

Norwood Water Commission
Tuesday, January 14, 2025 – Regular Meeting
1670 Naturita Street, Norwood, CO 81423
6:30pm

CALL MEETING TO ORDER

Tony Daranyi called the regular meeting of the Norwood Water Commission to order at 6:32pm. The Norwood Water Commission of San Miguel County, State of Colorado, met in regular session at 1670 Naturita Street, Norwood, Colorado. Those present were as follows:

BOARD MEMBERS PRESENT: **Chair** – Tony Daranyi, **Vice Chair** – Finn Kjome, Ray Cossey, Brad Campbell, and Ryan Howe

STAFF: Town Administrative Director – Sara Owens, NWC Administrator – Amanda Pierce, Secretary – Shawny Darby, and ORC – Randy Harris

ABSENT:

OTHERS: Mayor – Candy Meehan and Liza Tanquay

VIA ZOOM: Jenny Russell – Board Member, Earl McWilliams, NWC Attorney – Nicole Garrimone-Campagna, SGM – Catherine Carella, Kerry Welch and Shawn Fallon

PUBLIC WALK IN PERIOD

REVIEW AGENDA

Finn Kjome made a **motion** to move item C. Town of Norwood Administrative Structure – Candy Meehan to item A. with the rest of the agenda following. Ray Cossey seconded the **motion**. **All** voted **yes**. **Motion carried**.

CONSENT AGENDA

- A. Minutes of November 12, 2024
- B. Minutes of December 9, 2024
- C. December Financials

Finn Kjome made a **motion** to approve the consent agenda with the corrected November 12th, 2024 minutes. Ray Cossey seconded the **motion**. **All** voted **yes**. **Motion carried**.

The NWC Board discussed why the Nelson Ditch was on the financials.

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TON OF NORWOOD CALLED THEIR SPECIAL MEETING AND EXECUTIVE SESSION TO ORDER

(For more details please see their meeting minutes)

JOINT EXECUTIVE SESSION

- A. Executive Session with the Town of Norwood Regarding Land Acquisition pursuant to C.R.S. § 24-6-402(4)(a) to discuss the potential purchase, acquisition, and terms of a real property interest.

Tony Daranyi asked for a motion to go into executive session.

Ryan Howe **moved** to go into executive session at this time pursuant to C.R.S. § 24-6-402(4)(a) to discuss the potential purchase, acquisition, and terms of a real property interest. Ray Cossey seconded the **motion**. **All** voted **yes**. **Motion carried**.

Tony Daranyi states that the executive session has begun. It is Tuesday, January 14, 2025 and the time is now 6:43pm. For the record, I, Tony Daranyi, chairman of the Norwood Water Commission, am the presiding officer. As required by the Open Meetings Law, this executive session is being electronically recorded. This is an executive session for the purpose of discussing the potential purchase, acquisition, and terms of a real property interest pursuant to C.R.S. § 24-6-402(4)(a).

“Also present at this executive session are the following persons: Finn Kjome, Ray Cossey, Brad Campbell, Ryan Howe, and Jenny Russell.

Tony Darany cautioned each participant to confine all discussion to the stated purpose of the executive session, and that no formal action may occur in the executive session. If at any point in the executive session any participant believes that the discussion is going outside the proper scope of the above stated purpose of the session, please interrupt the discussion and make an objection. Additionally, all conversations within this executive session must remain confidential.

The executive session discussion took place.

Tony Daranyi hereby attests that this recording reflects the actual contents of the discussion at the executive session and has been made in lieu of any written minutes to satisfy the recording requirements of Open Meeting Law. He will direct the NWC Secretary to retain the recording for a 90 day period. The time is now 7:21pm and we conclude the executive session.

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Tony Daranyi states the time is now 7:22pm and the executive session has been concluded. For the record if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, he asks that you state your concerns for the record.

BOARD BUSINESS

A. Town of Norwood Administrative Structure – Candy Meehan

Mayor Candy Meehan introduced Sara Owens, the new Town of Norwood Administrative Director and that she is partnering with Randy Harris, the Public Works Director. Candy also explained that she sent out a potential rate scale with FICA and retirement numbers broke down by 2,080 hours per year. She is working with staff to iron out the numbers and commended Amanda Pierce for training Sara well. Sara is the Town of Norwood Administrative Director. Amanda is the Town Clerk 1. Becky Hannigan is the Town Clerk 2. Randy will report to all 3 boards directly. Candy and the NWC Board discussed keeping Amanda as the NWC Administrator until Sara is feeling up to speed as well as how they will bill back for town employees working on the Norwood Water Commission tasks. The general consensus is that everyone would like to see all 3 entities continue working together with the understanding of who we report to. NWC attorney Nicole Garrimone-Campagna suggests that a simple IGA would be okay for this.

