**Westwood Lakes Water Board Meeting Minutes**

**December 14, 2017**

**Attendees:**

Member – Brad Bowles Treasurer – Candy Amerine

Member – Gina Wesolek Operator – Marty Parrish

Operations Coordinator – Terry Amerine

 **Location:** People’s National Bank Meeting Room, 651 Scott Avenue, Woodland Park, CO

Meeting called to order by Brad Bowles (Acting President) at 6:10 PM.

**Monthly Meeting Opening**

* Public Comments – Candy read a letter from a member of the public regarding the new water rates. The board discussed the concern. The board will issue a reply to explain the water rates vs. usage.

**Agenda Discussion**

* Will add discussion item under Infrastructure – Board Members.

**Consent Items/Financials**

* Minutes of Nov. 9th, Nov. 16th, and Dec. 7th Meetings – Presented by Candy Amerine.
* Bookkeeper’s Report – Presented by Candy Amerine
* Check Review – Candy reviewed with the board. Terry reviewed his charges.
* Account Status/Billing Issues – none

Brad asked for a motion to accept the Consent Items/Financials as presented. Gina made a motion to accept the Consent Items/Financials as presented. Candy seconded the motion and it passed unanimously.

**Operator in Charge Report**

Last month was very busy. Lead and copper samples were taken. Marty called the lab and was told the tests were completed and the lab would be issuing a report. There was a water leak on Honey Hill that was repaired. A more permanent repair will be done in the spring. A water meter was replaced and a replaced water meter on Holiday was checked. It is working properly. A water leak on Piney Point Lane was repaired by contractors. Water samples are being collected for the lead and copper issue. Repairs to the dam are complete.

**Operations Coordinator Report**

Assisted the Operator in Charge – see report above.

**Old Business**

* Infrastructure – Board excused Francis McLaurin from the meeting.

Due to the unexpected passing of the board President, Eric Keehn on Nov. 26, signature authorization will be removed from all accounts as soon as a death certificate is released.

Candy made a motion to nominate Brad Bowles to be President, and Gina Wesolek to be Vice President. No other nominations were presented. Board voted unanimously. Brad made a motion to accept Terry Amerine as the Designated Election Official for the 2018 election. Gina seconded the motion.

2018 Budget – 2018 budget was delivered to Teller County. It will be submitted to the State of Colorado by the end of the month.

Education Opportunities – Candy attended 2 webinars: Transparency and Financial Management.

Public Education/Drinking Water Update: Board discussed requirements. Everything has been completed for this quarter.

**New Business**

* Contracts – Contracts were signed for 2018: Water Operator, Operations Coordinator, and Courier. Discussed the need for snow removal at/around the pump house. Terry will get bids.

**Board Discussion**

* Brad made a motion to make Terry Amerine the contact person for the Westwood Lakes Water District for People’s Bank.

**Monthly Meeting Adjournment**

* Brad adjourned the meeting at 9:30pm.

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

 Gina Wesolek, Vice President

Approved by:

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Brad Bowles, President Candy Amerine, Treasurer