

Norwood Water Commission  
Tuesday December 10<sup>th</sup>, 2019-Regular Meeting  
Norwood Community Center 7:02 P.M.

**Call to Order:**

Chairman-Finn Kjome called the regular meeting of the Norwood Water Commission to order at 7:02P.M. The Norwood Water Commission of San Miguel County, State of Colorado, met in regular session at the Norwood Community Center, 1670 Naturita Street, Norwood, Colorado. Those being present were as follows:

**Present:** Chairman-Finn Kjome, Mike Grafmyer, Ron Gabbett, Jim Jensen, Jim Wells

**Staff:** Patti Grafmyer-Administrator, Julie Wood- Secretary, Tim Lippert-ORC

**Absent:** John Owens

**Others:** Nancy Heim

**Review/Consider Consent Agenda:**

**Motion** by Mike Grafmyer to approve the November 12<sup>th</sup> minutes and December 2019 bills and accounts as presented. Ron Gabbett seconded the **motion**. **Yes-** Jim Wells, Jim Jensen, Mike Grafmyer, Ron Gabbett. **Motion passed.**

**Board Member Additions to Agenda:**

none

**Public Walk-In Period:**

Nancy Heim

**New Business:**

Budget & Resolution, added grants, loans and leases since last work sessions. A decision was made in favor of the entities to pay \$700 per month for employee health insurance.

**Motion** by Ron Gabbett to approve Resolution 1210 Series 2019 adopting the 2020 Budget. Jim Wells seconded the **motion**. **Yes-** Jim Jensen, Jim Wells, Ron Gabbett, Mike Grafmyer abstained because his spouse is an employee. **Motion passed.**

**Old Business:**

none

**Staff Reports/Announcements**

**Public Works Director's Report:**

Test results came in good. Lippert stated that all of the year end testing had been completed.

**Chlorine & Turbidity Reports/Fluoride Report/Submitted:**

Tim submitted all reports in November

**Water Production versus Usage:**

Lippert could not determine the production versus usage due to improper billed amount on two accounts. Raw Water Irrigation Reports are not ready yet. The flow meter at the reservoir was not

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Norwood Community Center 7:02 P.M.

reading the low flow. We may need a new meter from SGM, this meter is still under warranty. SGM is moving forward with the As Builts. They wanted water annual useage reports from 2010-2019. Lippert informed the Board that two leaks were repaired at Pigeon drive and S. Pine Street.

**Board Member Reports:**

None

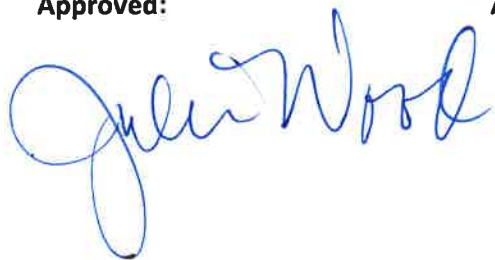
**Administration Reports:**

Patti and Tim met with John Busch with Semen's regarding the power usage at the water treatment plant. We are having an analysis done. The analysis will give us some ideas to help reduce the electricity usage at the plant. Patti stated that there will be no charge for the analysis. Patti and Tim met with D. Royer regarding future plans for Norwood Water Commission. San Miguel Water Conservancy District will soon have to complete due diligence on the water for the San Miguel Project and has to be put to beneficial use. There was a discussion on the river water project which included irrigation, industrial and possibly even recreational use. Jim Wells stated that it needs to stay within the Conservation District. Patti Grafmyer stated we need to work together to keep as much of that water as we can here in our area to benefit Norwood Water Commission, Lone Cone Ditch Company and Farmers Water Development Company.

**Adjourn:**

**Motion** by Mike Grafmyer to adjourn the meeting at 7:33 P.M. Ron Gabbett seconded the **motion**. Yes- Jim Wells, Mike Grafmyer, Jim Jensen, Ron Gabbett. **Motion passed.**

**Approved:**



**Approved As Corrected:**

**Date:**

1-15-20

**NORWOOD WATER COMMISSION  
ACCOUNTS PAYABLE DECEMBER 2019**

pd	22	5140280	AT&T Mobility	cell phones	\$	363.97
	52	5140280	Brainstorm Internet	monthly service	\$	43.00
pd	110	5140280	Centurylink	treatment plant phone	\$	70.37
pd	992	5140250	Coachs Mother	freight	\$	270.97
	111	5140630	Colorado Analytical	water testing	\$	-
	1049	5140480	Core and Main	CPLC	\$	243.70
	150	5140630	E & M Electrical	exhaust fan in chlorine rm	\$	221.20
	195	5140480	Grand Avenue Parts	2007 Ford	.	
		5140210	Maggies Pizza	Budget Work Session	\$	60.71
	335	5140630	MCHD	coliform testing	\$	20.00
		5140480	Municipal Treatment Equipt	PM kit - 3/4 Std. Injector	\$	284.87
	290	5140480	Munro	Contract labor/Tower pump		
	340	5140630	Quill	office supplies	\$	86.17
	375	5140255	Sam's Service	fuel	\$	1,044.22
	405	5140275	San Miguel Power	treatment plant	\$	1,475.07
	405	5140275	San Miguel Power	water meter	\$	27.14
	405	5140275	San Miguel Power	blue tank	\$	20.13
	405	5140275	San Miguel Power	coventry tank	\$	20.00
	405	5140275	San Miguel Power	master tank/10,000	\$	61.76
	405	5140275	San Miguel Power	162 Gurley Dr	\$	56.78
		5140760	SGM	Mangement / CADD / Labor	\$	8,597.75
pd	170	5140630	SGS Accutest Lab	TOC Test, SUA Lab Filter	\$	296.96
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	60	5140460	Steven Johnson	legal fees, due diligence		
	439	5140250	Summit Chemicals	Suma / S-P30		
pd	1126	5140310	Telluride Helpdesk	computer virus remaoval		
	21	5140480	Timberline Ace Hardware	hardware	\$	768.96
	465	5140110	Tim Lippert	monthly wages	\$	2,144.78
	465	5140110	Patti Grafmyer	monthly wages	\$	1,766.40
	465	5140110	Julie Wood	monthly wages	\$	1,186.88
	465	5140110	Roger Burnett	monthly wages	\$	3,056.05
	465	5140110	Jacob Carver	monthly wages	\$	1,455.31
	465	5140110	Trevis Kozey	montly wages	\$	1,477.00
	465	5140270	Town	Reimburse Fica	\$	848.12
	465	5140132	Town	reimb health insurance	\$	1,620.00
	465	5140275	Town	reimb water staff	\$	45.00
	465	5140290	Town	reimb for postage	\$	150.00
	465	5140270	Town	IRA	\$	4,400.00
pd	955	5140132	United Life Ins	employ life ins	\$	101.27
	490	5140620	UNCC	utility notification	\$	14.20
	491	5140480	USA BlueBook	Repair Kit / Pipe		
	1021	5140250	WestElk Supply		\$	-
			<b>TOTAL</b>		\$	<b>32,595.70</b>

**Norwood Water Commission**


Account #	Account Description	2018	2019 Budget	2019 Estimate	2020 page 1 Budget
<b><u>Operating Revenues</u></b>					
51-37-100	Water Sales	395,790	416,000	406,111	410,000
51-37-200	Connection Fees/Rdeconnect	400	400	300	400
51-37-250	Water Tap Charges-PIF	25,400	36,000	0	36,000
51-37-300	Delinquent Charges	5410	4000	4700	5000
51-37-350	Public Water Meter/Shack	<u>10,815</u>	<u>10,500</u>	<u>8,500</u>	<u>9,000</u>
	<b>Total Water Sales</b>	<b>437,815</b>	<b>466,900</b>	<b>419,611</b>	<b>460,400</b>
<b><u>Non-Operating Revenue</u></b>					
51-38-100	Interest Earnings	-	0	0	
51-38-200	Project in Progress	0	0	0	
51-38-300	Miscellaneous Revenues	235	500	200	500
51-38-900	Deposit/App Fees	6,202	9,000	5,050	9,000
51-38-950	Grants/Loans/Leases	<u>980</u>	<u>1,440</u>	<u>980</u>	<u>6,980</u>
	<b>Total Interest/Misc.</b>	<b>7,417</b>	<b>10,940</b>	<b>6,230</b>	<b>16,480</b>
<b><u>Contributions/Loans</u></b>					
51-39-700	Beginning Fund Balance/Transfers		40,000	30,000	10,000
	<b>Total Loans</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Norwood Water Commission Revenues</b>		<b>445,232</b>	<b>517,840</b>	<b>455,841</b>	<b>486,880</b>


**Norwood Water Commission Expenditures**

51-40-110	Salary Reimbursement-Town General	129,572	146,354	136,525	145,000
51-40-132	Employee Benefits-Health/Life Ins.	13,371	20,400	20,273	28,007
51-40-210	Dues/Conferences	993	4,000	1,000	3,000
51-40-230	Travel		500	0	500
51-40-235	Progress Incentive		5000	0	5000
51-40-240	Office Supplies & Expense	1,585	1,800	1,800	2,000
51-40-245	Freight	770	800	725	800
51-40-250	Chemicals/Supplies/Maint.	27,566	30,000	26,000	30,000
51-40-255	Vehicle Expense	3,332	5,500	3,100	5,500
51-40-270	Fica Matching & IRA	10,877	16,500	15,336	17,445
51-40-275	Utilities	25,302	30,000	25,361	30,000
51-40-280	Telephone/Cell	3,422	4,000	3,650	4,000
51-40-290	Postage	1,750	2,500	2,400	2,500
51-40-310	Contract Labor	17,846	25,000	16,500	25,000
51-40-420	Credits/Adjustments	805	500	500	500
51-40-430	Service Charge	2,511	2,900	2,554	2,900
51-40-460	Attorney Fees	934	15,000	15,000	7,700
51-40-480	Materials & Supplies	15,652	15,000	15,500	16,000
51-40-490	Prof/Technical/Audit	4,500	4,700	4,500	4,700

