



NORWOOD SANITATION DISTRICT - minutes

Meeting on: Thursday, April 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 6:31 pm.

Board Attendance:

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

Staff Attendance:

Town Manager – Sara Owens – Present
Public Works Director – Randy Harris- Present
Town Clerk – Sidney Ross – Present

Scott Thomas – CRWA
Josiah Thomas - CRWA

Public Comment For Items Not On The Agenda

None

Consent Agenda

a. March 12, 2026 Minutes

Kerry Welch motioned to approve the March 12, 2026 minutes. Ray Cossey seconded the motion. All voted, motion carried.

b. March Financials

Kerry Welch motioned to approve the March Financials. Ray Cossey seconded the motion. All voted, motion carried.

c. Budget to Actuals

Executive Session

None

Board Business Agenda

a. Rate Study Presentation

Scott Thomas with Colorado Rural Water Association presented a rate study and asset management planning process to the Norwood Sanitation District, explaining how the system evaluates wastewater and water infrastructure needs over a 20-year horizon. He walked through various data categories including summary data, capital financing plans, assets, debt, operating expenses, and capital improvement projects, highlighting that Norwood's wastewater system includes a lagoon liner project. The presentation focused on demonstrating how the software platform incorporates all this data to generate rate recommendations.

b. Discussion of Rate Increase



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The board discussed potential rate increases for the sewer district, with current residential rates at \$31.50 and a recommendation to avoid frequent small increases. Ray Cossey proposed a 20% increase, while others suggested waiting to assess the full impact of upcoming debt related to a

liner project before implementing any changes. The board agreed to postpone deciding until they have more information about loan requirements and costs.

The discussion also covered the need to engage an engineering firm to develop a master plan, though there was uncertainty about whether they could use SGM, the same firm used by the water board, due to potential conflicts of interest. The board discussed leveraging existing planning and zoning work to streamline the master plan process, with Town suggesting they piggyback off existing communications and processes. They agreed to investigate legal and engineering aspects, with staff offering to reach out to SDA and contacts at SGM for guidance. The group also discussed lagoon lining and aeration system quotes.

c. Discussion of COLO Trust Savings Account

The board reviewed the COLO Trust Savings account, deciding to move funds there with the treasurer handling the transaction and account management going forward, though they debated whether the chair or treasurer should manage financial responsibilities.

Tom Kyle motioned to have the **Norwood Sanitation District treasurer manage all the bank accounts and money matters for operation and savings and report back the board chair.** Ray Cossey seconded the motion. All voted, motion carried.

d. Discussion of Master Plan

The board addressed the need for a master plan, with Tom Kyle and Kerry Welch agreeing to rough out a plan for review at the next meeting.

e. Public Notices Newspaper – San Miguel Basin Forum or Telluride Times

Ray Cossey motioned to switch Public Noticing to San Miguel Basin Forum. Talle Meehan seconded the motion. All voted, motion carried.

f. Discussion of Billing Clerk Position

The board discussed staffing challenges with the billing clerk position, as two candidates had resigned due to concerns about pay and board meeting requirements. The board explored options for restructuring the position and potentially reclassifying it, with suggestions to review the current IGA agreement which specifies paying up to 25% but noted they are only utilizing 15% of the services. The meeting focused on staffing challenges and potential solutions for the water and sewer boards. Sarah and Sydney discussed the need to split the billing clerk position into two roles - a full-time billing clerk handling customer payments and administrative tasks, and a deputy administrator attending board meetings and handling higher-level administrative duties.

Staff Reports and Announcements

- Randy Harris, Public Works Director – A written report will be posted.
- Sara Owens, Town Manager – A written report will be posted.



