

# NORWOOD SANITATION DISTRICT

Meeting on: Thursday, October 09, 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 6:34 pm.

## Board Attendance:

Board Chair – Bernice White - Present

Member – Kerry Welch – Present

Member – Tom Kyle- Absent

Member – Ray Cossey – Present

Member – Talle Meehan – Present

## Staff Attendance:

Administrative Director – Sara Owens – Present

Public Works Director – Randy Harris- Present

Town Clerk – Sidney Ross - Present

Billing Clerk- Miracle Ubence- Present

## Public Comment For Items Not On The Agenda

None

## Executive Session

None

## Review Agenda

## Consent Agenda

- a. September Financials
- b. September 11, 2025 Minutes

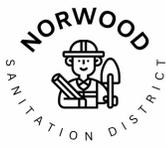
MOTION: Kerry Welch motioned to approve the consent agenda. Talle Meehan seconded the motion. All voted. Motion carried.

## Board Business Agenda

- a. Inclusion Fee – Reimbursement of Legal Fees

During the September Regular Meeting of the Norwood Sanitation District, Kerry Welch discussed the potential use of fees accumulated from the Forest Service Inclusion agreement to cover associated legal expenses. Welch proposed that \$2,000 of the \$15,000 maintenance fee be allocated to legal costs.

MOTION: Kerry Welch motioned to approve the legal fees being taken out of the maintenance fee for the attorneys on the Forest Service. Talle Meehan seconded the motion. All voted. Motion carried.



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b. 2024 Audit

They agreed to schedule a work session to review costs and determine where to allocate funds, with a potential rate increase to be considered.

c. Appoint Budget Officer – Sara Owens

MOTION: Talle Meehan voted to appoint Sara Owens as the Sanitation District Budget Officer. Kerry Welch seconded that motion. All voted. Motion carried.

d. Draft of 2026 Budget

Sara Owens presented the board with the 2026 draft budget that will be reviewed at a work session on October 29th at 6:30 PM. A public hearing will be held during the regular November meeting on the budget, with adoption and submission planned for December.

MOTION: Kerry Welch motioned to accept the 2026 Draft Budget and to schedule a work session on October 29<sup>th</sup> at 6pm. Talle Meehan seconded the motion. All voted. Motion carried.

e. Website Documents

The board agreed to pay up to one-third of the \$360 monthly fee for an ADA compliance service to make website documents accessible, with a one-year commitment. They discussed reducing the amount of historical documents stored online to lower costs, aiming to remove non-compliant documents and transition to in-house compliance within a year.

MOTION: Kerry Welch motioned to pay up to 1/3 of the Doc Access Services for 1 year. Talle Meehan seconded the motion. All voted. Motion carried.

f. Discussion of Future Plans and Goals

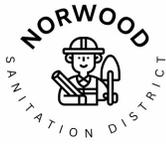
The meeting focused on financial updates and wastewater management. Town reported that \$34,000 in property taxes and \$208,000 in sewer fees had been collected, with in-district and out-of-district rates set at \$31.50 and \$36.75 respectively. They discussed potential solutions for managing wastewater, including the possibility of building new ponds or bypassing existing ones during lining work. The group also touched on previous sludge removal efforts and the need to line the lagoons in the future.

## Board Member Reports and Announcements

None

## Staff Reports and Announcements

- Randy Harris, Public Works Director –Randy Harris states that the public works team has just finished the last of the preventative maintenance on the winter aerators. Randy states that the Collection system has been kept well maintained. An upcoming project coming to action is removing the gas chlorine and replacing it with liquid or granules. This project Randy mentions how it would save money as well as ensure safety as well. The cost of conversion is unknown to the actuals, but it is ensured to save money. Every 5 years they run a sanitation survey.



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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 7:25 pm.

Talle Meehan seconded the motion. All voted, meeting is adjourned.

