NORWOOD SANITATION DISTRICT - minutes

Meeting on: Thursday, October 8th, 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 Tom Kyle at 6:30pm.

Board Attendance:

Board Chair – Bernice White – Absent
Member – Kerry Welch – Present
Member – Tom Kyle- Present
Member – Ray Cossey – Present
Member – Talle Meehan – Present, via Phone

Staff Attendance:

Town Manager – Sara Owens – Present
Public Works Director – Randy Harris- Absent
Deputy Administrator – Annie Crews – Present

Public Attendance:

Public Comment For Items Not On The Agenda

None

Consent Agenda

a. September 10, 2026, Minutes

Kerry Welch motioned to approve September 10th minutes with corrections. Ray Cossey seconded the motion. All voted, motion passed.

b. September Financials

Ray Cossey motioned to approve financials for September, including a $2,500 expense for an electric motor replacement that was discussed but not formally approved during the previous meeting. Kerry Welch seconded the motion. All voted, motion passed.

c. Budget to Actuals

Sara Owens presented updated financial data after cleaning up booking errors and double bookings caused by staffing turnover. The discussion revealed the sanitation district is operating in the black, which is good, with revenue exceeding expenditure, though they are currently behind on projected revenue due to a delayed rate increase.

Executive Session

None

Board Business Agenda

a. Discussion of Rate Increase

The board discussed scheduling a meeting to address a potential rate increase for the sewer district. They identified the need to evaluate engineering costs and to determine if

additional funding through loans or consultants would be possible, particularly given existing loan constraints. The board agreed to schedule a meeting as soon as possible, preferably by the end of October, to make decisions about the rate increase and begin working on the budget.

b. Discussion of Master Plan

The board focused on discussing engineering costs for a $3.5 million project that has risen to over $120,000, with the board exploring options to minimize expenses while maintaining necessary requirements. Tom Kyle emphasized the need for immediate action on rate increases and potentially placing a mill levy on next year's ballot, while expressing concern about the financial impact on community members. The board agreed to schedule a work session before the next meeting to analyze mill increases, discuss EQR requirements, and review proposals from recommended engineering firms.

c. Discussion of 2027 Budget

Sara Owens presented a 2027 draft budget, proposing to replace director's checks with credits on bills to simplify administration. Kerry Welch mentioned reevaluating salary reimbursement costs with the town and water department to potentially save money.

Board Member Reports and Announcements

Staff Reports and Announcements

- **Randy Harris, Public Works Director – written report**

Written report is posted with supporting documents for this meeting.

- **Sara Owens, Town Manager – written report**

Sara Owens praised Mathew Messano's performance in handling the difficulties that come with his job. It was announced that staff had a safety training done with Dan Covault. Sara Owens mentioned that she had registered for an accounting certification program, which she will complete by the end of the year.

Adjourn

Ray Cossey motioned to adjourn the Norwood Sanitation District Regular meeting at 7:27 pm. Kerry Welch seconded the motion. All voted, meeting adjourned.

