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# **NORWOOD SANITATION DISTRICT**

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## **Regular Meeting**

**DECEMBER 12, 2019**

**NORWOOD COMMUNITY CENTER**

**1670 NATURITA ST**

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**7:00 P.M.**

## **A G E N D A**

- 1. Call Meeting to Order**
- 2. Consideration/Approval of November 14, 2019 Minutes**
- 3. December 2019 Bill & Accounts**
- 4. New Business**
  - a. Resolution 1211 Series 2019 set Mill Levy
  - b. Resolution 1212 Series 2019 Adoption of 2020 Budget.
    - i) Public comment
    - ii) Board decision
- 5. Old Business**
- 6. Operation/Administrative Reports**
- 7. Adjourn**

Norwood Sanitation District  
Thursday November 14, 2019  
Norwood Town Hall 7:00 P.M.

**Call to Order:**

**Tony Gallop** called the regular meeting of the Norwood Sanitation District to order at 7:00 P.M.

**Present:** Tony Gallop, Glen Colson, John Houser, Bernice White

**Staff:** Julie Wood, Patti Grafmyer, Tim Lippert

**Absent:** Dick Borchardt

**Others:** None

**Consideration/Approval of September 12<sup>th</sup>, 2019 Minutes:**

The Directors were presented with the October 10<sup>th</sup>, 2019 minutes. **Motion** by John Houser to approve the October 10<sup>th</sup>, 2019 minutes as written. Glen Colson seconded the **motion** and *it passed*.

**October 10<sup>th</sup>, 2019 Bills & Accounts:**

The Directors were given updated October 2019 bills and accounts as presented. Glen Colson seconded the **motion** and *it passed*.

**New Business:**

Discussed the possibility of moving our Sanitation meetings from 7:00 pm to 6:30 pm. It will be put on the agenda with the possibility of starting January 2020.

**Old Business:**

Discussion of the 2020 budget, 2% raise in wages, raise in employee insurance to \$700 month, raise sewer by \$0.50 a month and new truck no more than 30K. Plans to keep the old truck within the town of Norwood entities. New truck no more than 30K.

**Operational/Administrative Report:**

Tim presented the DMR report. New rules will be starting January 1<sup>st</sup> and discussion about reclassifying the plant from a class A to class C to take place in 2021/2022.

**Adjourn**

**Motion** by John Houser to adjourn the meeting at 7:28 P.M. Bernice White seconded the **motion** and *it passed*.

**APPROVED:**

**APPROVED AS CORRECTED:**

**DATE:**

**NORWOOD SANITATION DISTRICT**

**ACCOUNTS PAYABLE**

**DECEMBER**

**2019**

	30	1040110	Anthony Gallob	Director	\$10.00
pd.	22	1040290	AT&T Mobility	Cell Phone	\$135.61
	1103	1040110	Bernice White	Director	\$10.00
	992	5140250	Coaches Mother, Inc.	Freight	\$135.89
pd.	990	1040630	City of Grand Junction	Lab Tests	\$125.00
	181	1040110	Glen Colson	Director	\$10.00
	180	1040255	Grand Avenue Parts	Oil	\$15.49
	1020	1040630	Grand Junction Laboratories	Lab Tests	\$294.50
	495	5140620	ImageNet	Clean, Inspect & Report	\$0.00
	135	1040110	John Houser	Director	\$10.00
	350	1040240	Quill	Office Supplies	\$97.18
	1091	1040110	Richard Borchardt	Director	\$10.00
	400	1040255	Sam's Service	Fuel	\$1,044.22
	430	1040270	San Miguel Power	Aerator	\$1,870.71
	430	1040270	San Miguel Power	Pioneer Village Pump	\$71.60
	280	1040210	Telluride Daily Planet	Legal Ad - Rate Increase	
	1015	1040250	Timberline Ace	Part and supplies	\$31.02
	510	1040250	Town of Norwood	Gloves from Ace Hardware	\$31.98
	510	1040125	Town of Norwood	Salary Reimbursement	\$6,491.61
	510	1040125	Town of Norwood	Reimb. Fica	\$496.61
	510	1040520	Town of Norwood	Health Ins. Reimbursement	\$480.00
	510	1040280	Town of Norwood	Postage Reimbursement	\$200.00
	510	1040125	Town of Norwood	IRA	\$1,600.00
	508	1040630	Town of Telluride	Samples	\$54.00
	540	1040620	UNCC	Utility Notification	
Pd.	583	1040520	United Life Insurance	Employee Life Insurance	\$37.87
	543	1040490	USA BlueBook	PH Meter & Chemicals	
				<b>TOTAL</b>	<b>\$13,263.29</b>

**RESOLUTION #1211-S, SERIES 2019  
RESOLUTION TO SET MILL LEVY  
NORWOOD SANITATION DISTRICT**

**A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2020, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE NORWOOD SANITATION DISTRICT, NORWOOD, COLORADO.**

**Whereas**, the Board of Directors of the Norwood Sanitation District, has adopted the annual budget in accordance with the Local Government Budget law on December 12, 2019.

