

Norwood Water Commission  
Tuesday, June 9<sup>th</sup>, 2020- Regular Meeting  
Norwood Community Center 7 P.M.

**Call to Order:**

Chairman Jim Jensen called the regular meeting of the Norwood Water Commission to order at 7:12 P.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- Jim Jensen Finn Kjome, Mike Grafmyer, John Qwens,

**Staff:** Patti Grafmyer-Administrator, Tim Lippert- ORC, Shawny Darby-Secretary

**Absent:** Jim Wells, Ron Gabbett,

**Others:** Jenny Russell Via Zoom Molly West, CRWA

**Review/Consider Consent Agenda:**

**Motion** by Finn Kjome to approve the May 12<sup>th</sup>, 2020 minutes and June 2020 bills and accounts with presented additions. John Owens seconded the **motion**. **Yes-** John Owens, Mike Grafmyer, Finn Kjome. **Motion passed.**

**Board Member Additions to Agenda:** None

**Public Walk-In Period:** None`

**New Business:**

a) **Molly West, Colorado Rural Water- Update of the Source Water Protection Plan Proposal.** Molly West representing Colorado Rural Water Association, was present via Zoom to present a proposal to update the current Source Water Protection Plan for the Town of Norwood. Molly stated the current plan would not be difficult to update into a current format to download into the CGPHE Portal. Even though there is a current plan for the Town of Norwood, CDPHE was not aware of its existence, despite the fact that CDPHE funded the first plan in 2002. Molly informed the Board that after updating the current plan, the NWC would be eligible for a matching grant to use for whatever was needed by the system. Molly stated that it would be her responsibility to do the update (mostly language and inventory of contaminants in the area). She would also be responsible for conducting the public meetings with the stakeholders. Molly stated that she and Tim Lippert had begun to make a list of all the stakeholders. Finn Kjome asked what would be the benefit for NWC to do the update. Molly answered that Norwood would be recognized as having a Source Water Protection Plan, be eligible for the matching grant, and when applying for funding for future projects have an updated plan. It was stated that the actual decision would be that of the Norwood Board of Trustees passing an updated ordinance. **Motion** by Mike Grafmyer to support the proposed update pending the decision by the Norwood Board of Trustees. Finn Kjome seconded the motion. **Yes** Finn Kjome, Mike Grafmyer, John Owens. **Motion Carried.** Tim Lippert will be presenting the Town Board with Molly attending the meeting via Zoom to answer any questions that may come up. Chairman Jensen asked Jenny Russell if she had any questions for Molly or the Board. Jenny stated she was just listening.

**Old Business:**

a) **Water Conservation & Drought Plan – Discussion.** Tim Lippert informed the Board that irrigation water had been extended to July 1, 2020. Patti Grafmyer stated that information is on the website and face book sites as well. **Motion** by Finn Kjome to continue this discussion item until the July

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meeting. John Owens seconded the motion. **Yes-** Finn Kjome, John Owens, Mike Grafmyer.

**Motion Carried.**

**Staff Reports/Announcements:**

- a) **Public Works Director's Report.** Tim Lippert presented the Board with all the reports and results for the month of May. Tim informed the Board that he would be picking up some Grass Carp to add to the reservoirs. He stated that he would be picking them up at the hatchery in Montrose on Friday. Tim informed the Board that he, his staff and representatives from the Norwood Fire Department would be conducting fire hydrant tests, starting in June and continuing through October. The test results will help with insurance rating for residents in Town. Lippert stated that he and his staff have been having issues with the chlorine pumps at the WTP.
- b) **Water Production versus Usage.** 88%

**Board Member Reports:** None

**Administrative Report:** Patti Grafmyer informed the Board that the Annual Consumer Confidence Report (CCR) will be included in with the bills at the end of the month.