☐ APPROVED ☐ APPROVED AS CORRECTED DATE APPROVED: _____

Minutes Taken by: Annie Crews, Deputy Administrator

NORWOOD SANITATION DISTRICT						
ACCOUNTS PAYABLE - OCTOBER 2026						
				NSD Portion	NWC Portion	TON Portion
PD	10-40-630	Grand Junction Laboratories	Labs/Testing	$ 400.15		
PD	10-40-310	SGM	Water Supply Adequacy	$ 1,284.37	$ 1,284.37	
PD	10-40-630	Town of Telluride	E-Coli Testing	$ 44.10		
PD	10-40-630	City of Grand Junction	Labs/Testing	$ 164.70		
PD	10-40-290	Firstnet	Public Works Phones Reimbursement	$ 75.01	$ 75.01	$ 225.02
PD	10-40-270	Bruin Waste	2096 CR Y43 Trash Pickup Reimbursement	$ 42.62	$ 42.62	$ 127.85
PD	10-40-520	United	Employee Life Insurance Reimbursement	$ 5.60	$ 6.54	$ 18.68
PD	10-40-520	AFLAC	Employee Insurance Reimbursement	$ 129.09	$ 325.15	$ 1,010.04
PD	10-40-650	ImageNet Consulting	Printer Rental Reimbursement	$ 107.78	$ 107.78	$ 323.34
PD	10-40-440	FP Mailing Consulting	Postage Machine Rental Reimbursement	$ 52.00	$ 52.00	$ 156.00
PD	10-40-280	Postage	Reimbursement 02/2026-09/2026	$ 758.56	$ 2,478.86	$ 3,538.41
PD	10-40-510	Pinnacol Assurance	Workers Compensation Insurance Reimbursement	$ 277.00	$ 277.00	$ 831.00
PD	10-40-650	ImageNet Consulting	Printer Rental Reimbursement	$ 26.12	$ 26.12	$ 78.35
PD	10-40-133	CEBT	Employee Insurance Reimbursement	$ 1,039.72	$ 2,826.18	$ 8,804.40
PD	10-40-125	FICA	August Reimbursement	$ 574.53	$ 1,066.67	
PD	10-40-125	FICA	September Reimbursement	$ 572.91	$ 1,076.68	
PD	10-40-125	Payroll	August Reimbursement	$ 7,510.19	$ 13,943.43	
PD	10-40-125	Payroll	September Reimbursement	$ 7,488.98	$ 14,074.30	
PD	10-40-270	SMPA	Sewer Plant #140041203	$ 0.07		
Credit	10-40-270	SMPA	Sewer Lagoons #140041201	$288.54C		
PD	10-40-270	SMPA	Forrest Service Lift Pump #49572	$ 38.00		
PD	10-40-490	Timberline Ace Hardware	NSD Credit Card	$ 39.98		
PD	10-40-125	Administrative Services	10/6 Reimbursement	$ 469.75		
PD CC		Xpress Bill Pay	Maintenance/Support	$ 76.00		

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	18,305.47	18,000.00	101.70
10-31-500	CARRY OVER-SANITATION CHECKING	.00	26,804.00	.00
Total TAXES:		18,305.47	44,804.00	40.86
CHARGES FOR SERVICES				
10-34-200	SEWER CHARGES	147,008.58	193,000.00	76.17
10-34-500	DELINQUENT CHARGES	564.20	1,900.00	29.69
10-34-600	SEWER TAP FEES	4,000.00	15,000.00	26.67
Total CHARGES FOR SERVICES:		151,572.78	209,900.00	72.21
MISCELLANEOUS REVENUE				
10-36-100	INTEREST EARNINGS	111.71	.00	.00
10-36-200	Reconnect fees	100.00	.00	.00
10-36-300	DEPOSIT/TRANSFER	1,287.00	3,000.00	42.90
10-36-900	MISC/SUNDRY/SEWER DUMPS	20.00	200.00	10.00
Total MISCELLANEOUS REVENUE:		1,518.71	3,200.00	47.46
SANITATION EXPENDITURES				
10-40-110	SALARIES & WAGES-DIRECTORS	450.00	600.00	75.00
10-40-125	SALARIES REIMBURSEMENT - TOWN	96,289.10	126,959.00	75.84
10-40-133	EMPLOYEE BENEFITS-WORKERS COM	2,052.62	3,500.00	58.65
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	1,181.30	1,000.00	118.13
10-40-240	OFFICE SUPPLIES AND EXPENSE	416.97	3,000.00	13.90
10-40-250	CHEMICALS/SUPPLIES	.00	3,000.00	.00
10-40-255	AUTOMOBILE EXPENSES	806.19	4,500.00	17.92
10-40-260	BLDGS & GROUNDS/DISCHARGE PER	.00	1,600.00	.00
10-40-270	UTILITIES	18,015.57	25,000.00	72.06
10-40-280	POSTAGE	1,103.42	3,000.00	36.78
10-40-290	Phones	371.09	650.00	57.09
10-40-310	CONTRACT LABOR	10,493.30	10,895.00	96.31
10-40-350	LEGAL FEES	300.00	7,500.00	4.00
10-40-360	ELECTIONS/MISCELLANEOUS	100.00	1,500.00	6.67
10-40-370	AUDIT REPORT FEES	.00	5,000.00	.00
10-40-440	SERVICE CHARGE	1,648.88	3,000.00	54.96
10-40-490	OPERATING SUPPLIES	1,121.33	14,000.00	8.01
10-40-510	PROPERTY/CASUALITY INSURANCE	10,082.76	5,500.00	183.32
10-40-520	EMPLOYEE HEALTH INSURANCE	2,053.58	10,000.00	20.54
10-40-620	MISCELLANEOUS SERVICES	340.62	500.00	68.12
10-40-630	LAB & TESTING	5,276.40	6,000.00	87.94
10-40-640	COMPUTER/POSTAGE METER SUPPO	8,233.47	7,000.00	117.62
10-40-650	COPIER/FAX SUPPORT	348.52	200.00	174.26
10-40-660	FREIGHT/SHIPPING	.00	1,800.00	.00
10-40-670	SAFETY/TRAINING	970.00	2,500.00	38.80
10-40-740	CLEANOUT	6,167.00	6,000.00	102.78

Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Earned Expended Percent
10-40-780	CREDITS & ADJUSTMENTS	670.10	400.00	167.53
10-40-795	Child Care	416.00	2,500.00	16.64
Total SANITATION EXPENDITURES:		169,456.22	257,904.00	65.71
NORWOOD SANITATION DISTRICT Revenue Total:		171,396.96	257,904.00	66.46
NORWOOD SANITATION DISTRICT Expenditure Total:		169,456.22	257,904.00	65.71
Total NORWOOD SANITATION DISTRICT:		1,940.74	.00	.00
Grand Totals:		1,940.74	.00	.00

Report Criteria:
Includes only accounts with balances and activity
Includes grand totals

Norwood Sanitation District 2027 Budget

Account #	Account Description	2024 Actual	2025 Actual	2026 Estimate	2027 Budget	Notes
10-31-500	Beginning Fund Balance	$20,000.00	$26,804.00	$26,804.00	$20,000.00	
Revenues:						
10-31-100	General Taxes	$4,208.53	$34,234.62	$ 21,262.65	$ 21,500.00	
10-34-200	Sewer Charges	$ 188,069.18	$178,603.76	$ 146,701.48	$ 220,000.00	**50% increase**
10-34-500	Delinquent Charges	$ 1,775.50	$2,275.96	$ 644.64	$ 650.00	
10-34-600	Sewer Tap Fees	$ -	$9,416.62	$ 4,000.00	$ 4,000.00	
10-36-200	Reconnect Fees	$ 206.00	$100.00	$ 100.00	$ 100.00	
10-36-300	Deposit/Transfer	$ 2,200.00	$3,631.50	$ 1,358.75	$ 1,500.00	
10-36-900	Misc/Sundry/Sewer Dumps	$ 655.64	$140.00	$ 40.00	$ 60.00	
10-33-400	Grants/Loans	$ -	$0.00	$ -	$ -	
	Revenue Totals	**$217,114.85**	**$255,206.46**	**$200,911.52**	**$267,810.00**	
Expenditures:						
10-40-110	Salaries & Wages - Directors	$ 500.00	$ 580.00	$ 600.00	$ -	
10-40-125	Salary Reimbursement - Town	$ 120,165.14	$ 93,241.29	$ 115,000.00	$ 127,160.00	
10-40-133	Employee Benefits - Workers Comp	$ 2,070.83	$ 4,089.30	$ 1,300.00	$ 1,500.00	
10-40-520	Employee Health Insurance/life	$ 10,408.47	$ 11,301.66	$ 4,500.00	$ 10,000.00	
10-40-210	Books, Subscriptions & Memberships	$ 316.00	$ 75.00	$ 700.00	$ 700.00	
10-40-220	Public Notices	$ 5.44	$ 86.02	$ -	$ 100.00	
10-40-230	Travel	$ -	$ 70.02	$ 950.00	$ 1,000.00	
10-40-240	Office Supplies & Expense	$ 1,741.97	$ 1,426.69	$ 500.00	$ 2,000.00	
10-40-250	Chemicals/Supplies	$ 2,487.58	$ 200.00	$ 1,500.00	$ 2,000.00	
10-40-255	Vehicle Expenses	$ 5,314.67	$ 2,660.10	$ 350.00	$ 1,500.00	
10-40-260	Bldgs & Grounds/Discharge Permits	$ 1,427.00	$ 976.00	$ 1,600.00	$ 1,600.00	
10-40-270	Utilities	$ 22,213.60	$ 23,751.66	$ 15,000.00	$ 18,000.00	
10-40-280	Postage	$ 1,800.00	$ 1,225.16	$ 2,100.00	$ 3,000.00	
10-40-290	Phones	$ 504.40	$ 518.84	$ 450.00	$ 600.00	
10-40-310	Contract Labor	$ 10,619.59	$ 6,012.12	$ 10,000.00	$ 11,000.00	
10-40-350	Legal Fees	$ -	$ 2,362.00	$ 600.00	$ 3,000.00	
10-40-360	Elections/Miscellaneous	$ 3,600.00	$ 1,402.67	$ -	$ 2,000.00	

