

**Westwood Lakes Water Board Monthly Meeting Minutes
May 10, 2023**

Attendees:

President –	Brad Bowles	Treasurer –	Candy Amerine
Vice President –	Gina Wesolek	Member –	Janelle Walzer
Operator Coordinator –	Terry Amerine	Operator –	Marty Parrish- absent

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 9:01 a.m.

Monthly Meeting Opening

- Public Comments – One member of the public attended.
- Oaths of Office – Candy gave the Oaths of Office to Brad Bowles, Gina Wesolek and Janelle Walzer.

Agenda Discussion

- None.

Consent Items/Financials

- Minutes of the regular Board Meeting for April 12, 2023, presented by Gina Wesolek.
 - All Board Members verbally approved the Minutes shown above.
- Bookkeeper’s Report – Reviewed by Candy Amerine
- Check Review – Reviewed by the board.
 - The board reviewed the invoices from Armentrout Construction.
- 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.
 - The board discussed account #94. This account incurred a late fee due to not receiving a bill in the mail. This account is requesting the late fee be forgiven. The board agreed to a one-time forgiveness as long as the bill is paid in full no later than May 20, 2023.
 - The board discussed account #191. Due to a water leak in the home, this account incurred several conservation fees and late fees. This account has asked for forgiveness of these fees. The board agreed to a one-time forgiveness of one of the conservation fees and a one-time forgiveness of one of the late fees incurred for this account.

Janella made a motion to accept the above transactions agreed upon by the board and to accept the Consent Items/Financials for April 2023 as presented. Gina seconded the motion and it passed unanimously.

Operator in Charge Report

The water plant and distribution systems are operating well. The City of Woodland Park stopped pulling water. Marty is hopeful that the decrease of water coming from our aquifer will help the lake return to full capacity. Marty and Terry had a busy month doing meters and had 3 digs on April 19th. Dig#1 was a repair at 147 Illini to lower a property shutoff. Dig#2 was locating the water line going to 7 Westwood. Dig#3 was a repair at the pump house to eliminate the drain line from freezing up. Marty worked on getting new chlorine stands replaced and will rebuild the chlorine room soon. Marty will pick up bids from Kayo and work on a bid from another contractor for 7 Westwood.

Operations Coordinator Report

Terry responded to eleven (11) 811 calls. Terry worked on fishing permits. So far the district has received 11 family permits, 47 individual permits, and 2 Short Term Rental permits. Terry has issued 93 badges. The fish stocking has been ordered and should be delivered on May 30, 2023. Terry and Marty replaced 8 meters and MTU’s in April. Terry worked on the audit, Notice of Appointments, the CCR reports, and attended an ADA webinar. He also negotiated with CenturyLink for a new contract. Terry also met with Marty and Kayo to reset the bubbler at the pumphouse and netted some dead fish out of the lake.

Old Business

- Infrastructure – No discussion
- Education Opportunities – Candy discussed the SDA workshops starting in June.
- Record Retention – No discussion.
- Emergency Preparedness, What if? – No discussion
- Meter/MTU Replacement – Meters and MTU replacements continue.
- 2023 Election – The notice of Appointments is under Operations Coordinator Report.
- 2023 Fishing Permits – See Operations Coordinator Report.
- Website – Working on ADA compliance. Candy moved to work with a SDA vendor. Brad seconded the motion and it passed unanimously.
- 2022 Audit – Ongoing.
- Consumer Confidence Report – mailed to all residents and Candy will send a notice to the State of Colorado for delivery.

New Business

- No discussion.

Board Discussion:

- o **Action Steps:**

Monthly Meeting Adjournment

Brad adjourned the meeting at 11:03 a.m.

Respectfully submitted by:

Acting Secretary, Gina Wesolek

Approved by:

Brad Bowles, President

Gina Wesolek, Vice President

Candy Amerine, Treasurer

Janelle Walzer, Member