are authorized to open water meter vaults to turn water on and/or off. Minutes 9.12.13.

RENTERS:

The Town of Rye bills the water and sewer to the property owners only. Current Renters are grandfathered in to be billed. Once they move, owners will be billed for the water and sewer.

DEPOSITS:

Payments received the previous week need to be deposited by Friday of the following week. Minutes 9.8.97.

BULK WATER HAULING:

Minutes of 3/6/06 prohibits bulk water hauling. Failure to comply will result in discontinuance of water and a \$100 fine.

TOWN OF RYE SANITARY SEWER MAINTENANCE POLICY
Minutes 4/18/2014

EMPLOYEE PAYROLL:

Clerk, Salary to be determined by board. Paid monthly effective 03/27/2019.
Maintenance, Salary to be determined by board. Paid monthly effective 11/13/2019.
Affiliation with PERA. A mileage log must be completed properly each time Employee's personal vehicle is used for Town of Rye business, this includes reimbursement only for use that benefits the Town of Rye (i.e. purchasing supplies, emergency calls, etc.) The mileage log must include the date, time, mileage, purpose of trip and signature. The mileage log shall be turned in monthly with the Employee's time sheet to the Town Clerk. Employees will not be paid for daily commute mileage for one-way from Employee's residence to the Town of Rye.

WORKMEN'S COMP INSURANCE:

Mayor, Trustees, Clerk, and Maintenance are covered on Workmen's Comp Insurance. Approved 11/13/2019. Independent contractors will carry their own insurance and sign a document that they are not covered under the Town of Rye insurance. All Trustees, Mayor, Clerk, and Employees agree to wear seatbelts and not participate in activities that would constitute distracted driving per CIRSA on 2-3-2020. All employees must have a current and valid drivers' license and proof of insurance per CIRSA.

MEETINGS:

Meet on the 2nd Wednesday of every month at the Town Hall Building at 2067 Main Street, Rye, CO, at 6:00 pm. Notice posted at the Post Office, the Town Hall front door, and on the Town of Rye website. Open to the Public. Clerk will telephone, email, and/or text all Board Members advising them of Special Meetings and Executive Meetings.

MONTHLY:

On or before the Friday before the regular Wednesday meeting, the following will be left at the Town Hall for the Mayor and Trustees to review:

Agenda

Previous Month's Minutes

Water Treatment Plant End of Month Systems Report Water & Sewer Monthly

Meter Usage - Billing Register Summary Accounts - Town of Rye

System Total Report (RVS)

Rye Sewer Flowchart (CCMD)

Checks Written Form (to date)

Accounts Payable Form (to date)
Employees' Monthly Timesheet and Mileage Sheet
Previous Month's Profit and Loss Sheet
Master Calendar for current and next month
All supporting/pertinent information for the meeting
Minutes 3/2/81
Any updated items will be given at the meeting.

ACCOUNTS PAYABLE:

If no Quorum, Clerk is permitted to pay bills with approval of members present.
Minutes of 6/13/77 and 8/3/98.

BANK ACCOUNTS:

Bank of the San Juan	Account #0022 – General Checking
	Account #0493 – Conservation Fund
	Account #0422 – Highway Users Fund
	Account #5511 – Maintenance Fund
	Account #4389 – Sewer Checking
	Account #4808 – Sewer Money Market
	Account #4400 – Water Checking
	Account #2340 – Water Money Market

ACCOUNTANT:

Evie Petrikkou- CPA

ATTORNEY:

Altman, Keilbach, Lytle, Parlapiano & Ware, PC – Pueblo, Colorado

EMAIL & VOICEMAIL:

Email messages checked daily. Voicemail messages checked each business day. The outgoing voicemail message will have a telephone number to call in case of an after-hours emergency. Approved 11/13/2019.

CAPITOL ASSETS VS. EXPENSES:

Capital assets are defined by the Town as assets with an initial, individual cost of more than \$1,000 (as adopted in February 2019) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated assets are recorded at estimated fair market value at the date of donation. Equipment and purchases that are less than \$1,000 will be treated as expenses. PER CPA.

RENTAL OF THE TOWN HALL:

The Town Hall building may be rented at a cost of \$100 for a full day (9 hours: 8 am -5 pm) or \$50 for half a day, plus a \$100 deposit. Community service projects as well as use for the Board of Trustees will be exempt from these fees. Interested parties must submit a request a month in advance to be approved by the Board prior to the rental. Renters must clean and sanitize the building after use. Approved 11.13.2019

NUMBER OF BOARD OF TRUSTEES:

CRS 31-4-301(1) provides the town shall be vested in a board of trustees, consisting of one mayor and six trustees, who shall be registered electors who have resided within the limits of the town for a period of at least 12 consecutive months immediately preceding the date of election... **See attached letter from Paul J. Willumstad, attorney at law**

QUALIFICATIONS FOR BOARD OF TRUSTEES:

CRS 31-4-301(1) provides Board members must be a resident of the Town of Rye for at least one consecutive year; CRS 31-10-301 must be 18 years of age or older on the date of election, must be a registered elector; CRS 31-10-2013(a) the address of the member must be the primary residence... **See attached letter from Paul J. Willumstad, attorney at law**

BOARD OF TRUSTEE TERMS:

Marty Rahl -Mayor	Expire 2028
Patrick Ryan- Trustee	Expire 2026
Sandra Steele -Trustee	Expire 2026
Kathy MacCormack- Trustee	Expire 2028
Aimee Kramer-Trustee	Expire 2028
Heidi Miller -Trustee	Expire 2026
Geoff Pagnotta- Trustee	Expire 2026

The Board can fill a vacancy position by appointment up to 60 days after resignation is received. **See attached letter from Paul J. Willumstad, attorney at law**

TRUSTEES & MAYOR:

Trustees & Mayor will be paid \$20.00 per month for each regular meeting and special meeting attended with a cap of \$599.99 annually. They will also be paid for training and work at the Town Hall for the purpose of providing services to the Town. These "honorariums" will be paid at the December regular meeting. Trustees who terminate service will still be paid in full for monthly meetings attended. Minutes 12/7/81. Per CML attorney, the Board can approve an increase in pay for the Board, but it will not go

into effect until a New Board is sworn in. Colorado Statute 31-4-405. No Term Limits as of 4/2/02 election.

ATTENDANCE:

In the event any member of the Board is unable to attend any meeting of the Board, such a member is requested to make a reasonable effort to advise the Mayor or Town Clerk in advance of the meeting. After three consecutive absences, any member of the Board will be asked to relinquish his/her position so an individual with adequate time can serve the Town.