

NORWOOD SANITATION DISTRICT - minutes

Meeting on: Thursday, July 09, 2026

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 6:30 pm.

Board Attendance:

Board Chair – Bernice White – Present

Member – Kerry Welch – Present

Member – Tom Kyle- Present

Member – Ray Cossey – Present

Member – Talle Meehan – Present

Staff Attendance:

Town Manager – Sara Owens – Present

Public Works Director – Randy Harris- Present

Town Clerk – Cidney Ross – Present

Deputy Administrator – Annie Crews – Present

Public Attendance:

Micheal Miller, via Zoom.

Public Comment For Items Not On The Agenda

None

Consent Agenda

a. June 11, 2026, Minutes

Kerry Welch motioned to approve June 11, 2026, minutes. Talle Meehan seconded the motion. All voted, motion carried.

b. June Financials

Tom Kyle motioned to accept the June Financials. Talle Meehan seconded the motion. All voted, motion carried.

c. Budget to Actuals

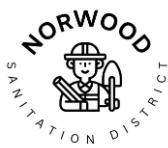
Executive Session

None

Board Business Agenda

a. Discussion of Banking Business

Kerry Welch discussed concerns about using debit cards for transactions. Kerry Welch also shared information from a bank advisor about potential fraud risks and limitations compared to credit cards. The board debated the pros and cons of debit versus credit cards, with some board member expressing concerns about fraud protection while



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acknowledged that credit cards have had previous processing issues. The discussion concluded with administrative access permissions being reviewed.

b. Discussion of Rate Increase

Staff agreed to prepare a notice for publication that would need to be posted for at least 30 days before voting on the rate increase, with implementation targeted for November. The group acknowledged that while a tax increase might be needed in the future, they would focus on the rate increase first and noted that demonstrating stable revenue could help with future grant applications.

Tom Kyle motioned to get an informative letter out to the public on the rate increase. Ray Cossey seconded the motion. All voted, motion approved.

c. Discussion of Master Plan

Talle Meehan and Ray Cossey discussed their meeting with SGM on July 1st about developing a proposal for the master plan, which would include grant writing and management services. The group explored the benefits of engaging SGM for grant assistance, as they could help identify and pursue available grants to fund the project. The meeting focused on updates regarding water and wastewater projects, with positive feedback about SGM's performance and their potential to secure funding.

d. Discussion of 2025 Audit

Sara Owens reviewed the timely filing of the sanitation audit, which had been completed on time this year after causing delays in tax fund releases the previous year.

Board Member Reports and Announcements

Staff Reports and Announcements

- **Randy Harris, Public Works Director – written report**
- **Sara Owens, Town Manager – written report**

The group welcomed new deputy administrator Annie Crews and discussed the successful transition of Matthew into his role, with Shawny providing valuable support.

Adjourn

Tom Kyle motioned to adjourn the Norwood Sanitation District Regular meeting at 7:30 pm. Kerry Welch seconded the motion. All voted, meeting is adjourned.



APPROVED



APPROVED AS CORRECTED

DATE APPROVED:

Minutes Taken by: Cidney Ross, Town Clerk

NORWOOD SANITATION DISTRICT						
ACCOUNTS PAYABLE - JULY 2026						
				NSD Portion	NWC Portion	TON Portion
PD	10-40-630	Grand Junction Labs	Labs/Testing	\$ 395.85		
PD	10-40-630	City of Grand Junction	Labs/Testing	\$ 428.40		
PD	10-40-780	Main St LLC	Refund Overpayment	\$ 10.00		
PD	10-40-780	Jerry Chesnut	Credit Refund	\$ 113.00		
PD	10-40-370	Blair & Associates	Audit 2025	\$ 4,000.00		
PD	10-40-270	SMPA	Sewer Plant	\$ 97.81		
PD	10-40-270	SMPA	Sewer Lagoons	\$ 2,144.21		
PD	10-40-310	Southwestern Systems	Jet Cleaning	\$ 1,862.30		
PD	10-40-310	Southwestern Systems	Jet Cleaning	\$ 6,167.00		
PD	10-40-520	Town of Norwood Reimbursement	Aflac	\$ 228.77	\$ 295.75	
PD	10-40-133	Town of Norwood Reimbursement	Cebt	\$ 211.64	\$ 3,784.56	
PD	10-40-520	Town of Norwood Reimbursement	United	\$ 16.80	\$ 19.62	
PD	10-40-440	Town of Norwood Reimbursement	Streamline	\$ 200.00	\$ 200.00	
PD	10-40-270	Town of Norwood Reimbursement	Bruin Waste	\$ 85.22	\$ 85.22	
PD	10-40-310	Town of Norwood Reimbursement	Admin	\$ 6,620.50		
PD	10-40-290	Town of Norwood Reimbursement	Firstnet	\$ 73.09	\$ 73.09	
PD	10-40-510	Town of Norwood Reimbursement	Pinnacol	\$ 332.40	\$ 997.20	
PD	10-40-650	Town of Norwood Reimbursement	Imagenet	\$ 214.62	\$ 214.62	
PD	10-40-440	Town of Norwood Reimbursement	Zoom	\$ 3.33	\$ 3.33	
PD	10-40-133	Town of Norwood Reimbursement	Masa	\$ 40.00	\$ 200.00	
PD	10-40-125	Town of Norwood Reimbursement	Fica	\$ 962.96	\$ 2,022.62	
PD	10-40-125	Town of Norwood Reimbursement	Payroll	\$ 12,587.64	\$ 25,140.42	
PD	10-40-310	Codeworx	Hardware/Support	\$ 286.46	\$ 286.46	\$ 145.83
PD	10-40-125	Town of Norwood Reimbursement	Payroll? IRS?	\$ 1,483.78		
Total				\$ 38,565.78	\$ 33,322.89	\$ 145.83

Report Criteria:

Includes only accounts with balances and activity

Includes grand totals

Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Earned Expended Percent
NORWOOD SANITATION DISTRICT				
TAXES				
10-31-100	INCOME - PROPERTY TAXES	16,739.40	18,000.00	93.00
10-31-500	CARRY OVER-SANITATION CHECKING	.00	26,804.00	.00
Total TAXES:		16,739.40	44,804.00	37.36
CHARGES FOR SERVICES				
10-34-200	SEWER CHARGES	102,564.21	193,000.00	53.14
10-34-500	DELINQUENT CHARGES	498.97	1,900.00	26.26
10-34-600	SEWER TAP FEES	4,000.00	15,000.00	26.67
Total CHARGES FOR SERVICES:		107,063.18	209,900.00	51.01
MISCELLANEOUS REVENUE				
10-36-100	INTEREST EARNINGS	78.79	.00	.00
10-36-200	Reconnect fees	100.00	.00	.00
10-36-300	DEPOSIT/TRANSFER	737.00	3,000.00	24.57
10-36-900	MISC/SUNDRY/SEWER DUMPS	20.00	200.00	10.00
Total MISCELLANEOUS REVENUE:		935.79	3,200.00	29.24
SANITATION EXPENDITURES				
10-40-110	SALARIES & WAGES-DIRECTORS	300.00	600.00	50.00
10-40-125	SALARIES REIMBURSEMENT - TOWN	67,695.24	126,959.00	53.32
10-40-133	EMPLOYEE BENEFITS-WORKERS COM	1,033.08	3,500.00	29.52
10-40-210	BOOKS, SUBSCRIPTIONS & MEMBERS	548.00	700.00	78.29
10-40-220	PUBLIC NOTICES	.00	100.00	.00
10-40-230	TRAVEL	697.68	1,000.00	69.77
10-40-240	OFFICE SUPPLIES AND EXPENSE	354.76	3,000.00	11.83
10-40-250	CHEMICALS/SUPPLIES	.00	3,000.00	.00
10-40-255	AUTOMOBILE EXPENSES	265.23	4,500.00	5.89
10-40-260	BLDGS & GROUNDS/DISCHARGE PER	.00	1,600.00	.00
10-40-270	UTILITIES	9,574.04	25,000.00	38.30
10-40-280	POSTAGE	344.86	3,000.00	11.50
10-40-290	Phones	296.08	650.00	45.55
10-40-310	CONTRACT LABOR	19,953.90	10,895.00	183.15
10-40-350	LEGAL FEES	300.00	7,500.00	4.00
10-40-360	ELECTIONS/MISCELLANEOUS	.00	1,500.00	.00
10-40-370	AUDIT REPORT FEES	.00	5,000.00	.00
10-40-440	SERVICE CHARGE	1,263.75	3,000.00	42.13
10-40-490	OPERATING SUPPLIES	2,028.79	14,000.00	14.49
10-40-510	PROPERTY/CASUALTY INSURANCE	10,664.43	5,500.00	193.90
10-40-520	EMPLOYEE HEALTH INSURANCE	1,178.98	10,000.00	11.79
10-40-620	MISCELLANEOUS SERVICES	271.32	500.00	54.26
10-40-630	LAB & TESTING	3,997.50	6,000.00	66.63
10-40-640	COMPUTER/POSTAGE METER SUPPO	8,575.11	7,000.00	122.50
10-40-650	COPIER/FAX SUPPORT	214.62	200.00	107.31
10-40-660	FREIGHT/SHIPPING	.00	1,800.00	.00
10-40-670	SAFETY/TRAINING	662.00	2,500.00	26.48
10-40-740	CLEANOUT	.00	6,000.00	.00

Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Earned Expended Percent
10-40-780	CREDITS & ADJUSTMENTS	176.60	400.00	44.15
10-40-795	Child Care	416.00	2,500.00	16.64
Total SANITATION EXPENDITURES:		130,811.97	257,904.00	50.72
NORWOOD SANITATION DISTRICT Revenue Total:		124,738.37	257,904.00	48.37
NORWOOD SANITATION DISTRICT Expenditure Total:		130,811.97	257,904.00	50.72
Total NORWOOD SANITATION DISTRICT:		6,073.60-	.00	.00
Grand Totals:		6,073.60-	.00	.00

Report Criteria:

Includes only accounts with balances and activity

Includes grand totals



PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: 970-327-4288 - Fax: 970-327-0451; www.norwoodtown.com

TOWN MANAGER REPORT – AUGUST 2026

STAFF

- Weekly staff meetings
- Monthly board meetings

OPERATIONS

- Reconciliations
- Customer and office support
- New hire deputy admin
- HUFT annual report
- EPA (CDS) Grant Submission with Catherine SGM
- Grant reimbursements
- Business directory on website
- Agenda/Supporting Documents
- TON/NWC Audit follow up
- Process Payroll
- LUC check in meeting with KLJ
- Pocket Park addressed
- UT Byway meeting
- Press release NSD rate increase
- DarkSky code adoption noticed
- Reduced speed limit noticed
- Pedestrian crosswalk signage notice (already damaged)
- LOS to SMC for the CPW Regional Partnership Initiative
- Pocket Park internet install
- ColoTrust check in with Brett
- Public complaint follow up
- Scoping and Field Visit with CDOT (Guardrail Improvements)
- Reviewed draft code assessment from KLJ
- Ordered speed limit signs
- Set up sub account in ColoTrust
- SGM waterline design review
- NWC seat advertising
- Toilet tablet advertising

TRAINING

- Drought Webinar with Colorado Water Trust
- Caselle Webinar – Accounts Receivable

PUBLIC OUTREACH

- 4th of July Ice Cream Social