**Whereas**, the amount of money necessary to balance the budget for general operating proposed is \$184,960.00;

**Whereas**, the 2019 valuation for assessment for the Norwood Sanitation District as certified by the County Assessors is \$4,964,410.

**NOW, THEREFORE, BE IT RESOLVED BY THE NORWOOD SANITATION DISTRICT, NORWOOD COLORADO:**

Section 1. That the purpose of meeting all general operating expenses of the Sanitation District during the 2020 budget year, there is hereby levied a tax of 2.643 mills upon each dollar of the total valuation for assessments of all taxable property within the Norwood Sanitation District for the year of 2020.

Section 2. That the Administrator is hereby authorized and directed to immediately certify to the County Commissioners of San Miguel County, Colorado, the mill levies for the Norwood Sanitation District as hereinabove determined and set.

**ADOPTED this TWELFTH day of DECEMBER, A.D., 2019.**

\_\_\_\_\_  
Tony Gallob, Chairman

ATTEST:

\_\_\_\_\_  
Julie Wood, Secretary

# CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

**TO:** County Commissioners<sup>1</sup> of San Miguel County, Colorado.

On behalf of the Norwood Sanitation District,

(taxing entity)<sup>A</sup>

the Board of Directors

(governing body)<sup>B</sup>

of the Norwood Sanitation District

(local government)<sup>C</sup>

**Hereby** officially certifies the following mills to be levied against the taxing entity's GROSS \$ 4,964,410 assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>E</sup>)

**Note:** If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ \_\_\_\_\_ (NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

**Submitted:** 12/12/2019 for budget/fiscal year 2020  
(not later than Dec. 15) (dd/mm/yyyy) (yyyy)

PURPOSE <small>(see end notes for definitions and examples)</small>	LEVY <sup>2</sup>	REVENUE <sup>2</sup>
1. General Operating Expenses <sup>H</sup>	2.643 mills	\$ 13,121.00
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>I</sup>	< > mills	\$ < >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	2.643 mills	\$ 13,121.00
3. General Obligation Bonds and Interest <sup>J</sup>	_____ mills	\$ _____
4. Contractual Obligations <sup>K</sup>	_____ mills	\$ _____
5. Capital Expenditures <sup>L</sup>	_____ mills	\$ _____
6. Refunds/Abatements <sup>M</sup>	_____ mills	\$ _____
7. Other <sup>N</sup> (specify): _____	_____ mills	\$ _____
	_____ mills	\$ _____
<b>TOTAL:</b> <small>[ Sum of General Operating Subtotal and Lines 3 to 7 ]</small>	2.643 mills	\$ 13,121.00

Contact person: \_\_\_\_\_ Daytime phone: ( ) \_\_\_\_\_  
 (print)

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

*Send one completed copy of this form to the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, Colorado 80203 when the local government's adopted budget is submitted to DLG. Questions? Call DLG at (303) 866-2156.*

<sup>1</sup> If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.  
<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's final certification of valuation).

**RESOLUTION #1212-S, SERIES 2019  
RESOLUTION TO ADOPT THE BUDGET  
NORWOOD SANITATION DISTRICT**

**A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE NORWOOD SANITATION DISTRICT FOR THE CALENDAR YEAR BEGINNING THE FIRST DAY OF JANUARY, 2020, AND ENDING THE LAST DAY OF DECEMBER, 2020**

**Whereas**, the Board of Directors of the Norwood Sanitation District has appointed Patti Grafmyer, Administrator, to prepare and submit a proposed budget to said government body on December 12, 2019 for its consideration; and

**Whereas**, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at the Norwood Town Hall, a public hearing was held on December 12, 2019, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

**Whereas**, whatever increases may have been made in the expenditures, like increased were added to the revenues so that the budget remains in balance, as required by law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORWOOD SANITATION DISTRICT, NORWOOD, COLORADO.**

Section 1. That estimated expenditures for each fund are as follows:

Sanitation Fund	\$184,960.00
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Section 2. That estimated revenues for each fund are as follows:

Sanitation Fund	\$184,960.00
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Section 3. That the budget is submitted, amended, and hereinafter summarized by fund, hereby is approved as the budget of the Norwood Sanitation District, for the year stated above.

Section 4. That the budget hereby approved and adopted shall be signed by the Chairman and Secretary and made a part of the public records of the Norwood Sanitation District.