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

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Minutes Taken by: Cidney Ross, Town Clerk

**NSD October 2025 - Bills Paid**

		NSD Portion	NWC Portion	TON Portion
Ray Cossey	Director	\$ 40.00		
Kerry Welch	Director	\$ 50.00		
Tom Kyle	Director	\$ 50.00		
Bernice White	Director	\$ 50.00		
Blair & Associates	Audit Review	\$ 4,000.00		
Talle Meehan	Director	\$ 40.00		
City of Grand Junction	Nutrient Lab Testing	\$ 781.20		
City of Grand Junction	Nutrient Lab Testing	\$ 223.32		
Grand Junction Laboratories	Lab Tests	\$ 373.80		
San Miguel Power	Sewer Lagoon	\$ 79.70		
San Miguel Power	Sewer PLT Pioneer	\$ 1,931.74		
Town of Norwood	Administrative Services	\$ 8,159.50		
Town of Norwood	Salary Reimbursement - September	\$ 8,107.82		
Town of Norwood	Salary Reimbursement - April 19	\$ 2,304.12		
Town of Norwood	Salary Reimbursement - October 29	\$ 5,808.36		
Town of Norwood	FICA Reimbursement - April 19	\$ 176.27		
Town of Norwood	FICA Reimbursement - September	\$ 620.25		
Town of Norwood	FICA Reimbursement - October 29	\$ 444.34		
Town of Norwood	Harris Retirement	\$ 900.00		
Town of Norwood	McWilliams Retirement	\$ 750.00		
Town of Norwood	Postage Reimbursment - August	\$ 99.90		
Town of Norwood	Postage Reimbursment - September	\$ 112.68		
Town of Norwood	CEBT Reimbursment - January	\$ 945.70		
Town of Norwood	CEBT Reimbursment - February	\$ 945.70		
Town of Norwood	CEBT Reimbursment - March	\$ 945.70		
Town of Norwood	CEBT Reimbursment - April	\$ 495.70		
Town of Norwood	CEBT Reimbursment - August	\$ 967.10		
Town of Norwood	CEBT Reimbursment - September	\$ 568.59		
Town of Telluride	E. Coli Samples	\$ 44.10		
Timberline Ace Hardware	Materials and Supplies	\$ 98.93		
West End Car Wash	Vehicle Maintanance	\$ 20.51		
Collins, Cole, Winn, Ulmer, PLLC	General Legal	\$ 1,187.00		
Collins, Cole, Winn, Ulmer, PLLC	General Legal	\$ 3,207.38		
Codeworx INC	Hardware/Support	\$ 215.62		
All Mountain Motors	Vehicle Maintanance	\$ 116.25		
All Mountain Motors	Vehicle Maintanance	\$ 1,179.96		
All Mountain Motors	Vehicle Maintanance	\$ 142.00		
	<b>TOTAL</b>	<b>\$ 44,861.28</b>		

## 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	34000
10-34-200	Sewer Charges	260000
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

<b>Revenue Totals</b>	<b>340904</b>
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### 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	17759
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	25000
10-40-780	Credits & Adjustments	400
10-40-790	Capital Improvement	51136
10-40-795	Vehicle Purchase	2500

**Total Expenditures** **340904**

Excess (-Deficit) of Revenues 0

Over or Under Expenditures 0

Beginning Balance **103500**

Ending Balance **76696**

Adopted this 11th day of December 2025

By: \_\_\_\_\_  
Bernice White, Chair

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

# NORWOOD SANITATION DISTRICT

## 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”

**WHEREAS**, the Norwood Sanitation District (“District”) is a duly organized and operating Special District under the laws of the State of Colorado; and

**WHEREAS**, on April 24, 2024, the Board of Directors of the Norwood Sanitation District adopted **Resolution No. 0423, Series 2024**, entitled “A Resolution of No Confidence in the Leadership of Mayor Candy Meehan”; and

**WHEREAS**, the current Board of Directors recognizes the importance of maintaining a cooperative, professional, and constructive relationship between the Norwood Sanitation District, the Town of Norwood, and all elected and appointed officials; and

**WHEREAS**, upon review and discussion, the Board finds that the continued existence of Resolution No. 0423 may not contribute to a positive working environment or to the shared goals of transparency, collaboration, and service to the public; and

**WHEREAS**, the Board believes it is in the best interests of the District, its ratepayers, and the community to rescind Resolution No. 0423 in order to move forward in a spirit of mutual respect and cooperation;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD MEMBERS OF THE NORWOOD SANITATION DISTRICT, THAT:**

1. **Rescission.** Resolution No. 0423, Series 2024, entitled “A Resolution of No Confidence in the Leadership of Mayor Candy Meehan,” is hereby **rescinded in its entirety** and declared to be of **no further force or effect**.
2. **Intent.** The Board reaffirms its commitment to working collaboratively with the Town of Norwood, the Mayor, and other community partners in the best interests of the residents and taxpayers of the Norwood Sanitation District.
3. **Effective Date.** This Resolution shall take effect immediately upon its adoption.

**ADOPTED AND APPROVED** this 12<sup>th</sup> day of November 2025, by the Board Members of the **Norwood Sanitation District**.

**NORWOOD SANITATION DISTRICT**

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**Chair**



## **PUBLIC WORKS DIRECTOR REPORT – August 2025**

### Norwood Water Commission

- Service Line Repairs– 5
- Main Line Repairs – 0
  -
- Inspections
  - 0
- Water service applications
  - 1- not completed, need more information
- Projects
  - Working on cleaning water plant up.
  - Winterization of water plant, tanks, and out buildings.
  - Topped off reservoir for the year 45.54 acre feet
  - Continuing flushing especially in Redvale area
  - Remodeled Reed pump house and replaced one of the pressure tanks and re-plumbed piping.
  - Working on PRV #1
  - Filter tech will be in water plant this month replacing float controls and maintenance on flow control for #3
  - Still updating our digital mapping system

#### **Work Orders:**

- Water - 6
- Sanitation - 2
- Town – 8

#### **Utility Locates:**

- 24
- 2- emergency

### Raw Water Irrigation System

- Winterized and put to bed

### Norwood Sanitation District

- Service Line Repairs - 2
- Main Repairs – 0
- Lagoon / discharge permit
  - Still in contact with the state regarding discharge permit. No news to report
- Projects
  - PM's on lagoon equipment/chlorine injection
  - Rotated direction of aerators
  - Winterizing buildings and equipment
  - Degreased Pioneer lift station
  - Samples are all good



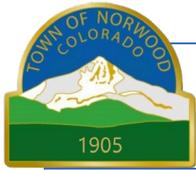
## **Town**

### ○ **Projects:**

- We are continuing with pothole repairs.
- Street sweeper is getting lots of use. (leafs)
- Winterization of park sprinklers, splash pad, and out buildings
- Still working in the alleys, bringing in road base to get them in shape before winter hits.
- Working on rock garden/parking in front of town hall. Metal edging and resurfacing walking area.
- Equipment maintenance- skid steer, mini-ex, UTV
- Vehicle maintenance
- Continual collaboration with engineers for drainage study.
- Park clean up
- Shoulder repair on streets
- Drainage work
- Brush and branch removal from alleys

## **Training, Meetings, Community Outreach, and Other Information:**

- We are writing SOP's for our day-to-day tasks.
- I recently acquired Waste Water Treatment class C and Waste Water Collection class II certifications.
- Weekly tailgate safety meetings
  - Working in cold weather
  - Winter driving



## ADMINISTRATIVE DIRECTOR REPORT – NOVEMBER 2025

### STAFF

- Weekly staff meetings
- Monthly board meetings
- Budget work sessions

### OPERATIONS

- Reconciliations
- 2026 Draft Budget Town/Water/Sanitation
- Water line repair notice and phone calls to customers
- NWC/NSD quarterly admin bill
- Website, contact list and birthday list updated
- HUFT 2024 report filed
- Current budget clean up
- Benefits Presentation AFLAC and CEBT
- NWC 2024 audit documents
- Four Seasons Meeting with Developer
- CDOT Sidewalk Project check in with Tommy
- Agenda/Supporting Documents
- Public relations skunk issue
- Process Payroll
- Document retention research
- Tax lien chat with NWC legal
- NWC/NSD rate study follow up with CRWA Scott Thomas
- New debit cards
- LCLT grant acceptance (\$1000 Pocket Park)
- CIRSA renewal
- SDA board training information to NSD
- GWS Technical Assistance Grant pre-app meeting
- 2026 Budget Work Sessions
- LPC grant awarded
- Draft resolution Prop 123 Commitment
- Payments and Customer Support
- NWC grant reimbursement
- IRA payout reminders
- Tax Notice research with assistance from auditor
- Delinquent accounts customer outreach
- Open storage property violation follow up
- MASA board member follow up
- Waiting room reorganizing
- Customer dispute NSD
- Town Caselle – IT issue
- Drainage Study reimbursement
- Board member password resets
- Annual donation follow up with organizations
- Congressman Hurd stakeholder meeting
- Submitted GWS grant with Candy assistance
- Budget notices

- Employee pay breakdown to all boards
- Evaluation forms

## TRAINING

- Zayzoom (pay on demand) training

## PUBLIC OUTREACH

- WE Vision