Account #	Account Description	2018	2019	2019 Est.	2020 Page 2
51-40-510	Insurance & Surety Bonds	8,817	14,000	13,000	14,000
51-40-620	Miscellaneous Services	3,725	5,000	4,050	5,000
51-40-630	Water Testing	6,616	8,000	7,500	8,000
51-40-650	Debt Service/Loan DOLA	26,551	26,551	17,967	17,967
51-40-661	Water Assessments/FWDC	29,037	25,000	15,000	25,000
51-40-740	Equipment	0	8,600	8,345	8,600
51-40-750	Engineering	0	5,000	5,000	5,000
51-40-760	Capital Project/		40,000	30,000	10,000
51-40-810	Debt Service/Berkadia Principal		0	0	0
51-40-820	Debt Service/Berkadia Interest		0	0	0
51-40-830	Debt Service/CWCB	51,400	51,400	51,400	51,400
51-40-840	System Upgrades		3,335	2,000	10,861
51-40-910	River Filing 94CW244	<u>0</u>	<u>500</u>	<u>500</u>	<u>500</u>
	<b>Total Expenditures</b>	<b>386,934</b>	<b>517,840</b>	<b>445,486</b>	<b>486,880</b>
	Excess (-Deficit) of Revenues	58,298		10,355	
	Over Expenditures				
	Fund Balance NWC-Beginning	577,501	775,908	618,011	628,366
	Fund Balance NWC-Ending	618,011	775,908	628,366	628,366

Adopted this 10th Day of December 2019

By:   
 Finn Kjome, Chairman

Attest:   
 Julie Wood, Secretary

**RESOLUTION OF #1210-W, SERIES 2019  
RESOLUTION TO ADOPT BUDGET  
NORWOOD WATER COMMISSION  
NORWOOD, COLORADO**

**A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES  
ADOPTING A BUDGET FOR THE NORWOOD WATER COMMISSION FOR  
THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY,  
2020, AND ENDING THE LAST DAY OF DECEMBER, 2020.**

**Whereas**, the Norwood Water Commission has appointed Patti Grafmyer, Town Administrator, to prepare and submit a proposed budget to said body on December 10, 2019 for its consideration; and

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

**Now, Therefore, Be It Resolved By the Norwood Water Commission:**

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

Norwood Water Commission	\$486,880
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Section 2. That estimated revenues for each fund are as follows:

Norwood Water Commission	\$486,880
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Section 3. That the budget is submitted amended, and hereinafter summarized by fund, and is hereby approved as the budget of the Norwood Water Commission 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 Water Commission.

Section 5. That the budget for the Water Activity Enterprise fund be adopted by its governing board the Norwood Water Commission.

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

\_\_\_\_\_  
Finn Kjome, Chairman

ATTEST:

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

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NORWOOD WATER COMMISSION  
NORWOOD, COLORADO**

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*— RAW WATER*

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Adopted this 10th Day of December 2019

By: \_\_\_\_\_  
Finn Kjome, Chairman

Attest: \_\_\_\_\_  
Julie Wood, Secretary

# NORWOOD WATER COMMISSION

## REGULAR SCHEDULED MEETING

Tuesday December 12, 2019  
7:00 PM 1670 Naturita Street  
Norwood Community Center  
**A G E N D A**

- I) Call Meeting to Order:
  
- II) Review/Consider Consent Agenda
  - a) Minutes of November 12<sup>th</sup>, 2019
  - b) December Bills & Accounts
  
- III) Board Member Additions to Agenda: (if any)
  
- IV) Public Walk-In Period:
  
- V) New Business
  - a) Resolution of #1210-W, Series 2019. Resolution to adopt budget Norwood Water Commission for the calendar year beginning the first day of January 2020 ending the last day of December.
  
- VI) Old Business: none
  
- VII) Staff Reports/ Announcements
  - a) Public Works Directors Report
    - 1. Chlorine & Turbidity Reports/Fluoride Report/Submitted
    - 2. Water Production versus Usage
  - b) Board Members Reports.
  - c) Administrative Reports.
  
- VIII) Adjourn: