

# NORWOOD SANITATION DISTRICT

Meeting on: Thursday, November 13, 2025

Regular Session starting at: 6:30 p.m.

Meeting at: 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option

## Call Regular Meeting To Order

The regular meeting was called to order by Tom Kyle at 6:37 pm.

## Board Attendance:

Board Chair – Bernice White - Absent

Member – Kerry Welch – Present

Member – Tom Kyle- Present

Member – Ray Cossey – Present

Member – Talle Meehan – Present via zoom

## Staff Attendance:

Administrative Director – Sara Owens – Present

Public Works Director – Randy Harris- Present

Billing Clerk- Miracle Ubence- Present

## Public Comment For Items Not On The Agenda

None

## Executive Session

None

## Review Agenda

## Consent Agenda

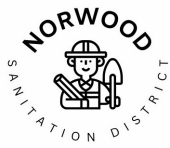
- a. October Financials
- b. October 09, 2025 Minutes

**MOTION: Kerry Welch motioned to approve October 09, 2025 Minutes with changes. Talle Meehan seconded the motion. All voted. Motion carried.**

**Consent agenda was not approved. The board agreed to table the financials until they had written corrections as there were concerns with passed payments. Ray made a motion to table the October Financials till next month's meeting. Kerry Welch seconded the motion. All voted. Motion passed.**

## Board Business Agenda

- a. Lewis William Penalty Forgiveness  
After discussion among the board, forgiveness was not granted at this time.



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MOTION: Ray Cossey made a motion to table the topic of forgiveness for 6 months of consistent payments. Talle Meehan seconded the motion. All voted. Motion passed.

b. 2026 Budget Public Hearing

The board discussed financial matters, including reviewing monthly bills and a budget that was deemed light on engineering and chemicals. They agreed to table the financials until receiving written corrections, as there were concerns about overpayment. The board also approved minutes with some adjustments, including adding details about a \$2,420 maintenance fee and a discussion about payroll tax back payments to the IRS.

c. **Resolution No 1113 Series 2025 A RESOLUTION RESCINDING RESOLUTION NO. 0423, SERIES 2024, ENTITLED "A RESOLUTION OF NO CONFIDENCE IN THE LEADERSHIP OF MAYOR CANDY MEEHAN"**

Kerry Welch made a motion to table the topic of the resolution. Motion failed as there was not a second. Ray Cossey moved to motion to rescind the Resolution and get the responsibility of the resolution off the sanitation boards hands. Talle Meehan seconded the motion. Kerry Welch then makes her points as to why she would like to table the topic of the resolution. Kerry Welch makes requests to change verbiage in the resolution. Ray Cossey later motioned to amend his previous motion due to confusion on the language and verbiage used in the resolution. After Ray Cossey's first motion Tom Kyle says he is not ready to rescind any motion until he sees the unredacted billing documents and would like to discuss this topic when Bernice White, Board Chair, is present at next month's meeting. The board did approve rescinding Resolution 0423, however, with Tom requesting changes to the language to remove references to the Town of Norwood and clarify the intent in December's meeting. After further discussion, the board agreed to table the topic until the next meeting.

**MOTION:** Ray Cossey made a motion to table the resolution until December's meeting. Kerry Welch seconded that motion. All voted. Motion carried.

d. Review Raises

The Board discussed approving raises for the employees.

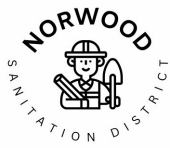
MOTION: Ray Cossey motioned to approve employee raises. Talle Meehan seconded the motion. All voted. Motion carried.

## Board Member Reports and Announcements

None

## Staff Reports and Announcements

- Randy Harris, Public Works Director –Randy Harris states that the publics works team has just finished the last of the preventative maintenance on the winter aerators. They are working on preparation for the winter season.



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- Sara Owens, Town Administrative Director – A written report will be posted.

## Adjourn

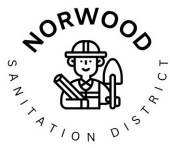
Kerry Welch motioned to adjourn the Norwood Sanitation District Regular meeting at 8:21 pm. Ray Cossey seconded the motion. All voted, meeting is adjourned.

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

Minutes Taken by: Miracle Ubence, Billing Clerk



# NORWOOD SANITATION DISTRICT

**Meeting on:** Thursday, December 11, 2025

**Regular Session starting at:** 6:30 p.m.

**Meeting at:** 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option

## Call Regular Meeting To Order

The regular meeting was called to order by Bernice White at 6:32 pm.

## Board Attendance:

Board Chair – Bernice White - Present

Member – Kerry Welch – Present

Member – Tom Kyle- Present

Member – Ray Cossey – Present

Member – Talle Meehan – Present via Zoom

## Staff Attendance:

Town Manager – Sara Owens – Present

Public Works Director – Randy Harris- Present

Billing Clerk- Miracle Ubence- Present

## Public Comment For Items Not On The Agenda

None

## Executive Session

None

## Review Agenda

## Consent Agenda

- a. November Financials
- b. November 13, 2025 Minutes

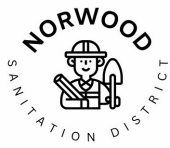
The board discussed the importance of accurate minutes and the need to review the meeting recording for clarity. The group considered amending the motion to have Miracle review the recording and provide more detailed action minutes. Additionally, they clarified the process for including financials in future meetings, ensuring they are grouped appropriately.

**MOTION:** Ray Cossey motioned to approve the financials. Talle Meehan seconded the motion. All voted. Motion carried.

Kerry Welch made a motion to have the minutes revised. Ray Cossey seconded the motion. All voted. Motion passed.

## Board Business Agenda

- a. Savings Account
  - The board discussed financial matters, including a previously unknown savings account containing \$280,000, which Tom discovered but could not access due to



# NORWOOD SANITATION DISTRICT

**Meeting on:** Thursday, December 11, 2025

**Regular Session starting at:** 6:30 p.m.

**Meeting at:** 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option not being listed as an account holder. The board approved adding Tom and Bernice

to the savings account access, with Tom being designated as vice chair. They also reviewed and discussed meeting minutes, with Kerry Welch raising concerns about the accuracy of certain financial details and resolutions being documented. The board agreed to table the October financials for further review and to correct the minutes to give more detailed information about specific financial decisions. The board addressed financial matters including the unknown savings account and approved adding new account access for Tom and Bernice, with Tom being designated as vice chair.

**MOTION:** Kerry Welch made a motion to put Tom Kyle on the checking accounts as he is vice chair. Ray Cossey seconded the motion. All Voted. Motion passed.

**MOTION:** Talle Meehan made a motion to put Bernice White on the checking account as Bernice is Chair. Ray Cossey seconded the motion. All voted. Motion carried.

b. Mill Levy Certification/Resolution

- The board approved the mill levy certification and Resolution 1211 for appropriating funds.

**MOTION:** Talle Meehan made a motion to approve Mill Levy Certification. Ray Cossey seconded the motion. All voted. motion carried.

**MOTION:** Ray Cossey made a motion to approve the Resolution. Talle Meehan seconded the motion. All voted. motion carried.

c. 2026 Budget Adoption

- The Board adopted the 2026 budget, with plans to review it again mid-year due to the addition of significant funds. Town mentioned discovering unclaimed money and expressed surprise that no one had noticed it earlier, suggesting there may have been confusion during recent changes in staff.

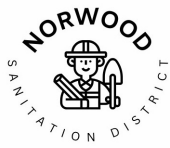
**MOTION:** Talle Meehan made a motion to approve the 2026 Budget Adoption. Ray Cossey seconded the motion. All voted. Motion carried.

d. 2026 Budget resolution

**MOTION:** Talle Meehan made a motion to approve 2026 Budget resolution. Ray Cossey seconded that motion. All voted. Motion carried.

e. Staff time/Request procedures

- The board also agreed to a new procedure for requesting staff time, which requires directors to go through the chair for both small and large items, with the request to be discussed at the following meeting. Town clarified that while staff time can be billed back to the board, individual board members cannot directly request staff



# NORWOOD SANITATION DISTRICT

Meeting on: Thursday, December 11, 2025

Regular Session starting at: 6:30 p.m.

Meeting at: 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option time without board approval, as this would violate fiduciary duties and spending policies.

f. Resolution No 1113 Series 2025 A RESOLUTION RESCINDING RESOLUTION NO. 0423, SERIES 2024, ENTITLED “A RESOLUTION OF NO CONFIDENCE IN THE LEADERSHIP OF MAYOR CANDY MEEHAN”

- The board discussed and voted on changes to resolution 1113 series 2025, focusing on removing references to the Town of Norwood while maintaining references to the mayor and other community partners. They agreed to amend the resolution to use consistent terminology between sections (ratepayers/taxpayers) and ensure accurate dates.

**MOTION:** Ray Cossey made a motion to approve Resolution No 1113 but later amends his motion to make a new motion as there was concern regarding changes needing to be made to some of the verbiage. Ray Cossey makes a motion to make the changes in terminology discussed to resolution. Talle seconded that motion. All voted. Motion passed.

## Board Member Reports and Announcements

None

## Staff Reports and Announcements

- Randy Harris, Public Works Director – Randy talks about the Public Works staff time allocation, with preliminary data showing 50% sanitation, 30% water, and 20% other services.
- Sara Owens, Town Manager – A written report will be posted.

## Adjourn

Ray Cossey motioned to adjourn the Norwood Sanitation District Regular meeting at 7:44 pm. Talle Meehan seconded the motion. All voted, meeting is adjourned.

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

Minutes Taken by: Miracle Ubence, Billing Clerk

**NSD DECEMBER 2025 BILLS PAID**

		NSD Portion
Ray Cossey	Director	\$ 20.00
Talle Meehan	Director	\$ 20.00
Kerry Welch	Director	\$ 20.00
Tom Kyle	Director	\$ 20.00
Bernice White	Director	\$ 20.00
All Mountain Motors	RAM 2500 - Maintenance	\$ 141.77
Bruin Waste Management	Trash Services	\$ 41.37
City of Grand Junction	Nutrients Lab Tests	\$ 460.80
Hoffmann Media Group	Norwood Post	\$ 47.42
Grand Junction Laboratories	Nutrients Lab Tests	\$ 377.25
San Miquel Power	Aerator	\$ 1,941.59
San Miquel Power	Pioneer Village Pump	\$ 105.65
Town of Norwood - Salary	Earl McWilliams	\$ 1,191.20
Town of Norwood - Salary	Austin Overholt	\$ 995.46
Town of Norwood - Salary	Randy Harris	\$ 2,380.06
Town of Norwood - Salary	Miracle Ubence	\$ 1,457.50
Town of Norwood	FICA Reimbursement	\$ 460.85
Town of Norwood - Reimbursement	Dominion Payroll Services	\$ 68.45
Town of Norwood - Reimbursement	DocAccess Essentials	\$ 100.00
Town of Norwood - Reimbursement	Colorado 811	\$ 75.00
Town of Norwood - Reimbursement	CEBT	\$ 568.59
Town of Norwood - Reimbursement	Postage	\$ 127.28
Town of Norwood - Reimbursement	Postage	\$ 126.91
Town of Norwood - Reimbursement	Printer rental	\$ 43.70
Town of Norwood - Reimbursement	Life Insurance	\$ 5.60
Town of Telluride ATTN: WWTP	Waste Water Sample	\$ 44.10
	<b>TOTAL</b>	<b>\$ 10,860.55</b>

# NORWOOD SANITATION DISTRICT

Pursuant to section 32-1-809, Colorado Revised Statutes for Transparency Notices may be filed with Special District Association of Colorado. This information must be provided annually to the eligible electors of the district no later than January 15 of each year.

\*Note that some information provided herein may be subject to change after the notice is posted.

District's Principal Business Office

<b>Company</b>	Norwood Sanitation District
<b>Contact</b>	Sara Owens
<b>Address</b>	1670 Naturita Street, PO Box 528, Norwood, Colorado 81423
<b>Phone</b>	970-327-4288

District's Physical Location

<b>Counties</b>	San Miguel
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## Regular Board Meeting Information

<b>Location</b>	Norwood Town Hall
<b>Address</b>	1670 Naturita Street, Norwood, Colorado 81423
<b>Day(s)</b>	2nd Thursday of each month
<b>Time</b>	6:30

## Posting Place for Meeting Notice

<b>Location</b>	<a href="http://www.norwoodtown.com">www.norwoodtown.com</a>
<b>Address</b>	1670 Naturita Street, Norwood, Colorado 81423

## Notice of Proposed Action to Fix or Increase Fees, Rates, Tolls, Penalties or Charges for Domestic Water or Sanitary Sewer Services

**Location**  
**Address**  
**Date**  
**Notice**

## Current District Mill Levy

**Mills** 2.069

## Ad Valorem Tax Revenue

Revenue reported may be incomplete or unaudited as of the date this Notice was posted.

**Amount(\$)** 18,410 (estimated)

## Date of Next Regular Election

**Date** 05/04/2027

## Pursuant to 24-72-205 C.R.S

The district's research and retrieval fee is **\$41.37** per hour

### **District Policy**

The District complies with all of the provisions of the Colorado Open Records Act, including Sections 24-72-100.1 et seq. and 24-72-200.1 et seq., C.R.S.

### **District contact information for open records request:**

Sara Owens

## Names of District Board Members

**Board President**

**Name** Bernice White

**Contact Info** 970-327-4288

**Election** **Yes**, this office will be on the next regular election ballot

**Board Member 2**

**Name** Tom Kyle

**Contact Info** 970-327-4288

**Election** **Yes**, this office will be on the next regular election ballot

**Board Member 3**

**Name** Talle Meehan

**Contact Info** 970-327-4288

**Election** **No**, this office will not be on the next regular election ballot

**Board Member 4**

**Name** Ray Cossey

**Contact Info** 970-327-4288

**Election** **No**, this office will not be on the next regular election ballot

**Board Member 5**

**Name** Kerry Welch

**Contact Info** 970-327-4288

**Election** **No**, this office will not be on the next regular election ballot

## Board Candidate Self-Nomination Forms

Any eligible elector of the special district who desires to be a candidate for the office of special district director must file a self-nomination and acceptance form or letter with the designated election official.

## Deadline for Self-Nomination Forms

Self-nomination and acceptance forms or letters must be filed not less than 67 days before the date of the regular election.

## District Election Results

The district's current election results will be posted on the website of the Colorado Secretary of State ([www.sos.state.co.us](http://www.sos.state.co.us)) and the website indicated below, if any.

**Website** <https://www.norwoodtown.com/sanitation-district>

## Permanent Mail-In Voter Status

Absentee voting and Permanent absentee voter status (formerly

Permanent Mail-In voter status): Where to obtain and return forms.

Norwood Town Hall: 1670 Naturita Street, Norwood, CO, 81423, by calling (970) 327-4288, or emailing [sowens@norwoodtown.com](mailto:sowens@norwoodtown.com)

Applications for absentee voting or for permanent absentee voter status are available from and must be returned to the Designated Election Official.

Norwood Town Hall: 1670 Naturita Street, Norwood, CO, 81423, by calling (970) 327-4288, or emailing [sowens@norwoodtown.com](mailto:sowens@norwoodtown.com)

## Notice Completed By

**Name**

Kara Winters

**Company/District**

Collins Cole Winn & Ulmer, PLLC

**Title**

Paralegal

**Email**

[kwinters@cogovlaw.com](mailto:kwinters@cogovlaw.com)

**Dated**

01/06/2026

## Norwood Sanitation District 2026 Budget

<u>Account #</u>	<u>Account Description</u>	<u>2026 Budget</u>
10-31-500	Beginning Fund Balance	26804

### Revenues:

10-31-100	General Taxes	18,410
10-34-200	Sewer Charges	193,000
10-34-500	Delinquent Charges	1900
10-34-600	Sewer Tap Fees	15000
10-36-200	Reconnect Fees	0
10-36-300	Deposit/Transfer	3000
10-36-900	Misc/Sundry/Sewer Dumps	200
10-33-400	Grants/Loans	0

**Revenue Totals** **258,314**

### Expenditures:

10-40-110	Salaries & Wages - Directors	600
10-40-125	Salary Reimbursement - Town	126959
10-40-133	Employee Benefits - Workers Comp	3500
10-40-520	Employee Health Insurance/life	10000
10-40-210	Books, Subscriptions & Memberships	700
10-40-220	Public Notices	100
10-40-230	Travel	1000
10-40-240	Office Supplies & Expense	3000
10-40-250	Chemicals/Supplies	3000
10-40-255	Vehicle Expenses	4500
10-40-260	Bldgs & Grounds/Discharge Permits	1600
10-40-270	Utilities	25000
10-40-280	Postage	3000
10-40-290	Phones	650
10-40-310	Contract Labor	11,305
10-40-350	Legal Fees	7500
10-40-360	Elections/Miscellaneous	1500
10-40-370	Audit Report Fees	5000
10-40-440	Service Charges	3000
10-40-490	Operating Supplies	14000
10-40-510	Property/Casualty Insurance	5500
10-40-620	Miscellaneous Services	500
10-40-630	Lab & Testing	6000
10-40-640	Computer/Postage Meter Support	7000
10-40-650	Copier/Fax Support	200
10-40-660	Freight/Shipping	1800

10-40-670	Safety/Training	2500
10-40-740	Cleanout	6000
10-40-770	Engineering	0
10-40-7	Credits & Adjustments	400
10-40-790	Capital Improvement	0
10-40-795	Child Care	2500

**Total Expenditures** **258,314**

Excess (-Deficit) of Revenues 0

Over or Under Expenditures 0

Beginning Balance **103500**

Ending Balance **76696**

Adopted this 8th day of January 2026

By: \_\_\_\_\_  
NSD Chair

Attest: \_\_\_\_\_  
Miracle Ubence, NSD Billing Clerk

**Norwood Sanitation District**  
**Town of Norwood, San Miguel County, Colorado**  
**Resolution No. 018 Series 2026**

A RESOLUTION TO APPROPRIATE SUMS OF MONEY IN THE  
2026 BUDGET AMENDMENT

WHEREAS, the Board of Directors of the Norwood Sanitation District has made provision in the budget for revenues in an amount equal to the total proposed expenditures as set forth therein; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, as more fully set forth in the budget, including any inter-fund transfers listed therein, so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Norwood Sanitation District that the following sums are hereby appropriated from the revenues of each fund, to each fund, for the purposes stated in the budget:

General Fund:	\$258,314
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Total	\$258,314
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**Adopted this 8th day of January, 2026.**

**NORWOOD SANITATION DISTRICT**

By: \_\_\_\_\_  
NSD Chair

**Attest:**

\_\_\_\_\_  
Miracle Ubence, NSD Billing Clerk

**Norwood Sanitation District**  
**Town of Norwood, San Miguel County, Colorado**  
**Resolution No. 018 Series 2026**

A RESOLUTION AMENDMENT SUMMARIZING EXPENDITURES AND REVENUES  
ADOPTING A BUDGET FOR THE NORWOOD SANITATION DISTRICT FOR THE  
CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2026 AND ENDING  
THE LAST DAY OF DECEMBER 2026.

**Whereas**, the Norwood Sanitation District has appointed Sara Owens, Town Manager, to prepare and submit a proposed budget to said government body on December 11th, 2025, 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 Community Center, a public hearing held on November 13th, 2025, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; 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 Sanitation District:**

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

Norwood Sanitation District	\$ 258,314
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Section 2. That estimated revenues for each fund are as follows:

Norwood Sanitation District	\$ 258,314
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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 Sanitation District for the year stated above.

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

Section 5. That the budget for the Norwood Sanitation District fund be adopted by its governing board the Norwood Sanitation District.

**ADOPTED, THIS 8TH DAY OF JANUARY, 2026.**

\_\_\_\_\_  
Bernice White, Chairman

**ATTEST:**

\_\_\_\_\_  
Miracle Ubence, Billing Clerk

**Norwood Sanitation District**  
**Town of Norwood, San Miguel County, Colorado**  
**Resolution No. 018 Series 2026**

**A RESOLUTION TO SET MILL LEVY**

WHEREAS, the amount of money from property taxes necessary to balance the budget for general operating expenses is \$18,410; and

WHEREAS, the 2026 valuation for assessment of the District, as certified by the County Assessor, is \$8,896,273.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Norwood Sanitation District:

That for the purpose of meeting all general operating expenses of the District during the 2026 budget year, there is hereby levied a property tax, inclusive of the mill levy for refunds and abatements, of 2.069 mills upon each dollar of the total valuation for assessment of all taxable property within the District to raise \$18,410.

