



# NORWOOD SANITATION DISTRICT - minutes

**Meeting on:** Monday, February 12, 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 6:32 pm.

## Board Attendance:

Board Chair – Bernice White - Absent

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

Billing Clerk- Miracle Ubence- Present

## Public Comment For Items Not On The Agenda

None

## Executive Session

None

## Consent Agenda

- a. January 12, 2026 Minutes

Motion: Kerry Welch motioned to approve January 12, 2026 minutes with corrections. Ray Cossey seconded the motion. All voted, motion carried.

- b. January Financials

Motion: Ray Cossey motioned to approve the January financials. Tom Kyle seconded the motion. All voted, motion carried.

- c. Budget to Actuals

## Board Business Agenda

- a. Patrick McKeever – Service Approval

The board approved Patrick McKeever’s sewer connection project, making an exception to the usual engineering requirement based on Randy's recommendation that it was a straightforward service connection. Patrick agreed to provide an engineered stamped drawing if needed, though he expressed concerns about setting a precedent for future similar connections. The board confirmed that the out-of-district tap fee remained \$4,000, and Patrick planned to pay it on Tuesday to proceed with the project.

MOTION: Ray Cossey motioned to approve the application as presented. Talle Meehan seconded the motion. All voted, motion carried.



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## b. Discussion of Rate Increase

The board discussed raising rates, with Tom suggesting a 20% increase based on a 10% increase for a similar-sized water district. Talle presented research on sewer tap rates across the Western Slope, ranging from \$27 to \$96, with Montrose and Grand Junction around \$30 and Silverton at \$96. The board acknowledged the need for future rate increases to fund upgrades and potential transition from lagoons to a mechanical plant, though they expressed uncertainty about the timeline and feasibility of such changes. They agreed to continue discussions on rate increases at future meetings, with Tom and Talle planning to visit Naturita to learn about their funding and rate structure.

## c. Discussion of Savings Account

The board discussed a potential switch to Colorado Trust for their savings account, which offers higher interest rates than their current U.S. Bank account. Sarah presented information about the Colorado Trust option. The board agreed to wait for the chairman's involvement before making any decisions about the account change. They also discussed the need for more board members to have access to bank accounts, with Kerry requesting to be added to the accounts.

## Board Member Reports and Announcements

### Staff Reports and Announcements

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

### Adjourn

Kerry Welch motioned to adjourn the Norwood Sanitation District Regular meeting at 7:20 pm. Ray Cossey seconded the motion. All voted, meeting is adjourned.

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

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Minutes Taken by: Cidney Ross, Town Clerk

**NSD November 2025 - Bills Paid**

		NSD Portion	NWC Portion	TON Portion
AT&T	TON Reimbursement Phones	\$ 132.75		
Capital One Trade Credit	NSD CC	\$ 108.93		
Collins, Cole, Winn, Ulmer, PLLC	General Legal	\$ 176.00		
Microsoft	Software	\$19.00		
San Miquel Power	Sewer PLT Pioneer Village	\$ 91.03	\$ -	0
San Miquel Power	Sewer Lagoons	\$ 1,853.44	\$ -	0
Town of Norwood	Doc Access Reimbursement	\$ 100.00		
Town of Norwood	CEBT Nov Reimbursement	\$ 568.59		
Town of Norwood	Image Net Reimbursement	\$ 43.20		
Town of Telluride	E. Coli Testing	\$ 132.30		
State of Colorado	Annual Billing for NSD WWTF	\$ 976.00		
Xpress Bill Pay	Monthly service	\$ 89.25		
	<b>TOTAL</b>	<b>\$ 4,290.49</b>	<b>\$ -</b>	<b>0</b>

NORWOOD SANITATION DISTRICT			
ACCOUNTS PAYABLE FEBRUARY 2025			

			NSD	NWC	TON
10-40-270	Bruin Waste Management	PW Trash Service	\$ 42.37	\$ 42.37	\$ 42.37
10-40-510	CIRSA	Property Insurance	\$ 8,282.29	\$ 10,555.38	\$ 15,101.52
10-21-350	Jose Romero	Deposit Refund	\$ 18.50		
10-40-795	Prime Time Early Learning Center	Miracle Ubence Child Care	\$ 208.00	\$ 208.00	
10-40-210	Special District Association of Colorado	Norwood Sanitation District	\$ 548.01	\$ -	\$ -
		<b>TOTAL</b>	<b>\$ 9,099.17</b>	<b>\$ 10,805.75</b>	<b>\$ 15,143.89</b>

Report Criteria:

- Includes all accounts
- Includes grand totals

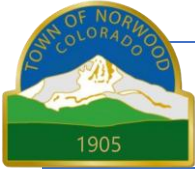
Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Earned Expended Percent
<b>NORWOOD SANITATION DISTRICT</b>				
<b>TAXES</b>				
10-31-100	INCOME - PROPERTY TAXES	109.91	18,000.00	.61
10-31-110	Interest on Taxes	.00	.00	.00
10-31-120	SO Auto Taxes	.00	.00	.00
10-31-500	CARRY OVER-SANITATION CHECKING	.00	26,804.00	.00
Total TAXES:		109.91	44,804.00	.25
<b>INTERGOVERNMENTAL REVENUE</b>				
10-33-400	GRANT PROCEEDS	.00	.00	.00
10-33-500	LOAN PROCEEDS	.00	.00	.00
Total INTERGOVERNMENTAL REVENUE:		.00	.00	.00
<b>CHARGES FOR SERVICES</b>				
10-34-200	SEWER CHARGES	29,403.27	260,000.00	11.31
10-34-500	DELINQUENT CHARGES	411.06	1,900.00	21.63
10-34-600	SEWER TAP FEES	.00	15,000.00	.00
Total CHARGES FOR SERVICES:		29,814.33	276,900.00	10.77
<b>MISCELLANEOUS REVENUE</b>				
10-36-100	INTEREST EARNINGS	20.05	.00	.00
10-36-200	Reconnect fees	100.00	.00	.00
10-36-300	DEPOSIT/TRANSFER	.00	3,000.00	.00
10-36-900	MISC/SUNDRY/SEWER DUMPS	.00	200.00	.00
Total MISCELLANEOUS REVENUE:		120.05	3,200.00	3.75
<b>SANITATION EXPENDITURES</b>				
10-40-110	SALARIES & WAGES-DIRECTORS	.00	600.00	.00
10-40-125	SALARIES REIMBURSEMENT - TOWN	20,464.01	126,959.00	16.12
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	330.34	3,500.00	9.44
10-40-134	EMPLOYEE BENIFITS-UNEMPLOYMEN	.00	.00	.00
10-40-210	BOOKS, SUBSCRIPTIONS & MEMBERS	548.01	700.00	78.29
10-40-220	PUBLIC NOTICES	.00	100.00	.00
10-40-230	TRAVEL	.00	1,000.00	.00
10-40-240	OFFICE SUPPLIES AND EXPENSE	.00	3,000.00	.00
10-40-250	CHEMICALS/SUPPLIES	.00	3,000.00	.00
10-40-255	AUTOMOBILE EXPENSES	34.71	4,500.00	.77
10-40-260	BLDGS & GROUNDS/DISCHARGE PER	.00	1,600.00	.00
10-40-270	UTILITIES	4,747.29	25,000.00	18.99
10-40-280	POSTAGE	231.27	3,000.00	7.71
10-40-290	Phones	76.77	650.00	11.81
10-40-310	CONTRACT LABOR	.00	17,759.00	.00
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	Earned Expended Percent
10-40-430	TREASURERS FEES	.00	.00	.00
10-40-440	SERVICE CHARGE	273.50	3,000.00	9.12
10-40-480	VEHICLE PURCHASE	.00	.00	.00
10-40-490	OPERATING SUPPLIES	975.75	14,000.00	6.97
10-40-510	PROPERTY/CASUALTY INSURANCE	9,140.96	5,500.00	166.20
10-40-520	EMPLOYEE HEALTH INSURANCE	249.94	10,000.00	2.50
10-40-610	MISCELLANEOUS SUPPLIES	.00	.00	.00
10-40-620	MISCELLANEOUS SERVICES	94.70	500.00	18.94
10-40-630	LAB & TESTING	378.85	6,000.00	6.31
10-40-640	COMPUTER/POSTAGE METER SUPPO	8,052.81	7,000.00	115.04
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	.00	2,500.00	.00
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	25,000.00	.00
10-40-780	CREDITS & ADJUSTMENTS	.00	400.00	.00
10-40-790	CAP IMPROVEMENT	.00	35,136.00	.00
10-40-795	Child Care	416.00	2,500.00	16.64
10-40-800	Depreciation Expense	.00	.00	.00
Total SANITATION EXPENDITURES:		46,264.91	324,904.00	14.24
NORWOOD SANITATION DISTRICT Revenue Total:		30,044.29	324,904.00	9.25
NORWOOD SANITATION DISTRICT Expenditure Total:		46,264.91	324,904.00	14.24
Total NORWOOD SANITATION DISTRICT:		16,220.62-	.00	.00
Grand Totals:		16,220.62-	.00	.00

Report Criteria:

Includes all accounts

Includes grand totals



## **PUBLIC WORKS DIRECTOR REPORT – March 2026**

### Norwood Water Commission

- Service Line Repairs– 1
- Main Line Repairs – 0
- Inspections – 0
  
- Projects
  - Working on cleaning water plant up.
  - Continuing fire hazard mitigation around water plant (see picture)
  - Reservoir #2 is 70% full
  - Started our spring flushing program for water quality
  - Quarterly testing this month (TTHM's & HAA5's)
  
- Capital Improvements
  - Filter tech has scheduled this month for maintenance

### **Work Orders:**

- Water - 4
- Sanitation - 3
- Town – 12

### **Utility Locates:**

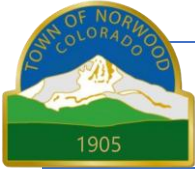
- 18
- 1- emergency

### Raw Water Irrigation System

- We are gearing up for the season, we will start getting system ready for use this month.

### Norwood Sanitation District

- Service Line Repairs - 0
- Main Repairs – 2
  1. Line coming from hardware store to the bank. The good thing is we were able to camera and locate a missing manhole that was buried 3' underground (see photo)
  2. Line coming from the medical clinic, roots were the issue
- Lagoon / discharge permit
  - Still in contact with the state regarding discharge permit. No news to report
- Projects
  - PM's on lagoon equipment
  - Tremendous amount of weed mitigation and discharge ditch cleaning  
We will start treating weeds when the rosettes appear  
We had Southwestern jet clean the inlet to lagoon while they were here for a mainline. Flow was getting severely restricted  
(removed a basketball sized grease ball and a wheel barrel full of wipes)



## **Town**

### • **Projects:**

- We are continuing with pothole repairs as weather permits.
- Earl has been able to sweep most streets. With the last snowstorm it should wash the fine dust away to finish it off.
- Sign replacement, replacing signs that we have in stock. I will be placing a order to stock a replacement for every sign in town along with replacements for the ones that need replaced.
- Still working in the alleys, bringing in road base to get them back in shape. Spring is always hard on the alleys.
- We will start doing weed mitigation as the appear. Just a reminder that we use organic herbicide and mechanical removal. (essential oils)
- We will begin spring clean up around town.  
(branches, trash, vegetation and anything else to make our town beautiful)
- In the process of building new flower planters for the front of Town Hall
- We will also replace asphalt leading into Town Hall when weather permits
- Park maintenance/sprinkler system and playground equipment

## **Training, Meetings, Community Outreach, Safety, and Other Information:**

- We are writing SOP's for some of our day-to-day tasks.
- I will attend a water/wastewater conference in Loveland March 16<sup>th</sup>-19<sup>th</sup>
- Monthly tailgate safety meetings "sometimes weekly"
  1. Basic First aide
  2. Preventing Back Injury
  3. Vehicle safety check list



## TOWN MANAGER REPORT – MARCH 2026

### STAFF

- Weekly staff meetings
- Monthly board meetings
- Billing Clerk Resignation
- THANK YOU CIDNEY – Staff shout out

### OPERATIONS

- Reconciliations
- CDS press release
- Pinnacol payroll audit
- NPS property purchase follow up
- Registered for CCCMA annual conference in April
- Close out year end TON/NWC/NSD in Caselle
- CWPP draft plan presentation
- Floating solar project meeting
- Budget to Actuals
- Agenda/Supporting Documents
- NWC grant reimbursement
- Process Payroll
- Code enforcement job posting and interviews
- Billing clerk job posting and interviews
- CDOT Sidewalk Project check in with Tommy and Steve
- Pocket Park follow up with KLJ
- Pocket Park advertisement for bids
- Bank account signers updated
- Sheriff Covault – Norwood Marshal's closet inventory
- Rural catalyst grant Boettcher Foundation
- Scott Thomas rate study review
- Office and billing support
- Permission to enter property letter follow up
- CWPP stakeholder meeting
- SLB meeting
- HSIP application – guardrail improvement on Norwood Hill
- Office organization
- LUC documents uploaded to file share for KLJ
- Website document clean up
- Floating solar press release
- CORA request
- LPC monthly grant report
- CDOT Sidewalk grant reimbursement
- Drainage study grant reimbursement
- NSD 2025 audit documents

### TRAINING

- SFR Webinar
- Economic Development Webinar
- Boettcher Foundation Rural Leaders Webinar

- EPA Community Grants Webinar
- EPA Grants Management Training
- EPA Budget Training
- Clean water consulting session

## PUBLIC OUTREACH

- Garden in a Box
- Water Wise Webinar
- NWC Water Tier Notice