

**Westwood Lakes Water Board Monthly Meeting Minutes**  
**August 12, 2020**

**Attendees:**

President – Brad Bowles

Treasurer – Candy Amerine

Vice President – Gina Wesolek - excused absence

Member – Keith Starr

Operator Coordinator– Terry Amerine

Operator – Marty Parrish

**Location:** Meeting was conducted virtually via Zoom Conferencing due to the Covid-19 pandemic  
Meeting called to order by Brad Bowles at 10:00 AM.

**Monthly Meeting Opening**

- Public Comments – No members of the public attended. Gina Wesolek is not attending due to an excused absence. Brad requested that the minutes be taken by Terry today in Gina’s absence.

**Agenda Discussion**

- No additional discussion was held.

**Consent Items/Financials**

- Meeting Minutes of July 08, 2020 – Prepared by Gina Wesolek, as Acting Secretary, and presented by Candy Amerine, Board Treasurer.
  - All Board Members verbally approved the Minutes of July 8, 2020.
- Bookkeeper’s Report – Reviewed by Candy Amerine
- Check Review – Reviewed by the board.
- Account Status/Billing Issues – Reviewed by Candy.
  - All documents regarding the Bookkeeper’s Report, Check Review, and Account Status/Billing Issues were reviewed and verbally approved by all Board Members.
  - Motion was made by Keith to return deposit of former renter and seconded by Brad. Approved unanimously.
  - Motion was made by Candy to forgive recent late fees on an account that has shown an excellent two-year payment record. Water user had presented written request due to hardship. Keith seconded it. Approved unanimously.

Brad made a motion to accept the Consent Items/Financials as presented. Keith seconded the motion. Approved unanimously.

**Operator in Charge Report**

Plant electrical system has been requiring a lot of patching as the system is getting old and showing signs of failure. Received a couple of bids for water plant electrical rehab /upgrade. The bid from Mountain Peaks Controls seemed to be the best option that would give us the tools to keep the plant running and have the failsafe options in the event of an outage including remote access. Gabe (our electrician) would do the hardwiring related to the rehab/upgrade and has submitted a proposal. Gabe will be coming out this week to troubleshoot Well # 3 to find out why it’s not operating. We would like to have all 3 wells operating. Need to have the well work done this year as we must have a backup well. Chemicals were purchased for the remainder of the year. Everything else is operating fine. Lead and copper were just tested and will be tested again in the fall.

## Operations Coordinator Report

Terry worked on the SIPA format and we are now receiving payments electronically. He responded to nine 811's this last month. He attended a webinar related to Zoom Meetings. Ring activity has been monitored. Lake and grounds are looking good. People are catching fish.

### Old Business

- Infrastructure –
  - o Candy reported that the Colorado Drinking Water Eligibility Survey was updated for 2021 to include Improvement/Expansion of Water Treatment Facilities
  - o In addition to SIPA reports, we are also notified by e-mail when a payment is made.
  - o Still working on electronic signature system.
- Education Opportunities –.SDA Annual Conference – Virtual Attendance Only due to Covid-19 – September 23, 24, 25. 2020

### New Business

- Pump House Improvements -. The Board reviewed the proposals and some of the definitions of the equipment. A separate secure web system is an important part of this project. This project will be discussed further with the plan to proceed in 2021. Marty will be continuing communication with the involved contractors.
- Executive Meeting (possible) – No Executive Meeting held.

**Board Discussion:** Discussed staying safe during Covid-19 times.

### Monthly Meeting Adjournment

Brad adjourned the meeting at 11:59 AM.

Respectfully submitted by:

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Terry Amerine, Operations Coordinator, per Board President

Approved by:

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Brad Bowles, President

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Keith Starr, Member

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Candy Amerine, Treasurer