That the Board Chair of the District is hereby authorized and directed to immediately certify to the County Commissioners of San Miguel County, Colorado, the mill levies for the District as hereinabove determined and set, or as adjusted, if necessary, upon receipt of the final certification of valuation from the county assessor in order to comply with any applicable revenue and other budgetary limits.

NORWOOD SANITATION DISTRICT

\_\_\_\_\_  
NSD Chair

ATTEST

\_\_\_\_\_  
Miracle Ubence, NSD Billing Clerk

# **Norwood Sanitation District**

**Town of Norwood, San Miguel County, Colorado**

**Resolution No. 018 Series: 2026**

## **A RESOLUTION REGARDING POSTING LOCATIONS FOR NOTICE OF ORDINANCES AND PUBLIC MEETINGS**

**WHEREAS**, The Norwood Sanitation District Board of Trustees ("Board"), is a special district duly organized and operating under the Constitution and laws of the State of Colorado; and

**WHEREAS**, the Open Meeting Law (Sunshine Law) was enacted by the Colorado State Legislature on April 29, 1991, and this law declares that the formation of public policy is public business and may not be conducted in secret; and

**WHEREAS**, the Norwood Sanitation District Board of Trustees has determined that it is in the best interest of the citizens of the Town of Norwood to post a listing of public meetings as provided in this resolution; and

**WHEREAS**, The Sunshine Law also stipulates that the public place or places for posting such notices shall be designated annually; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORWOOD SANITATION DISTRICT, AS FOLLOWS:**

Posting locations to give notice of public meetings:

- I. Town Hall, 1670 Naturita Street, Norwood, CO 81423
2. US Post Office, 1555 Grand Ave, Norwood, CO 81423
3. Town of Norwood Website, [norwoodtown.com](http://norwoodtown.com)

Posting locations to give notice of ordinances:

- I. Town Hall, 1670 Naturita Street, Norwood, CO 81423
2. Town of Norwood Website, [norwoodtown.com](http://norwoodtown.com)
3. TITLE ONLY - Norwood Post (Newspaper of record)

**ADOPTED** at the regular meeting of the Board of Trustees of the Norwood Sanitation District held January 8, 2026.

**NORWOOD SANITATION DISTRICT**

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**Chair**

**ATTEST:**

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**Miracle Ubence, NSD Billing Clerk**



## TOWN MANAGER REPORT – JANUARY 2026

### STAFF

- Weekly staff meetings
- Monthly board meetings

### OPERATIONS

- Reconciliations
- 2026 Pay Schedule
- Employee Benefit Payroll Deduction Updated
- CDOT annual check in
- Telluride Foundation Community Grant follow up with Kendra
- Staff access to email and isolved
- Fire Suppression System follow up
- Neptune Meter Reader follow up
- Budget to Actuals TON/NWC
- 2026 Budget Resolution
- TON/NSD Cert of Tax Levy
- Agenda/Supporting Documents
- NWC grant reimbursement
- Process Payroll
- Bank Cards requested for Randy
- Round 2 Accelerator Impact Meeting
- CDOT Sidewalk Project check in with Tommy and Steve
- Follow up RMA legal bill
- Pocket Park follow up with KLJ
- NPS property purchase contract
- Submitted Affordable Housing Resolution to the State
- Staff pay increases entered
- NSD saving account follow up
- LPC grant contract review
- OJT pre application meeting
- Resolutions on website
- Updated Admin Director and Public Works Director job descriptions
- Working on Fuel Tax Exempt Cert
- Reviewing all bills
- Permission to enter property letters NWC water line
- Accounting error NWC/NSD fix
- Employee file scan/save
- Annual staff/board party planning

### TRAINING

- CIRSA Anti-Harassment Training
- CIRSA Violence in the Workplace Training
- Streamline Webinar

### PUBLIC OUTREACH

- WE Vision Working Group
- NWC Water Rate Increase
- Brownsfield Engagement Materials