**Westwood Lakes Water Board Monthly Meeting Minutes**

**December 12, 2018**

**Attendees:**

President – Brad Bowles (excused absence) Secretary – Frances McLaurin (absent)

Vice President – Gina Wesolek Treasurer – Candy Amerine

Operator – Marty Parrish Keith Starr – Member

Operations Coordinator – Terry Amerine

**Location:** Community Bank Meeting Room, 651 Scott Avenue, Woodland Park, CO

Meeting called to order by Gina Wesolek at 6:05 pm

**Monthly Meeting Opening**

* Public Comments – No members attended.

**Agenda Discussion**

**Consent Items/Financials**

* Minutes of Nov. 14th and Nov. 29th Meetings – Presented by Gina.
* Bookkeeper’s Report – Presented by Candy.
* Check Review – Candy reviewed with the board.
* Account Status/Billing Issues – Candy will have bookkeeper reissue check for Director not attending this meeting. Candy moved to add Keith Starr as a signer on the ColoTrust account. Gina seconded the motion and it passed unanimously. A member of the district requested a one-time credit of the water conservation fee for a first- time usage of water in the over 8001 gallon per month category. The board discussed the matter. Gina made a motion to approve the one-time credit for the member. Keith seconded the motion and it passed unanimously.

Gina asked for a motion approve the Consent Items/ Financials as presented, with the exception of one check to reissue for a Director not attending meeting. Keith made a motion to accept the Consent Items/Financials as presented. Candy seconded the motion and it passed unanimously.

**Operator in Charge Report**

Plant running well. The Valley Lane frozen pipe prevention flow has been turned on at a rate of 2 gallons per minute. All water testing has been completed for the year. In January, Marty will purchase a 6- month supply of chemicals for the pumphouse. Marty expects to have a Sanitary Survey by the state of Colorado in 2019. Lead and copper testing is expected in early 2019.

**Operations Coordinator Report**

Terry reported on his activities including on his work on the new DCU setup with Marty, information learned through attendance at the CO811 training, and his further research on billing options.

**Old Business**

* Infrastructure – No updates.
* Education Opportunities – Candy reviewed deadlines for 2019 with the board.
* Water Taps – No updates.
* 2019 Budget – Minor changes were made by DOLA and Teller County. Will review at the Public Hearing Budget meeting on December 13, 2018.
* Contracts – Candy will prepare new contracts for signing.

**New Business**

* 2019 Meeting Dates & Times – Need to review meeting dates/times for 2019 and present at the January 9, 2019 meeting.

**Board Discussion**

**Monthly Meeting Adjournment**

Gina adjourned the meeting at 7:22 pm.

Respectfully submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gina Wesolek, Acting Secretary

Approved by:

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Candy Amerine, Treasurer

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Gina Wesolek, Vice President Keith Starr, Member