**ADOPTED this Twelfth day of DECEMBER, A.D., 2019.**

\_\_\_\_\_  
Tony Gallob, Chairman

ATTEST: \_\_\_\_\_  
Julie Wood, Secretary

**NORWOOD SANITATION DISTRICT  
2020 BUDGET**

<u>Account #</u>	<u>Account Description</u>	<u>Actual</u> <u>2018</u>	<u>Budget</u> <u>2019</u>	<u>Estim.</u> <u>2019</u>	<u>2020</u>
10-31-500	Beginning Fund Balance				30,000.00
<b><u>Revenues:</u></b>					
10-31-100	General Taxes	12,350.00	12,098.00	12,098.00	13,121.00
10-34-200	Sewer Charges	126,796.00	127,070.00	126,950.00	129,739.00
10-34-500	Delinquent Charges	522.00	350.00	575.00	500.00
10-34-600	Sewer Tap Fees	20,320.00	9,000.00	0.00	9,000.00
10-36-200	Reconnect Fees	300.00	300.00	300.00	300.00
10-36-300	Deposit/Transfer	1,500.00	2,000.00	1,500.00	2,000.00
10-36-100	Interest Earnings	0.00	0.00	0.00	0.00
10-36-900	Misc/Sundry/Sewer Dumps	1,135.00	300.00	825.00	<u>300.00</u>
10-33-400	Grants/Loans	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
	Total	<b>162,923.00</b>	<b>151,118.00</b>	<b>142,248.00</b>	<b>184,960.00</b>
	Revenue Totals				
<b><u>Expenditures:</u></b>					
10-40-110	Salaries & Wages - Directors	550.00	600.00	600.00	600.00
10-40-125	Salary Reimbursement - Town	59,236.00	67,069.00	67,069.00	69,200.00
10-40-133	Employee Benefits - Workers Comp	2,517.00	2,700.00	2,500.00	2,700.00
10-40-210	Books, Subscriptions & Memberships	24.00	150.00	0.00	150.00
10-40-220	Public Notices	56.00	150.00	200.00	150.00
10-40-230	Travel -	0.00	300.00	50.00	200.00
10-40-240	Office Supplies & Expense	1,021.00	1,200.00	1,500.00	1,400.00
10-40-250	Chemicals/Supplies	756.00	800.00	500.00	800.00
10-40-255	Vehicle Expenses	2,806.00	3,000.00	3,000.00	3,000.00
10-40-260	Bldgs & Grounds/Discharge Permits	1,427.00	1,450.00	1,519.00	1,600.00
10-40-270	Utilities	21,857.00	25,000.00	23,810.00	25,000.00
10-40-280	Postage	1,450.00	1,650.00	1,600.00	1,650.00
10-40-290	Phones	391.00	700.00	500.00	700.00
10-40-310	Contract Labor	3,189.00	5,000.00	3,000.00	5,000.00
10-40-350	Legal Fees	0.00	500.00	0.00	500.00
10-40-360	Elections/Miscellaneous	83.00	1,000.00	0.00	1,500.00
10-40-370	Audit Report Fees	2,950.00	3,000.00	2,980.00	3,100.00
10-40-440	Bank Fees	2,331.00	2,500.00	2,600.00	2,500.00
10-40-430	Treasurer Fees	0.00	0.00	0.00	0.00
10-40-490	Operating Supplies	226.00	3,500.00	2,500.00	3,000.00
10-40-510	Property/Casualty Insurance	3,828.00	3,700.00	3,700.00	3,800.00
10-40-520	Employee Health Insurance/life	2,354.00	9,618.00	7,231.00	12,000.00
10-40-610	Miscellaneous Supplies	0.00	200.00	0.00	0.00
10-40-620	Miscellaneous Services	356.00	250.00	250.00	250.00
10-40-630	Lab & Testing	4,682.00	5,000.00	4,800.00	5,000.00
10-40-640	Computer/Postage Meter Support	1,986.00	2,500.00	2,300.00	2,500.00

<u>Account Description</u>	<u>Actual</u> <u>2018</u>	<u>Budget</u> <u>2019</u>	<u>Estim.</u> <u>2019</u>	<u>2020</u>
10-40-650 Copier/Fax Support	210.00	300.00	240.00	360.00
10-40-660 Freight/Shipping	207.00	400.00	400.00	500.00
10-40-670 Safety/Training	115.00	500.00	100.00	400.00
10-40-740 Cleanout	3,960.00	5,000.00	3,995.00	5,000.00
10-40-770 Engineering	3,250.00	2,000.00	0.00	2,000.00
10-40-780 Credits & Adjustments	307.00	400.00	400.00	400.00
10-40-790 Capital Improvement	<u>0.00</u>	<u>981.00</u>	<u>0.00</u>	0.00
Vehicle Purchase				<u>30,000.00</u>
Total Expenditures				
Excess (-Deficit) of Revenues	\$ 122,125.00	\$ 151,118.00	\$ 137,344.00	\$ 184,960.00
Over Expenditures	\$40,798.00		\$4,904.00	
Beginning Balance	367,655.00	544,999.00	410,693.00	415,597.00
Ending Balance	410,693.00	544,999.00	415,597.00	415,597.00

Adopted the 12th Day of December, 2019

\_\_\_\_\_  
Tony Gallob, Chairman

ATTEST:

\_\_\_\_\_  
Julie Wood, Secretary

Assessed Valuation 4,964,410

Mills 2.643

I, Julie Wood, certify that the attached is a true and accurate copy of the adopted budget of the Norwood Sanitation District.