**Adjourn:**

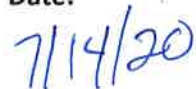
**Motion** by Mike Grafmyer to adjourn the meeting at 8:12P.M. John Owens seconded the **motion**. **Yes-** Mike Grafmyer, John Owens. **Motion passed.**

**Approved:**



**Approved As Corrected:**

**Date:**



**NORWOOD WATER COMMISSION  
ACCOUNTS PAYABLE JUNE 2020**

pd	22	5140280	AT&T Mobility	cell phones	\$	176.51
pd	52	5140280	Brainstorm Internet	monthly service	\$	43.00
pd	85	5140310	Business Solutions Group	Billing postcards	\$	304.51
pd	110	5140280	Centurylink	treatment plant phone	\$	69.47
pd	1138	5140280	Clearnetworx	Install/First month	\$	205.08
pd	992	5140245	Coaches Mother	Shipping/truck decal	\$	60.00
	1019	5140620	FP Mailing Solutions	postbase rental		
pd	335	5140630	MCHD	coliform testing	\$	20.00
pd	340	5140240	Quill	Office supplies	\$	18.54
pd	375	5140255	Sam's Service	fuel	\$	113.66
pd	405	5140275	San Miguel Power	treatment plant	\$	1,612.46
pd	405	5140275	San Miguel Power	water meter	\$	27.87
pd	405	5140275	San Miguel Power	blue tank	\$	21.00
pd	405	5140275	San Miguel Power	coventry tank	\$	21.00
pd	405	5140275	San Miguel Power	master tank/10,000	\$	71.66
pd	405	5140275	San Miguel Power	162 Gurley Dr	\$	41.34
pd	170	5140630	SGS Accutest Lab	TOC Test, SUA Lab Filter	\$	296.96
pd	1139	5140250	Summit Chemical/Ohio Aluminum	Suma 1000	\$	2,045.94
pd	21	5140480	Timberline Ace Hardware	hardware	\$	27.15
pd	465	5140110	Tim Lippert	monthly wages	\$	2,144.78
pd	465	5140110	Patti Grafmyer	monthly wages	\$	1,246.76
pd	465	5140110	Julie Wood	monthly wages	\$	363.75
pd	465	5140110	Roger Burnett	monthly wages	\$	3,393.86
pd	465	5140110	Jacob Carver	monthly wages	\$	1,487.28
pd	465	5140110	Shawntel Darby	monthly wages	\$	718.13
pd	465	5140110	Trevis Kozey	monthly wages	\$	1,440.36
pd	465	5140270	Town	Reimburse Fica	\$	825.81
pd	465	5140132	Town	reimb health insurance	\$	1,890.00
pd	465	5140290	Town	reimb for postage	\$	150.00
pd	490	5140620	UNCC	utility notification	\$	75.99
pd	955	5140132	United Life Ins	employ life ins	\$	101.27
pd	491	5140250	USA Blue Book	Y strainer/solenoid valve	\$	755.09
pd	1021	5140250	West Elk Supply	Chlorine chemicals	\$	1,650.00
pd	1021	5140250	West Elk Supply	Cylinder monthly rent	\$	125.00
pd	533	5140250	Wilber-Ellis	Sodium Flouride	\$	840.00
				<b>TOTAL</b>	\$	22,384.23

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**Patti Grafmyer**

**From:** Molly West [mwest@crwa.net]  
**Sent:** Thursday, May 21, 2020 12:12 PM  
**To:** Patti Grafmyer; lippert@norwoodtown.com  
**Cc:** Paul Hempel  
**Subject:** RE: Norwood Report

Patti,

Thanks for all your assistance on Tuesday!

If it works out in the agenda, I would like to present the Sourcewater program to the Board to get official approval from them before submitting the documents to the State just to make sure that we have all of our proper authorities on the same page.

I will only need about 15 minutes +/- to go over the program and the idea for us to update the plan. I will ask for their feedback on how we want to approach the Stakeholder engagement but that can be just the beginning of the conversation and we can follow up with those details at another time.

Just so I have it on my calendar correctly, it is June 9<sup>th</sup> at 7:00?

Thanks again and am looking forward to working with you.

