

**Westwood Lakes Water Board Meeting Minutes**  
**January 14, 2016**

**Attendees:**

President – Eric Keehn

Secretary – Frances McLaurin

Treasurer – Candy Amerine

Member – Gina Wesolek

Consultant – Terry Amerine

Water Operator – Marty Parrish

**Location:** People's National Bank Meeting Room, 651 Scott Ave, Woodland Park, CO

6:04 pm Meeting called to order by Eric Keehn

**Public Comments**

- No public comments

**Presentation by People's Bank**

- Representatives of People's Bank handed out folders with the rates and fees for discussion. Candy presented the paperwork requirements for the board.

**Agenda Discussion**

- The following items were added to New Business:
  - Safety Deposit Box
  - People's Bank Account
  - Changing the emergency phone number

**Consent Items/Financials**

- Minutes from December 10, 2015 meeting were reviewed.
- Bookkeeper's Report – December, 2015 unaudited financial compilation: Presented by Candy.
- Check Review – Candy presented checks and explained invoices.
- Account Status/Billing Issues – Candy reviewed.  
It was proposed that all homeowners be sent a copy of the Rules & Regs and bills when turning off the water on rental property.

Gina motioned to accept the Consent Items/Financials as presented. Candy seconded the motions and it passed unanimously.

**Operator in Charge Report**

- Marty reported that the plant and distribution system are running well. Marty checked on the meter transmitters concerning failing battery life and found that they have a 10 year warranty and after that the warranty reduces 10% a year up to 20 years. One house needs to be shut off for nonpayment but the valve is seized up so it will have to be dug up to turn the water off. Meters in the pump house were retested and the results were submitted to the state and Marty confirmed that all was okay.

**Old Business**

- Rules & Regs – Tabled
- Infrastructure – Marty is to check houses that use a lot of water or are always late to make sure cutoff valves are assessable and can be turned off.
- Verizon – Withholding payment until Verizon sends a corrected bill. Verizon is supposed to send a credit.
- Security Protocol - Locks for the well head have been ordered and we should be able to get reimbursed 50% of the cost from the safety grant. Marty is still going to check on security system and motion lights.
- Board Membership – no suggestions

**New Business**

- Resolutions - Eric Keehn made a motion to adopt a resolution to hold the WLWD Board meeting on the second Thursday of every month in the People's National Bank meeting room at 651

Scott Avenue, Woodland Park, Colorado 80863 at 6:00 pm. Candy seconded the motion and it passed unanimously. The resolution complies with the requirements in the SDA manual to designate and post the time and place for all Board meetings. Paragraph 32-1-903(1)-(2), C.R.S. states The Board must adopt a resolution at the first regular meeting of each year designating the post place of the 24-hour agenda notice. Paragraph 24-6-402(2)(C),C.R.S. The meeting notice will be posted on the WLWD bulletin board at Lake Ruth, the website and on the pump house.

- District Map – Terry sent in the district map to Division of Local Affairs (DOLA) with no changes.
- Transparency Report – Candy updated and submitted to SDA
- 2016 Election – Eric made a motion to adopt a resolution designating Terry to be the Election Officer for the 2016 election. Candy seconded the motion and it passed unanimously.
- Safety Deposit Box – Candy made a motion to add all board members to the safety deposit box access at Park State Bank. Eric seconded the motion and it passed unanimously.
- People’s Bank Account – it was decided that more information was needed.
- Changing the Emergency phone number – Has been changed to Marty on the recording at the pump house. Terry will change it on the website.

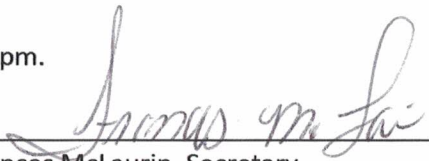
**Board Discussion**

- There were no additional discussions.

**Monthly Meeting Adjournment**

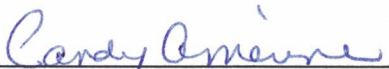
- Eric adjourned the meeting at 9:08 pm.

Respectfully Submitted by:

  
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Frances McLaurin, Secretary

Approved by:

  
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Eric Keehn, President

  
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Candy Amerine, Treasurer

  
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Gina Wesolek, Board Member