Brad Campbell made a **motion** to direct all Norwood Water Commission business through Amanda Pierce for the first 6 months of 2025, through June 30th, until Sara Owens is up to speed. Finn Kjome seconded the **motion**. No vote commenced. **Motion failed.**

The NWC Board discussed how to formalize this.

Brad Campbell amended the **motion** to making Amanda Pierce the point of contact for the Norwood Water Commission for the 2025 calendar year. Ray Cossey seconded the **motion**. Finn Kjome, Ray

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Cossey, Brad Campbell, and Ryan Howe voted **yes**. Jenny Russell voted **no**. **Motion carried.**

B. Appointment of Chairman - Town

C. Appointment of Vice-Chairman - Rural

Jenny Russell **moved** to nominate Finn Kjome as Chairman representative of the Town and Tony Daranyi as Vice-Chairman representative of the Rural area. Ray Cossey seconded the **motion**. **All voted yes. Motion carried.**

D. Grants

1. Request For Proposal for Grant Administrative/Writing Services
2. CDPHE Administrative Planning Grant Update – Catherine Carella, SGM
3. DOLA Administrative Planning Grant Update – Catherine Carella, SGM
4. Capacity Technical Assistance Grant Update – Jenny Russell

Tony Daranyi presented the request for proposal for Grant Administrative/Writing Services and discussed it with the NWC Board.

Finn Kjome made a **motion** to move forward with the request for proposal removing taxpayer verbiage and inserting customers as we are not a taxing entity. Ray Cossey seconded the **motion**. **All voted yes. Motion carried.**

Tony gave an update on the \$10,000.00 CDPHE Administrative Planning Grant as Catherine Carella was not able to stay. We were able to get it back with conditions. We are also really close to being able to submit the DOLA Administrative Planning Grant.

Jenny Russell expressed frustration regarding the UEI number not being obtained yet. Amanda Pierce explained what the UEI number

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is for to the NWC Board and what hoops she has been going through to obtain it but has not been able to obtain it yet. It has not yet been assigned to a technician, but she is actively working on the issue. Nicole Garrimone-Campagna also gave a few more suggestions for documents to send in.

E. Private Sector Funding Update – Ryan Howe and Nicole Garrimone-Campagna

Ryan Howe updated the NWC Board on what he felt the next step was. He feels we should go ahead and open a bank account specifically for this funding along with no funds being released without this board giving prior approval. He discussed what the narrative should be with the board along with what press releases would be. The general consensus was that we need to do some more work on this so we could work through the details.

Brad Campbell made a **motion** to direct staff to open a bank account that no one can withdraw money from without representation of what it is for. Ray Cossey seconded the **motion**. No vote commenced. **Motion failed.**

The NWC Board discussed the topic further with concerns regarding details that need to be fleshed out more.

Brad Campbell made a **motion** to direct staff to open a Norwood Water Commission Infrastructure Fund bank account that no one can withdraw money from without NWC Board approval. Ray Cossey seconded the **motion**. Ray Cossey, Brad Campbell, and Ryan Howe voted **yes**. Finn Kjome and Jenny Russell voted **no**. **Motion carried.**

Amanda Pierce will work with Ryan on a statement outlining the purpose with guidelines before the next regular meeting. Nicole Garrimone-Campagna suggested we check into Go Fund Me.

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F. Norwood Water Commission Emails Update – Jason LaFlamme

Amanda Pierce updated the NWC Board on setting up their emails with Jason LaFlamme and asked those who have not done so yet to reach out to Jason.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Brad Campbell wanted to encourage the NWC Board of Directors to be more efficient with the meetings as he feels it is disrespectful to keep staff so late.

STAFF REPORTS AND ANNOUNCEMENTS

- Randy Harris, Public Works Director

We have an application for Deer Mesa/Pigeon Drive. Engineering is recommended.

Randy gave an update on the water plant and gave an update on upgrading the heating system. There are no issues at this time.

- Amanda Pierce, Administrator

- Interest Bearing Account and Procurement Card Update

Amanda has been working on setting up an account for a procurement card. No card yet.

The finalized rate study should be sent tomorrow. Scott plans on presenting it.

ADJOURN

Brad Campbell made a **motion** to adjourn the meeting at 8:45pm. Ryan Howe seconded the **motion**. All voted **yes**. **Motion carried**.

APPROVED:

APPROVED AS CORRECTED:

 2/12/25