**Westwood Lakes Water Board Monthly Meeting Minutes**

**February 13, 2019**

**Attendees:**

President – Brad Bowles Secretary – Frances McLaurin (absent)

Vice President – Gina Wesolek Treasurer – Candy Amerine

Operator – Marty Parrish (absent) Keith Starr – Member

Operations Coordinator – Terry Amerine

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

Meeting called to order by Brad Bowles at 11:08 am

**Monthly Meeting Opening**

* Public Comments – No members of the public attended.

**Agenda Discussion**

* None

**Consent Items/Financials**

* Minutes of January 10th Meeting – Presented by Gina.
* Bookkeeper’s Report – Presented by Candy.
* Check Review – Candy reviewed with the board.
* Account Status/Billing Issues – No issues

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

**Operator in Charge Report**

A report was sent to the board via email due to Marty’s absence. He stated that the water plant and distribution system were running well. There will be a state inspection of the system and records in June. Chemicals he purchased for the first six months of 2019 will show on the chemical budget. An inquiry was received that was requesting a report on surface water usage. It would have been due Feb. 8th. The inquiry was directed to people who get their water from rivers and lakes. Since we don’t use surface water, we were exempt in filing this report.

**Operations Coordinator Report**

Terry reported on his activities including the CO811 locate duties. All requests are sent to Terry via email and responded to CO811 via their website. Terry also reported on the status of upgrading the billing system.

**Old Business**

* Infrastructure – Terry reported on a watermain break on Shadowood Place.
* Education Opportunities – Candy distributed information regarding The Perils of Comparing Water Rates.
* Water Taps – No updates.

**New Business**

* Membership/Duties – The board discussed the resignation of Francis McLaurin effective January 10, 2019. Due to the resignation, the water board agreed to re-sign signature cards and remove Francis as a signer at the bank and update the Transparency document to show the change. A motion was made by Keith to accept the resignation and update the bank information and Transparency document. Brad seconded the motion and it passed unanimously. It was agreed that the acting Secretary will continue doing the meeting minutes until further notice.
* Posting/Shutoff Security Protocol – Keith contacted the Sheriff’s office regarding security when posting or doing shut offs. They recommended designating someone to go along with Terry or Marty. Law enforcement would not be available unless there was an issue that required their assistance.
* District Map – Terry showed the board the district map. He and Marty will continue to update the map.
* Executive Meeting – None

**Board Discussion:** None

**Monthly Meeting Adjournment**

Brad adjourned the meeting at 1:37 pm.

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

Gina Wesolek, Acting Secretary

Approved by:

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Candy Amerine, Treasurer Brad Bowles, President

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Gina Wesolek, Vice President Keith Starr, Member