

NORWOOD SANITATION DISTRICT - minutes

Meeting on: Thursday, September 10th, 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 – Absent

Staff Attendance:

Town Manager – Sara Owens – Present

Public Works Director – Randy Harris- Absent

Deputy Administrator – Annie Crews – Present

Public Attendance:

Micheal Miller, via Zoom.

Public Comment For Items Not On The Agenda

None

Consent Agenda

Bernice White discussed separating the consent agenda.

a. August 13, 2026, Minutes

Ray Cossey and Kerry Welch discussed corrections to the August 13th minutes. Those corrections have been made.

Kerry Welch approved the August 13th minutes upon corrections. Ray Cossey seconded the motion. All voted, motion approved.

b. August Financials

Kerry Welch questioned the charge for FP mailing systems. Staff will investigate frequency of previous payments. Tom Kyle motioned to pass the August financials, Kerry Welch seconded the motion. All voted, motion approved.

c. Budget to Actuals

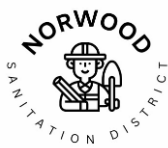
Sara Owens noted that iWorq subscription has been officially cancelled.

Executive Session

None

Board Business Agenda

a. Discussion of Rate Increase



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The board discussed a necessary rate increase, with initial calculations suggesting a minimum doubling of current rates. The board agreed to consult with engineering staff earlier in the process and determine how much of their available surge capital could be spent, noting that as a special district they have reserve funding requirements.

The board emphasized the need to implement a rate increase for the sewer district to address aging infrastructure, despite the financial impact on property owners. He proposed bringing in engineering services early, particularly SGM, to assist with grant applications and leverage their expertise in drainage studies. The board stressed that while pursuing grants is important, the rate increase cannot wait for the outcome of these efforts, as the district needs to act promptly to maintain and improve its operations.

b. Discussion of Master Plan

The board discussed conducting engineering work for a master plan, with the board expressing concerns about timing and the need to move quickly on grants. The group agreed to contact Randy Harris about engineering firms, particularly SGM, and to explore a potential rate increase effective January 1st, 2027, which would require approval in November and December for proper noticing. Sara Owens reported that the trust fund generated \$935 last month and \$2,650.69 year-to-date, with the Tier 2 account holding approximately \$295,000.

Board Member Reports and Announcements

Kerry Welch announced that she has still not heard back from WEEDC yet.

Staff Reports and Announcements

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

Sara Owens announced that she sent the admin bill and she is still working on getting Annie Crews trained in reconciliation.

Adjourn

Tom Kyle motioned to adjourn the Norwood Sanitation District Regular meeting at 7:14 pm. Kerry Welch 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 - September 2026			
		NSD	NWC TON
	Bernice White	Director	\$ 30.00
10-40-310	EMTECH Inc	New Motor / Maintainance	\$ 2,500.10
10-40-630	Grand Junction Laboratories	Labs/Testing	\$ 392.50
	Kerry Welch	Director	\$ 30.00
10-40-360	Latitude Insurance	Renew Employee Insurance	\$ 100.00
10-40-440	Microsoft	NSD Subscription	\$ 23.10
10-40-490	Norwood Pit Stop	Public Works Supplies	\$ 68.29
	Ray Cossey	Director	\$ 30.00
10-40-270	SMPA	Forrest Lift Station	\$ 25.00
10-40-270	SMPA	Sewer/Lagoons	\$ 4,085.03
10-40-270	SMPA	Sewer Plant	\$ 199.45
	Talle Meehan	Director	\$ 30.00
10-40-310	The Divide Resturant	Team Lunch	\$ 35.29
10-40-490	Timberline ACE Hardware	NSD Credit Card	\$ 11.99
	Tom Kyle	Director	\$ 30.00
10-40-125	Town of Norwood	Admin Bill 08/2026	\$ 545.75
Total Bills Paid			\$ 8,136.50

