

Westwood Lakes Water Board Monthly Meeting Minutes
July 12, 2023

Attendees:

President –	Brad Bowles	Treasurer –	Candy Amerine
Secretary –	Janelle Walzer	Member –	Gina Wesolek
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 9:10 a.m.

Monthly Meeting Opening

- Public Comments – No members of the public attended.

Agenda Discussion

- None.

Consent Items/Financials

- Minutes of the regular Board Meeting for June 22, 2023, presented by Gina Wesolek.
 - All Board Members verbally approved the Minutes.
- 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.
 - The board discussed accounts #78, #109, and #131 would receive a call. On account #135, Candy will draft a demand letter to send to this resident discussing payment options.

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

Operator in Charge Report

The water plant and distribution systems are operating well. Nothing out of the ordinary to report. At the end of the month, we will be installing 200 ft of water main. Marty and Terry will continue installing meters. Marty will also be taking lead and copper samples from 5 houses in the system for testing and try to rebuild the chlorine system in the next month.

Operations Coordinator Report

Terry responded to ten (10) 811 calls. There are 54 meters left to install. Kao won’t be able to be over until Thursday, July 20th to start work on the water main install. Terry took a SDA legislation update class online. Terry reported more algae is growing in the pond likely due to the rains which is a concern. Lake maintenance has the \$2,500 of new fish in the pond which many families have been able to enjoy. The new chlorine pump, that Marty mentioned in his report above, has a new mixing tank which is going to be installed; it’s a heavy duty tank which will help as the city has indicated they will likely be purchasing more water from us in the future. Terry reported that the new water main install has paid half of the materials and labor plus has a promissory note setup for the last half. Terry also noted that when new meters are installed, Terry and Marty are doing an inventory an checkup on the paperwork; per notes Candy took from an education class, we are being proactive and taking care of 2/3rds of the work

needing to be completed for paperwork. Terry continues to issue fishing permits as paid for – 23 permits given out thus far.

Old Business

- Infrastructure – No discussion beyond the water main to be installed as per Operator in Charge and Operations Coordinator Reports above.
- Education Opportunities – SDA conference in September in Keystone. Candy attended lead and copper workshop which included local and national updates.
- Record Retention – No discussion.
- Emergency Preparedness, What if? – No discussion
- Meter/MTU Replacement – Meters and MTU replacements continue; updated provided in Operations Coordinator Report above.
- 2023 Fishing Permits – See Operations Coordinator Report.
- Website – Tabled for next meeting.
- 2022 Audit – Board members were presented with audit and all Board Members verbally approved Candy approving the audit paperwork to be filed.

New Business

- No discussion.

Board Discussion:

- **Action Steps:**
 - We will continue discussion of the SDA conference/workshop in August. Next meeting will be August 9th.

Monthly Meeting Adjournment

Brad adjourned the meeting at 11:04 a.m.

Respectfully submitted by:

Acting Secretary, Janelle Walzer

Approved by:

Brad Bowles, President

Candy Amerine, Treasurer

Gina Wesolek, Member