Sincerely,

*Molly West*  
*Source Water Specialist*  
*Colorado Rural Water Association*  
[mwest@crwa.net](mailto:mwest@crwa.net)  
*Cell: 719-248-3804*  
*Office: 719-545-6748*





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Your guide to

# Colorado Rural Water Association's Source Water Protection Program

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## What is Source Water Protection?

- A **PROACTIVE** approach to preventing the pollution of lakes, rivers, streams and groundwater that serve as sources of drinking water.
- A **NON-REGULATORY** program that focuses on stakeholder involvement, education, and awareness.

Source Water Protection was founded on the concept that informed citizens, equipped with fundamental knowledge about their drinking water source(s) and the threats to it, will be the most effective advocates for protecting this valuable resource.

## Who is Colorado Rural Water Association (CRWA)?

- CRWA is a nonprofit organization that provides technical assistance and training to Colorado's public water and wastewater systems.
- CRWA's Source Water Protection Team has over 30 years of combined experience assisting more than 200 public water systems with source water protection.
- For more information, or to contact a CRWA Source Water Specialist, call 719-545-6748 or visit [www.crwa.net](http://www.crwa.net).

## Colorado's Source Water Assessment & Protection (SWAP) Program

- The Colorado Department of Public Health & Environment (CDPHE) created Colorado's SWAP Program under the mandate of the 1996 Safe Drinking Water Act Amendments.
- In 2004, CDPHE created Source Water Assessment Reports for all public water systems in Colorado to help with the development and implementation of individual Source Water Protection Plans.
- CRWA receives funding from the USDA and the CDPHE to assist public water systems with the development and implementation of their Source Water Protection Plans.



## Role of a CRWA Source Water Specialist

- Complete and submit Development & Implementation Grant Application.
- Assist with the assembly of a Steering Committee comprised of local stakeholders.
- Facilitate source water protection planning meetings.
- Assist with delineation and mapping of a Source Water Protection Area.
- Offer guidance and ideas for Best Management Practice implementation.
- Provide template and consultation to write the Source Water Protection Plan.
- Provide assistance with invoicing for grant reimbursement.
- Act as a liaison between public water system and CDPHE.

## Funding for Source Water Protection

- CDPHE offers a \$5,000 Source Water Protection Development & Implementation grant to community water systems in Colorado.
- Grant funds can be used towards development and implementation of a Source Water Protection Plan.
- Grant is a one-to-one matching grant that can be matched with cash or in-kind time.

### In-kind "credits" toward grant match:

- Non-water Professional - \$30/hour
- Water Professional - \$60/hour
- Lawyer or Engineer - \$100/hour



**Most water systems meet their match by in-kind time spent at stakeholder meetings.**



## Colorado Rural Water Association Source Water Protection Program

### Funding for Source Water Protection

The Colorado Department of Public Health & Environment (CDPHE) offers grant funding up to \$5,000 to assist with the development of a source water protection plan (SWPP) and the implementation of best management practices identified in the SWPP. CRWA can assist eligible water systems with the application and submittal of the Source Water Assessment and Protection (SWAP) Development and Implementation Grant.

Contact a CRWA Source Water Specialist for more information.  
719-545-6748  
[www.crwa.net](http://www.crwa.net)



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## SWAP Development & Implementation Grant

### Frequently Asked Questions

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#### **What is the source of the grant funds?**

The grant is awarded by the CDPHE's Water Quality Control Division.

#### **Are we eligible for the Source Water Assessment and Protection (SWAP) Development and Implementation Grant?**

Active community water systems and governmental entities may apply for the grant. Non-community private for profit water systems are not eligible for this grant.

#### **How much money can we get?**

The grant can range up to \$5,000 per award.

#### **How do we receive the grant money?**

The grant is awarded on a cost-reimbursement basis for an amount equal to what you've accumulated in match, up to \$5,000.

#### **Is this a matching grant?**

Yes. It's a one-to-one matching grant. Think of it as a project with a total cost of up to \$10,000. CDPHE contributes up to \$5,000 of grant funds and you contribute an additional \$5,000 worth of cash or in-kind services as match.