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[Adjourn](#)

Ray Cossey motioned to adjourn the Norwood Sanitation District Regular meeting at 7:21 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 - April 2026

			NSD	NWC	TON
1036300	Estate of Billy Boyd	Deposit Refund	\$ 31.50		
1040630	Grand Junction Laboratories	Lab Testing	\$ 380.00		
1036300	Mckayla Jensen	Deposit Refund	\$ 18.50		
1040670	PSI	Randy Harris Wastewater Treatment Certification	\$ 208.00		
1040270	San Miguel Power	Sewer Plant Pioneer Village	\$ 99.18		
1040270	San Miguel Power	Sewer Lagoons	\$ 1,892.34		
1040270	San Miguel Power	Forrest Service Lift Station	\$ 42.00		
1040440	Telluride Maintance Solutions	Billing Clerk Computer Set Up	\$ 225.00	\$ 225.00	
1040490	Timberline ACE Hardware	NSD Credit Card	\$ 82.57		
5140125	Town of Norwood Reimbursment	Administrative Services by Town Manager and Town Clerk	\$ 2,042.75		
5140110	Town of Norwood Reimbursment	Salary Reimbursment 2/25-3/11	\$ 6,298.27	\$ 12,530.04	
5140270	Town of Norwood Reimbursment	FICA Reimbursment 2/25-3/11	\$ 481.82	\$ 958.55	
5140132	Town of Norwood Reimbursment	CEBT Reimbursment February and March	\$ 105.82	\$ 3,784.56	
5140132	Town of Norwood Reimbursment	Aflac Reimbursment	\$ 138.52	\$ 334.59	
5140280	Town of Norwood Reimbursment	FirstNet Reimbursment	\$ 73.11	\$ 73.11	
5140275	Town of Norwood Reimbursment	Bruin Waste	\$ 83.81	\$ 83.81	
5140250	Town of Norwood Reimbursment	All Copy Products Reimbursment	\$ 428.65	\$ 428.65	
5140132	Town of Norwood Reimbursment	Pinnacol Reimbursment	\$ 277.00	\$ 277.00	
5140132	Town of Norwood Reimbursment	United Life Reimbursment March and April	\$ 10.79	\$ 12.14	
5140290	Town of Norwood Reimbursment	Postage December Reimbursment	\$ 113.59	\$ 347.43	
5140620	Town of Norwood Reimbursment	ImageNet Reimbursment	\$ 93.65	\$ 93.65	
5140310	Town of Norwood Reimbursment	Streamline DocAccess Reimbursment	\$ 100.00	\$ 100.00	
1040240	Town of Norwood Reimbursment	Amazon Reimbursment	\$ 43.85		
1040630	Town of Telluride ATTN: WWTP	Wastewater Samples April	\$ 44.10		
1040630	Town of Telluride ATTN: WWTP	Wastewater Samples February and March	\$ 88.20		
1040255	West End Wash	NSD Vehicle Washes	\$ 14.88		
Total Bills Paid			\$ 13,417.90		

Report Criteria:

- Includes all accounts
- Includes grand totals

Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Unearned Unexpended Percent
NORWOOD SANITATION DISTRICT				
TAXES				
10-31-100	INCOME - PROPERTY TAXES	6,196.54	18,000.00	34.43
10-31-110	Interest on Taxes	.00	.00	.00
10-31-120	SO Auto Taxes	.00	.00	.00
10-31-500	CARRY OVER-SANITATION CHECKING	.00	26,804.00	.00
Total TAXES:		6,196.54	44,804.00	13.83
INTERGOVERNMENTAL REVENUE				
10-33-400	GRANT PROCEEDS	.00	.00	.00
10-33-500	LOAN PROCEEDS	.00	.00	.00
Total INTERGOVERNMENTAL REVENUE:		.00	.00	.00
CHARGES FOR SERVICES				
10-34-200	SEWER CHARGES	58,647.70	193,000.00	30.39
10-34-500	DELINQUENT CHARGES	466.48	1,900.00	24.55
10-34-600	SEWER TAP FEES	4,000.00	15,000.00	26.67
Total CHARGES FOR SERVICES:		63,114.18	209,900.00	30.07
MISCELLANEOUS REVENUE				
10-36-100	INTEREST EARNINGS	41.50	.00	.00
10-36-200	Reconnect fees	100.00	.00	.00
10-36-300	DEPOSIT/TRANSFER	168.50	3,000.00	7.28
10-36-900	MISC/SUNDRY/SEWER DUMPS	.00	200.00	.00
Total MISCELLANEOUS REVENUE:		310.00	3,200.00	11.25
SANITATION EXPENDITURES				
10-40-110	SALARIES & WAGES-DIRECTORS	.00	600.00	.00
10-40-125	SALARIES REIMBURSEMENT - TOWN	29,286.85	126,959.00	23.07
10-40-130	EMPLOYEE BENEFITS - FICA	.00	.00	.00
10-40-131	EMPLOYEE BENEFITS - OVERTIME	.00	.00	.00
10-40-133	EMPLOYEE BENEFITS-WORKERS COM	607.34	3,500.00	17.35
10-40-134	EMPLOYEE BENIFITS-UNEMPLOYMEN	.00	.00	.00
10-40-210	BOOKS, SUBSCRIPTIONS & MEMBERS	648.01	700.00	92.57
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	14.03	3,000.00	.47
10-40-250	CHEMICALS/SUPPLIES	.00	3,000.00	.00
10-40-255	AUTOMOBILE EXPENSES	247.42	4,500.00	5.50
10-40-260	BLDGS & GROUNDS/DISCHARGE PER	.00	1,600.00	.00
10-40-270	UTILITIES	4,831.10	25,000.00	19.32
10-40-280	POSTAGE	344.86	3,000.00	11.50
10-40-290	Phones	149.88	650.00	23.06
10-40-310	CONTRACT LABOR	2,360.00	10,895.00	21.66
10-40-350	LEGAL FEES	250.00	7,500.00	3.33
10-40-360	ELECTIONS/MISCELLANEOUS	.00	1,500.00	.00
10-40-370	AUDIT REPORT FEES	.00	5,000.00	.00

Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Unearned Unexpended Percent
10-40-430	TREASURERS FEES	.00	.00	.00
10-40-440	SERVICE CHARGE	726.74	3,000.00	24.22
10-40-480	VEHICLE PURCHASE	.00	.00	.00
10-40-490	OPERATING SUPPLIES	1,048.74	14,000.00	7.49
10-40-510	PROPERTY/CASUALTY INSURANCE	9,140.96	5,500.00	166.20
10-40-520	EMPLOYEE HEALTH INSURANCE	505.07	10,000.00	5.05
10-40-610	MISCELLANEOUS SUPPLIES	.00	.00	.00
10-40-620	MISCELLANEOUS SERVICES	141.06	500.00	28.21
10-40-630	LAB & TESTING	2,209.25	6,000.00	36.82
10-40-640	COMPUTER/POSTAGE METER SUPPO	8,575.11	7,000.00	122.50
10-40-650	COPIER/FAX SUPPORT	.00	200.00	.00
10-40-660	FREIGHT/SHIPPING	.00	1,800.00	.00
10-40-670	SAFETY/TRAINING	208.00	2,500.00	8.32
10-40-740	CLEANOUT	.00	6,000.00	.00
10-40-750	CAPITAL OUTLAY - SEE SAVINGS	.00	.00	.00
10-40-760	FINES AND VIOLATIONS	.00	.00	.00
10-40-770	ENGINEERING	.00	.00	.00
10-40-780	CREDITS & ADJUSTMENTS	.00	400.00	.00
10-40-790	CAP IMPROVEMENT	.00	.00	.00
10-40-795	Child Care	416.00	2,500.00	16.64
10-40-800	Depreciation Expense	.00	.00	.00
Total SANITATION EXPENDITURES:		62,408.10	257,904.00	24.20
NORWOOD SANITATION DISTRICT Revenue Total:		69,620.72	257,904.00	27.01
NORWOOD SANITATION DISTRICT Expenditure Total:		62,408.10	257,904.00	24.20
Total NORWOOD SANITATION DISTRICT:		7,212.62	.00	.00
Grand Totals:		7,212.62	.00	.00

Report Criteria:

Includes all accounts

Includes grand totals

NORWOOD SANITATION DISTRICT

Resolution No 0514 Series 2026

A RESOLUTION No. 0514, Series 2026 ENTITLED "A resolution authorizing Norwood Sanitation district to join with other local governments as a Participant in the Colorado Local Government Liquid Asset Trust (the Trust) to pool funds for investment".

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 May 14, 2026, the Board Directors of the Norwood Sanitation District adopted **Resolution No. 0514, Series 2026** "*A resolution authorizing Norwood Sanitation district to join with other local governments as a Participant in the Colorado Local Government Liquid Asset Trust (the Trust) to pool funds for investment*"; and

WHEREAS, pursuant to Part 7, Article 24 (C.R.S.), it is lawful for any local government to pool any moneys in its treasury that are not immediately required to be disbursed with the same such moneys in the treasury of any other local government in order to take advantage of short-term investments and maximize net interest earnings; and

WHEREAS, the Trust is a statutory trust formed under the laws of the state of Colorado in accordance with the provisions of Parts 6 and 7, Article 24 and Articles 10.5 and 47 of Title 11 of the Colorado Revised Statutes regarding the investing, pooling for investment, and protection of public funds; and

WHEREAS, Norwood Sanitation District desires to become a Participant in the Trust

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

1. Norwood Sanitation District hereby approves, adopts, and thereby joins as a Participant with other local governments pursuant to Part 7, Article 75, Title 24 of the Colorado Revised Statutes that certain Amended and Restated Indenture of Trust entitled the Colorado Liquid Government Asset Trust dated May 1, 2021 as amended from time to time, the terms of which are incorporated herein by this reference and a copy of which shall be filed with the minutes of the meeting at which this Resolution was adopted; and
2. The Designee and Authorized Signatories are those persons listed on the Trust Registration Form attached hereto and incorporated herein. The Authorized Signatories are authorized by the Participant to direct the investment of such Participants' investment funds; and
3. The Designee and Authorized Signatories may be changed from time to time by written notice to COLOTRUST; and
4. The Trust currently has three investment portfolios COLOTRUST PRIME, COLOTRUST PLUS+, and COLOTRUST EDGE. Prior to investing in any of the portfolios offered by the Trust, Participants are encouraged to review the COLOTRUST Information Statements and Investment Policies for each portfolio.

ADOPTED AND APPROVED this 14th day of May, 2026, by the Board Members of the **Norwood Sanitation District**.

NORWOOD SANITATION DISTRICT

Chair



TOWN MANAGER REPORT – MAY 2026

STAFF

- Weekly staff meetings
- Monthly board meetings

OPERATIONS

- Reconciliations
- Customer and office support
- LPC grant report
- NPS rezone
- LUC documents uploaded to file share for KLJ
- SLFRF annual report
- Grant reimbursements
- CWRC research and resolution adoption
- Agenda/Supporting Documents
- NSD/TON/NWC Audit follow up
- Process Payroll
- Marshal's closet inventory follow up
- NPS property purchase
- Pocket Park bid approval
- Floating Solar check in meeting
- Resource Central survey NWC
- Bohannon Houston meeting to discuss water funding opportunities
- CDOT Sidewalk project check in meeting
- LPC incentive funds letter and scope submitted
- Pocket park kick off meeting with Ray, Randy, and Andy
- ColoTrust follow up for NSD
- Billing clerk and Deputy Admin job descriptions
- Registered Sidney/Bernice/Sara for CML
- Admin bill NWC/NSD
- IG check in meeting and agenda
- Region 10 outreach for GOCO grant
- Press release HSIP

TRAINING

- CCCMA Annual Conference
- How to Maintain a Mentally Healthy Workplace Webinar
- EAP Benefits Overview Webinar

PUBLIC OUTREACH

- LUC Public Engagement Event