10-40-370	Audit Report Fees	$ -	$ 7,750.00	$ 4,000.00	$ 5,000.00
10-40-440	Service Charges	$ 3,275.18	$ 2,405.39	$ 2,000.00	$ 2,500.00
10-40-490	Operating Supplies	$ 13,217.49	$ 2,478.28	$ 2,600.00	$ 9,000.00
10-40-510	Property/Casualty Insurance	$ 9,304.75	$ 3,682.90	$ 9,900.00	$ 10,000.00
10-40-620	Miscellaneous Services	$ 897.57	$ 267.39	$ 400.00	$ 600.00
10-40-630	Lab & Testing	$ 4,584.15	$ 7,998.38	$ 6,500.00	$ 6,500.00
10-40-640	Computer/Postage Meter Support	$ 7,290.79	$ 5,013.55	$ 8,000.00	$ 8,000.00
10-40-650	Copier/Fax Support	$ 1,051.99	$ 106.37	$ 250.00	$ 350.00
10-40-660	Freight/Shipping	$ 1,126.93	$ 637.37	$ -	$ 1,200.00
10-40-670	Safety/Training	$ 203.44	$ 673.82	$ 1,000.00	$ 1,500.00
10-40-740	Cleanout	$ 4,851.77	$ 5,171.22	$ 6,167.00	$ 9,500.00
10-40-770	Engineering	$ -	$ -	$ -	$ 20,000.00
10-40-780	Credits & Adjustments	$ 357.79	$ 138.80	$ 700.00	$ 1,000.00
10-40-790	Capital Improvement	$ -	$ -	$ -	$ 5,000.00
10-40-795	Child Care	$ -	$ 5,000.00	$ 416.00	$ 2,500.00
	Total Expenditures	**$ 229,336.54**	**$ 191,302.00**	**$ 197,083.00**	**$ 267,810.00**
	Excess (-Deficit) of Revenues Over or Under Expenditures	**-$12,221.69**	**$63,904.46**	**$3,828.52**	
	Beginning Balance	$ 182,708.11	$ 150,495.96	$ 214,882.14	
	Ending Balance				

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

Phone: 970-327-4288 - www.norwoodtown.com

TOWN MANAGER REPORT – NOVEMBER 2026

STAFF

- Weekly staff meetings
- Monthly board meetings
- New Hire Public Works – Kenith Kirby

OPERATIONS

- Reconciliations
- 2027 draft budgets TON/NWC/NSD
- Current year budget clean up
- Marshals closet inventory
- Grant reimbursements
- Agenda/Supporting Documents
- Process Payroll
- Auditor JEs
- CEBT renewal
- Public complaint
- Fireworks planning
- Trash dumping at Town Hall follow up
- HSIP follow up to the County and press release
- Town Facebook posting
- Town stickers
- Property clean up follow up
- Public works job description updated and advertising
- DOLA sidewalk grant extension
- Floating solar meeting
- SRF docs
- Prop 123 commitment filed

TRAINING

- Blink (EV Charger) Portal Training
- New student orientation
- Club 20 Caucus
- San Miguel Watershed Forum
- WE Housing Collaboration
- Account Certification Course 1 – Foundations of Financial Statements

PUBLIC OUTREACH

- Master Plan Community Engagement
- Town Park Community Engagement
- 2nd Annual Food Drive
- Moratorium Lifted