

NORWOOD SANITATION DISTRICT

Meeting on: Thursday, April 10, 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 Board Chair Bernice White at 6:31 pm.

BOARD ATTENDANCE:

CHAIR – BERNICE WHITE- PRESENT
VICE CHAIR – BRAD CAMPBELL- ABSENT
MEMBER – KERRY WELCH – PRESENT
MEMBER – MIKE GRAFMYER- PRESENT
MEMBER – TOM KYLE- PRESENT

STAFF ATTENDANCE:

ADMINISTRATIVE DIRECTOR – SARA OWENS – PRESENT,
PUBLIC WORKS DIRECTOR – RANDY HARRIS- PRESENT
SANITATION ADMINISTRATOR – AMANDA PIERCE- PRESENT,
DEPUTY TOWN CLERK – BECKY HANNIGAN- PRESENT

OTHER ATTENDANCE: Multiple community members via Zoom. Those in person are asked to sign in on the sign in sheet.

PUBLIC COMMENT:

None

CONSENT AGENDA:

Minutes of March 13, 2025

March Financials

Board questioned paying a portion for the cameras and noticed that San Miguel Power is higher. Amanda and Randy looking into the SMP higher bill.

MOTION: Mike Grafmyer made a motion to accept the consent agenda as presented.

- a. Kerry Welch seconded.
- b. All others approved; Motion Passed.

BOARD BUSINESS AGENDA:

CORA Request Fee Updates

MOTION: Mike Grafmyer made a motion to accept the CORA request fee update.

- a. Tom Kyle seconded.
- b. All others approved. Motion Passed.

Proposals from Request for Proposals for Attorney

Received two proposals, Amanda called on two references for each, both had great references.

The board asked if Amanda could set up another meeting with interviews.

MOTION: Mike Grafmyer made a motion to table until the next meeting.

- a. Tom Kyle seconded.
- b. All others approved. Motion Passed.

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Resolution No. 0410 Series 2025 Appointing a Designated Election Official

MOTION: Mike Grafmyer made a motion to adopt Resolution No. 0410 Series 2025 Appointing a Designated Election Official.

- a. Kerry Welch seconded.
- b. All others approved. Motion Passed.

Board Member Reports and Announcements

None

The board asked about shared vehicles, or Sanitation owned. The Board would like them to be cleared up and defined.

STAFF REPORTS:

- **Public Works Director, Randy Harris**
 - Memo Re: Temporary Discretion for COG591000 Certifications, some discussion of the board regarding the Memo was had and working on the
 - Doing annual sewer jetting next week.
 - Discussion regarding Pump station map given to the board with the sewer line on Mesa St. Randy to investigate.

- **Sanitation Administrator, Amanda Pierce**
 - Get checks to the board at every meeting.
 - Still looking at lining options for the lagoons for the future possible state requirements. Dola is assisting with this process. Working on funding.
 - I had a visit with Scott Thomas who is doing the rate study, which will help with future funding. Do a clean up on current rates to help with this process.
 - Asking the board if closing the Town Hall for Monday April 28th. due to staffing issues is approved by the board. The board agreed to the staff request and approved the closure on Monday April 28th due to staffing issues.

- **Town Administrative Director, Sara Owens**
 - The duties of the billing clerk were divided amongst the current staff. Interviews should be next week.
 - Been busy in the office, but current staff is working out well.
 - Amanda wanted to give big kudos to Sara for jumping in and helping with the billing clerk's duties.

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ADJOURN:

MOTION: Mike Grafmyer made a motion to adjourn at 7:34 pm

- a. Tom Kyle seconded.
- b. All others approved. Motion Passed.

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

Minutes Taken by: Becky Hannigan, Deputy Town Clerk

Amanda Pierce, Sanitation Administrator

NORWOOD SANITATION DISTRICT

Meeting on: Tuesday, April 29, 2025

Work Session starting at: 6:30 p.m. Special Meeting to follow

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

CALL WORK SESSION TO ORDER:

The special meeting was called to order by Board Chair Bernice White at 6:35pm.

Attorney Interviews:

Katheryn Winn, of Collins, Cole, Winn, Ulmer presented.

The board had a discussion with Kathryn and thanked her for the interview.

BOARD ATTENDANCE:

CHAIR – BERNICE WHITE- PRESENT

VICE CHAIR – BRAD CAMPBELL- PRESENT

MEMBER – KERRY WELCH – PRESENT

MEMBER – MIKE GRAFMYER- PRESENT

MEMBER – TOM KYLE- PRESENT

STAFF ATTENDANCE:

ADMINISTRATIVE DIRECTOR – SARA OWENS – PRESENT

PUBLIC WORKS DIRECTOR – RANDY HARRIS- ABSENT

SANITATION ADMINISTRATOR – AMANDA PIERCE- PRESENT

DEPUTY TOWN CLERK – BECKY HANNIGAN- PRESENT

BOARD BUSINESS AGENDA:

Resolution No. 0429 Series 2025 Appointing a Designated Election Official

MOTION: Brad Campbell made a motion to adopt Resolution No. 0429 Series 2025 and have Becky Hannigan be the new Election Official.

- a. Mike Grafmyer seconded.
- b. All others approved. Motion Passed.

Discussion of having a recess while waiting for the other attorney to call in for the interview.

MOTION: Brad Campbell made a motion to recess this meeting until 7:25pm

- c. Kerry Welch seconded.
- d. All others approved. Motion Passed.

CALLED THE MEETING BACK TO ORDER:

The special meeting was called to order by Board Chair Bernice White at 7:21pm.

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Meeting on: Tuesday, April 29, 2025

Work Session starting at: 6:30 p.m. Special Meeting to follow

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Appointment of Vice-Chair

Brad Campbell stated for the record that he would resign from the board Vice-Chair of the Norwood Sanitation District but will remain on board until his term is up.

MOTION: Mike Grafmyer made a motion to accept Brad Campbell resignation as Vice-Chair.

- a. Kerry Welch seconded.
- b. All others approved. Motion Passed.

MOTION: Mike Grafmyer nominated Tom Kyle to be Vice-Chair.

- a. Kerry Welch seconded.
- b. All others approved. Motion Passed.

Possible Decision on Request for Proposals for Attorney

MOTION: Mike Grafmyer made a motion to hire Collins, Cole, Winn, and Ulmer to be our attorney of record.

- e. Kerry Welch seconded.
- f. All others approved. Motion Passed.

The board directed Amanda to work on the contract for the attorney and send it out for board review.

ADJOURN:

MOTION: Tom Kyle made a motion to adjourn at 7:34pm

- a. Mike Grafmyer seconded.
- b. All others approved. Motion Passed.

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

Minutes Taken by: Becky Hannigan, Deputy Town Clerk

Amanda Pierce, Sanitation Administrator

**NORWOOD SANITATION DISTRICT
ACCOUNTS PAYABLE - Paid April 2025**

		NSD Portion	NWC Portion	TON Portion
Streamline	Annual Website	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
Coach's Mother Inc	March Freight for Lab Testing	\$ 139.15	\$ -	\$ -
West Elk Supply LLC	Chlorine	\$ 175.00	\$ -	\$ -
Colorado 811	Locates	\$ 1.55	\$ 1.55	\$ -
Town of Telluride	E-Coli Wastewater Samples	\$ 44.10	\$ -	\$ -
Town of Norwood Reimbursement	FICA (3/14 and 3/28 Payroll)	\$ 449.14	\$ 911.76	\$ 1,773.51
Town of Norwood Reimbursement	Payroll (3/14 and 3/28 Payroll)	\$ 5,871.12	\$ 11,918.46	\$ 22,646.63
Town of Norwood Reimbursement	Adobe Acrobat Pro	\$ 287.88	\$ 287.88	\$ 575.76
Town of Norwood Reimbursement	Postage	\$ 255.52	\$ 347.97	\$ 210.51
San Miguel Power Association	Sewer Lagoons	\$ 1,824.05	\$ -	\$ -
San Miguel Power Association	Sewer Lift Station - Pioneer Village	\$ 84.85	\$ -	\$ -
San Miguel County Clerk and Recorder	Voter List for Election	\$ 30.00	\$ -	\$ -
ImageNet Consulting LLC	Printing/Copy Overage	\$ 47.53	\$ 47.53	\$ -
AT&T	Monthly Cell Phones	\$ 56.73	\$ 91.89	\$ 116.73
	TOTAL	\$ 11,666.62	\$ 16,007.04	\$ 27,723.14