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	17,912.36	18,000.00	99.51
10-31-500	CARRY OVER-SANITATION CHECKING	.00	26,804.00	.00
Total TAXES:		17,912.36	44,804.00	39.98
CHARGES FOR SERVICES				
10-34-200	SEWER CHARGES	132,204.86	193,000.00	68.50
10-34-500	DELINQUENT CHARGES	535.45	1,900.00	28.18
10-34-600	SEWER TAP FEES	4,000.00	15,000.00	26.67
Total CHARGES FOR SERVICES:		136,740.31	209,900.00	65.15
MISCELLANEOUS REVENUE				
10-36-100	INTEREST EARNINGS	101.28	.00	.00
10-36-200	Reconnect fees	100.00	.00	.00
10-36-300	DEPOSIT/TRANSFER	1,187.00	3,000.00	39.57
10-36-900	MISC/SUNDRY/SEWER DUMPS	20.00	200.00	10.00
Total MISCELLANEOUS REVENUE:		1,408.28	3,200.00	44.01
SANITATION EXPENDITURES				
10-40-110	SALARIES & WAGES-DIRECTORS	450.00	600.00	75.00
10-40-125	SALARIES REIMBURSEMENT - TOWN	79,672.74	126,959.00	62.75
10-40-133	EMPLOYEE BENEFITS-WORKERS COM	1,012.90	3,500.00	28.94
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	387.42	3,000.00	12.91
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	15,972.49	25,000.00	63.89
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	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	1,486.56	3,000.00	49.55
10-40-490	OPERATING SUPPLIES	1,121.33	14,000.00	8.01
10-40-510	PROPERTY/CASUALTY INSURANCE	9,805.76	5,500.00	178.29
10-40-520	EMPLOYEE HEALTH INSURANCE	1,918.89	10,000.00	19.19
10-40-620	MISCELLANEOUS SERVICES	317.52	500.00	63.50
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	670.10	400.00	167.53
10-40-795	Child Care	416.00	2,500.00	16.64
Total SANITATION EXPENDITURES:		147,330.84	257,904.00	57.13
NORWOOD SANITATION DISTRICT Revenue Total:		156,060.95	257,904.00	60.51
NORWOOD SANITATION DISTRICT Expenditure Total:		147,330.84	257,904.00	57.13
Total NORWOOD SANITATION DISTRICT:		8,730.11	.00	.00
Grand Totals:		8,730.11	.00	.00

Report Criteria:

Includes only accounts with balances and activity

Includes grand totals

Norwood Sanitation District 2027 Budget

<u>Account #</u>	<u>Account Description</u>	2024 Actual	2025 Actual	2026 Estimate
10-31-500	Beginning Fund Balance	\$20,000.00	\$26,804.00	\$26,804.00
<u>Revenues:</u>				
10-31-100	General Taxes	\$4,208.53	\$34,234.62	\$ 21,262.65
10-34-200	Sewer Charges	\$ 188,069.18	\$178,603.76	\$ 146,701.48
10-34-500	Delinquent Charges	\$ 1,775.50	\$2,275.96	\$ 644.64
10-34-600	Sewer Tap Fees	\$ -	\$9,416.62	\$ 4,000.00
10-36-200	Reconnect Fees	\$ 206.00	\$100.00	\$ 100.00
10-36-300	Deposit/Transfer	\$ 2,200.00	\$3,631.50	\$ 1,358.75
10-36-900	Misc/Sundry/Sewer Dumps	\$ 655.64	\$140.00	\$ 40.00
10-33-400	Grants/Loans	\$ -	\$0.00	\$ -
Revenue Totals		\$217,114.85	\$255,206.46	\$200,911.52
<u>Expenditures:</u>				
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
10-40-133	Employee Benefits - Workers Comp	\$ 2,070.83	\$ 4,089.30	\$ 1,300.00
10-40-520	Employee Health Insurance/life	\$ 10,408.47	\$ 11,301.66	\$ 4,500.00
10-40-210	Books, Subscriptions & Memberships	\$ 316.00	\$ 75.00	\$ 700.00
10-40-220	Public Notices	\$ 5.44	\$ 86.02	\$ -
10-40-230	Travel	\$ -	\$ 70.02	\$ 950.00
10-40-240	Office Supplies & Expense	\$ 1,741.97	\$ 1,426.69	\$ 500.00
10-40-250	Chemicals/Supplies	\$ 2,487.58	\$ 200.00	\$ 1,500.00
10-40-255	Vehicle Expenses	\$ 5,314.67	\$ 2,660.10	\$ 350.00
10-40-260	Bldgs & Grounds/Discharge Permits	\$ 1,427.00	\$ 976.00	\$ 1,600.00
10-40-270	Utilities	\$ 22,213.60	\$ 23,751.66	\$ 15,000.00
10-40-280	Postage	\$ 1,800.00	\$ 1,225.16	\$ 2,100.00
10-40-290	Phones	\$ 504.40	\$ 518.84	\$ 450.00
10-40-310	Contract Labor	\$ 10,619.59	\$ 6,012.12	\$ 10,000.00
10-40-350	Legal Fees	\$ -	\$ 2,362.00	\$ 600.00
10-40-360	Elections/Miscellaneous	\$ 3,600.00	\$ 1,402.67	\$ -
10-40-370	Audit Report Fees	\$ -	\$ 7,750.00	\$ 4,000.00
10-40-440	Service Charges	\$ 3,275.18	\$ 2,405.39	\$ 2,000.00
10-40-490	Operating Supplies	\$ 13,217.49	\$ 2,478.28	\$ 2,600.00
10-40-510	Property/Casualty Insurance	\$ 9,304.75	\$ 3,682.90	\$ 9,900.00
10-40-620	Miscellaneous Services	\$ 897.57	\$ 267.39	\$ 400.00
10-40-630	Lab & Testing	\$ 4,584.15	\$ 7,998.38	\$ 6,500.00
10-40-640	Computer/Postage Meter Support	\$ 7,290.79	\$ 5,013.55	\$ 8,000.00
10-40-650	Copier/Fax Support	\$ 1,051.99	\$ 106.37	\$ 250.00
10-40-660	Freight/Shipping	\$ 1,126.93	\$ 637.37	\$ -
10-40-670	Safety/Training	\$ 203.44	\$ 673.82	\$ 1,000.00
10-40-740	Cleanout	\$ 4,851.77	\$ 5,171.22	\$ 6,167.00
10-40-770	Engineering	\$ -	\$ -	\$ -
10-40-780	Credits & Adjustments	\$ 357.79	\$ 138.80	\$ 700.00
10-40-790	Capital Improvement	\$ -	\$ -	\$ -
10-40-795	Child Care	\$ -	\$ 5,000.00	\$ 416.00
Total Expenditures		\$ 229,336.54	\$ 191,302.00	\$ 197,083.00

Excess (-Deficit) of Revenues	-\$12,221.69	\$63,904.46	\$3,828.52
Over or Under Expenditures			
Beginning Balance	\$ 182,708.11	\$ 150,495.96	\$ 214,882.14
Ending Balance			

Notes

2027

Budget

\$20,000.00

\$ 21,500.00

\$ 220,000.00 **50% increase**

\$ 650.00

\$ 4,000.00

\$ 100.00

\$ 1,500.00

\$ 60.00

\$ -

\$267,810.00

\$ -

\$ 127,160.00

\$ 1,500.00

\$ 10,000.00

\$ 700.00

\$ 100.00

\$ 1,000.00

\$ 2,000.00

\$ 2,000.00

\$ 1,500.00

\$ 1,600.00

\$ 18,000.00

\$ 3,000.00

\$ 600.00

\$ 11,000.00

\$ 3,000.00

\$ 2,000.00

\$ 5,000.00

\$ 2,500.00

\$ 12,000.00

\$ 10,000.00

\$ 600.00

\$ 6,500.00

\$ 8,000.00

\$ 350.00

\$ 1,200.00

\$ 1,500.00

\$ 6,500.00

\$ 20,000.00

\$ 1,000.00

\$ 5,000.00

\$ 2,500.00

\$ 267,810.00



TOWN MANAGER REPORT – OCTOBER 2026

STAFF

- Weekly staff meetings
- Monthly board meetings
- Thank you Matt!

OPERATIONS

- Reconciliations
- Extended the NWC board applications
- Public Complaint
- EV charger set up
- Grant reimbursements
- Agenda/Supporting Documents
- TON/NWC Audit follow up
- Process Payroll
- CEBT renewal meeting
- CORA request
- GOCO grant chat with Mike and Liza
- WE Vision Q3 Stewardship meeting
- CRA retirement plan meeting
- Open enrollment and Benefits Fair with AFLAC and CEBT
- LUC check in with Niki at KLJ
- Master Drainage Plan initial review
- CTF account transfer and update
- CIRSA renewal
- Pinnacol (worker's comp) renewal
- CIRSA property audit report
- NPS meeting to discuss CDOT traffic plan
- Floating solar meeting
- NWC waterline land owner coordination
- Food pantry meeting with Stephanie
- Development permit follow up
- TON/NWC 2025 audit review
- SLB temp access permit
- Pocket park final request for reimbursement and close out reports
- CML Cities & Towns survey
- Current year budget clean up
- MOU renewal with DOR

TRAINING

- Admin Staff Emergency Training with Sheriff Covault
- CIRSA Basic Math Concepts webinar
- Registered for eCornell Accounting Certification Program

PUBLIC OUTREACH

- Speed limit reduction advertising and press release
- Tire disposal event advertising reminder