

NORWOOD SANITATION DISTRICT - minutes

Meeting on: Thursday, August 13, 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 6:32 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

Deputy Administrator – Annie Crews – Present

Public Attendance:

Micheal Miller, via Zoom.

Public Comment For Items Not On The Agenda

None

Consent Agenda

- a. August 13 , 2026, Minutes

Kerry Welch motioned to approve August 13, 2026, minutes. Ray Cossey seconded the motion.

All voted, motion carried.

- b. July Financials

Kerry Welch motioned to accept the July Financials. Ray Cossey seconded the motion. All voted, motion carried.

- c. Budget to Actuals

Executive Session

None

Board Business Agenda

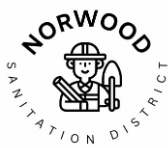
- a. Randy Harris Public Works Director 5 Years of Service**

Board acknowledged Randy Harris's 5 years of service to the Town of Norwood.

- b. Discussion of Rate Increase**

The group discussed plans for a significant rate increase for the sewer district, with estimates suggesting rates could double due to regulatory changes and needed infrastructure upgrades.

They agreed to include a notice about the upcoming rate increase in the next billing cycle,



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c. Discussion of Master Plan

The board discussed a \$115,000 proposal from SGM for developing a master plan for the sewer system, with concerns raised about the analysis methodology and need for engineering oversight. They agreed to schedule a meeting with Brandon from SGM to discuss the proposal in more detail and explore potential funding options including DOLA grants.

Board Member Reports and Announcements

Kerry Welch announced to the board that WEEDC is searching for grants for the Norwood Sanitation District

Staff Reports and Announcements

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

Randy reported on lagoon cleanup progress and electrical issues requiring approximately \$4,000 in repairs

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

Written report is posted with supporting documents for this meeting.

Adjourn

Kerry Welch motioned to adjourn the Norwood Sanitation District Regular meeting at 7:18 pm. Tom Kyle seconded the motion. All voted, meeting is adjourned.

☐ APPROVED

☐ APPROVED AS CORRECTED

DATE APPROVED:

Minutes Taken by: Annie Crews, Deputy Administrator

NORWOOD SANITATION DISTRICT
ACCOUNTS PAYABLE - AUGUST 2026

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				NSD Portion	NWC Portion	TON Portion
PD	10-40-490	Timberline ACE Hardware	NSD Credit Card	\$ 86.87		
PD	10-40-125	Town of Norwood Reimbursement	Payroll	\$ 11,675.11		
PD	10-40-125	Town of Norwood Reimbursement	FICA	\$ 893.15		
PD	10-40-125	Town of Norwood Reimbursement	Admin Services	\$ 686.00		
PD	10-40-240	Town of Norwood Reimbursement	Printer Paper	\$ 32.66		
PD	10-40-133	Town of Norwood Reimbursement	Unemployment	\$ 33.16		
PD	10-40-310	Oliver Construction	Lagoons	\$ 785.00		
PD CC	10-40-630	Town of Telluride	Wastewater Testing	\$ 44.10		
PD CC		Xpress Bill Pay	Maintenance & Support	\$ 77.00		
PD	10-40-640	FP Mailing Systems	Mailing System	\$ 632.97	\$ 2,137.99	
PD	10-40-630	City of Grand Junction	Labs/Testing	\$ 164.70		
PD	10-40-630	City of Grand Junction	Labs/Testing	\$ 949.50		
PD	10-40-270	SMPA	Sewer Plant	\$ 95.90		
PD	10-40-270	SMPA	Sewer Lagoons	\$ 2,060.44		
PD CC		Microsoft	Subscription Service	\$ 23.10		
Monthly Total:				\$ 18,239.66		

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	17,010.12	18,000.00	94.50
10-31-500	CARRY OVER-SANITATION CHECKING	.00	26,804.00	.00
Total TAXES:		17,010.12	44,804.00	37.97
CHARGES FOR SERVICES				
10-34-200	SEWER CHARGES	116,867.68	193,000.00	60.55
10-34-500	DELINQUENT CHARGES	515.71	1,900.00	27.14
10-34-600	SEWER TAP FEES	4,000.00	15,000.00	26.67
Total CHARGES FOR SERVICES:		121,383.39	209,900.00	57.83
MISCELLANEOUS REVENUE				
10-36-100	INTEREST EARNINGS	90.26	.00	.00
10-36-200	Reconnect fees	100.00	.00	.00
10-36-300	DEPOSIT/TRANSFER	1,087.00	3,000.00	36.23
10-36-900	MISC/SUNDRY/SEWER DUMPS	20.00	200.00	10.00
Total MISCELLANEOUS REVENUE:		1,297.26	3,200.00	40.54
SANITATION EXPENDITURES				
10-40-110	SALARIES & WAGES-DIRECTORS	300.00	600.00	50.00
10-40-125	SALARIES REIMBURSEMENT - TOWN	87,570.00	126,959.00	68.98
10-40-133	EMPLOYEE BENEFITS-WORKERS COM	1,066.24	3,500.00	30.46
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	387.42	3,000.00	12.91
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	11,730.38	25,000.00	46.92
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	7,951.40	10,895.00	72.98
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	1,376.28	3,000.00	45.88
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	294.42	500.00	58.88
10-40-630	LAB & TESTING	5,111.70	6,000.00	85.20
10-40-640	COMPUTER/POSTAGE METER SUPPO	7,874.08	7,000.00	112.49
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	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	176.60	400.00	44.15
10-40-795	Child Care	416.00	2,500.00	16.64
Total SANITATION EXPENDITURES:		147,622.19	257,904.00	57.24
NORWOOD SANITATION DISTRICT Revenue Total:		139,690.77	257,904.00	54.16
NORWOOD SANITATION DISTRICT Expenditure Total:		147,622.19	257,904.00	57.24
Total NORWOOD SANITATION DISTRICT:		7,931.42-	.00	.00
Grand Totals:		7,931.42-	.00	.00

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TOWN MANAGER REPORT – SEPTEMBER 2026

STAFF

- Weekly staff meetings
- Monthly board meetings

OPERATIONS

- Reconciliations
- Customer and office support
- Employment verification
- Development application
- Library/Town Park chat with Kerry Bentler
- Grant reimbursements
- Fence Permit follow up
- Agenda/Supporting Documents
- TON/NWC Audit follow up
- Process Payroll
- Dark Sky LOS to SMC
- Extension letter submitted for NWC EIAF 25-098 Grant
- Sales tax payments research
- EV Charger follow up
- Rental inquiries to Arleen
- LCLT grant report
- Public Complaint
- Civil Asset Forfeiture Annual Report
- Table/Chair Rental advertising
- Caselle community commitment grant application (Community Garden)
- Center lane sandwich board follow up with businesses
- CDOT Traffic and Safety meeting with Randy and Jennifer
- Lease renewals on rental properties
- CRA inquiry
- IG quarterly meeting
- NWC seat
- Benefits and Beneficiary acknowledgement form
- LUC Check in meeting with KLJ
- OJT follow up on Pocket Park
- BH funding meeting
- Speed limit reduction noticed in SMBF
- Draft raw water board rules and procedures
- Banking transfer to COLOTrust
- Community Garden chat with Leila and Marilyn
- Master Drainage Study review
- Business directory updated
- LCLT community grant (Community Garden Shed/Fence)
- AFLAC check in
- Grant spreadsheet clean up
- Clearnetworkx phone issues

- Cancel IWorq
- NSD banking follow up
- GOCO chat with Liza
- Master Plan contract review and sent to legal
- Annual CIRSA property audit with Martin
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TRAINING

- CIRSA Interpersonal Skills workshop
- CIRSA ADA Compliance webinar
- CIRSA HR Law workshop
- GOCO trail guide to funding webinar

PUBLIC OUTREACH

- Table and Chair rental advertising
- Tire disposal event advertising