#### **What qualifies as "match"?**

Matching funds can be a combination of cash contributions to the project or in-kind donations. In-kind donations could include your time and efforts, stakeholders' time (excluding federal employees), mileage to and from meetings, use of resources, outside consultants, or other types of donations.

#### **Can you please explain more details about the in-kind match?**

The accumulation of in-kind match begins once the grant is approved by CDPHE and is accumulated at the following rates:

- \$30/hour - non water professional
- \$60/hour - water professional
- \$100/hour - lawyer or engineer
- Mileage - IRS Standard Mileage Rate

#### **How much will this grant cost us?**

There is no cost to the water system except for your time spent developing and implementing the SWPP, unless you decide to match the grant funds with cash. Expenses incurred throughout the development and implementation of the SWPP, excluding cash match, will not be reimbursed until you invoice CDPHE.

#### **Once the grant is approved by CDPHE, can we start spending the grant award?**

No. All potential expenditures must be pre-approved by CDPHE.

#### **What do you mean by "pre-approved expenditures"?**

In order to be reimbursed, all potential expenditures must be approved by CDPHE prior to being spent. Development costs are pre-approved through the grant application process and BMP implementation costs are pre-approved through a "BMP Proposal Letter" that CRWA can assist you with.

## APPENDIX E

### **Water Conservation & Drought Plan**

#### **Normal Conditions:**

On a year that Norwood and the surrounding area is experiencing normal water conditions the Norwood Water Commission encourages our customers to use the following plan for outside watering to curtail the stress on the infrastructure and equipment; Those customers residing in the Town of Norwood, conduct their outside watering on even calendar days and those customers residing in the rural, conduct their outside water on odd calendar days. Every other day outside watering helps alleviate the stress on the infrastructure and equipment. The Norwood Water Commission encourages their customers to not conduct any outside watering during the heat of the day (9 a.m. to 5 p.m.) as a conservation measure.

Water Dispensary customers would be allowed to purchase no more than 7,000 gallons of water per month.

On a dry year the Norwood Water Commission shall inform all customers that outside watering shall only be conducted at before 9 a.m. and after 5 p.m. on the proper designated calendar day.

Water Dispensary customers will be allowed to purchase no more than 5,000 gallons of water per month.

### **Water Restrictions**

#### **Dry to Drought Conditions:**

Per the Norwood Water Commission's Rules and Regulation, Article XII, water usage practices will change from conservation to restriction whenever, in the opinion of the Board, there is a shortage of water, whether caused by equipment limitation or failure, fire, or drought conditions, the Board has the authority to restrict use of water in the following sequence.

- Restriction of non-essential uses including lawn irrigation but allowing trees and shrubs to be watered once a week. Water Dispensary customers will be allowed to purchase no more than 4,000 gallons of water per month.
- Restriction of all but domestic/household use and use essential for agricultural, industrial, or commercial enterprises. Water Dispensary customers will be allowed to purchase no more than 3,500 gallons of water per month.
- Restriction of all but domestic/household use. The Norwood Water Commission may discontinue the operation of the Water Dispensary until such time as the Board deems there is sufficient water for the customers connected to our system.

**In an emergency, the Public Works Director/ORC, has the authority to restrict the use of water without Board action.**

# NORWOOD WATER COMMISSION

## REGULAR SCHEDULED MEETING

Tuesday June 9th, 2020  
7:00 PM 1670 Naturita Street  
Norwood Community Center

### A G E N D A

<https://us02web.zoom.us/j/81994968846>

- I) Call Meeting to Order:
- II) Review/Consider Consent Agenda
  - a) Minutes of May 12th, 2020
  - b) June 2020 Bills & Accounts
- III) Board Member Additions to Agenda: (if any)
- IV) Public Walk-In Period:
- V) New Business:
  - a) Molly West, Colorado Rural Water – Proposing an update for the Source Water Protection Plan for Norwood.
- VI) Old Business:
  - a) System Water Conservation & Drought Plan - Discussion
- 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: