**Westwood Lakes Water Board Monthly Meeting Minutes**

**November 11, 2020**

**Attendees:**

President – Brad Bowles Treasurer – Candy Amerine

Vice President – Gina Wesolek Member – Keith Starr

Operator Coordinator– Terry Amerine Operator – Marty Parrish

**Location:** Meeting was conducted virtually via Zoom Conferencing due to the Covid-19 pandemic.

A quorum was present at this meeting.

Meeting called to order by Brad Bowles at 10:02 am.

**Monthly Meeting Opening**

* Public Comments – No members of the public attended.

**Agenda Discussion**

* No additional discussion was held.

**Consent Items/Financials**

* Minutes of October 14, 2020 – Presented by Gina Wesolek.
  + All Board Members verbally approved the Minutes of October 14, 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.

Brad asked for a motion to accept the Consent Items/Financials. Keith made the motion to accept the Consent Items/Financials for October 14, 2020 as presented. Gina seconded the motion and it passed unanimously.

**Operator in Charge Report**

The water plant and distribution systems are operating well. Marty installed a new meter at 134 Illini. Marty gave Terry the annual water usage data showing the District pumped close to 8 million gallons of water this last year – which is slightly up from the prior year. Marty installed a thermal couple in the heater in the cl2 room and will install one in the heater on the north wall of the pump house this week.

**Operations Coordinator Report**

Terry responded to ten (10) 811 calls. Terry worked on the Budget with Candy, and prepared the Budget notice for the publication in the Courier. Terry also prepared the price increase notice for publication in the Courier. Terry attended a webinar on the State Revolving Fund Plan and another webinar on Auditing.

**Old Business**

* Infrastructure – the Board discussed the 2021 contract labor renewals for the Operator in Charge and the Operations Coordinator. Candy made a motion to increase the Operator in Charge salary by $100 per month. Keith seconded the motion and it passed unanimously. Brad made a motion to increase the Operations Coordinator wages by $1.00 per hour. Keith seconded the motion and it passed unanimously. Both Marty and Terry agreed to continue working these positions with the district.
* Infrastructure – Marty will give an update at next Board meeting on the upgrades to the Pump House.
* Education Opportunities – Candy is still working on getting Docusign up and running. Candy attended a webinar through SDA regarding Covid-19 and gave a brief report.

**New Business**

* Report on the SDA Conference – Terry, Candy and Brad reported on various classes they attended.

**Board Discussion: None**

**Monthly Meeting Adjournment**

Brad adjourned the meeting at 11:52 am.

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

Acting Secretary, Gina Wesolek

Approved by:

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Brad Bowles, President Gina Wesolek, Vice President

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Candy Amerine, Treasurer Keith Starr, Member