

Westwood Lakes Water Board Monthly Meeting Minutes
August 9, 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 9:06 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 July 12, 2023, presented by Janelle Walzer.
 - 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 #191. On account #135, Candy discussed payment plan that has been signed and setup.

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

Operator in Charge Report

The water plant and distribution systems are operating well. Busy month. Approximately 29 meters were replaced. Marty upgraded the chlorine room with new tank stands and replumbed the new chlorine feed line. Marty took samples from 5 houses for lead and copper sent off to the state for testing and all 5 houses passed. He oversaw the water main extension project for the new homeowner that was started July 31st. The main extension is now waiting for the homeowner’s completion of an approved service line.

Operations Coordinator Report

Terry responded to nine (9) 811 calls after conferring with the Water Operator. Terry set up the schedule for meter replacement with the residents, programmed the meters, and worked with Marty to replace the meters. He followed up with the communication necessary with our billing vender and with our bookkeeper so that water billing will be correct. More meters are scheduled to be replaced in August. He coordinated the calling and repeated calling of all water users affected by the dig as well as the needed water outage scheduling. He helped at the actual dig by filming and recording as well as serving as traffic director and making runs for materials and food. The contractor, water operator, and water operations coordinator worked well together on this complex project.

Old Business

- Infrastructure – Presence of lake moss/algae was discussed. Resources are being accessed from our fish supplier and a volunteer from the community. See notes in Operator in Charge and Operations Coordinator related to Water Main Extension.
- Education Opportunities – SDA Conference in Keystone CO Sept 12 through Sept 14. Board members can attend in person or online. The Board decided to move the regular monthly board meeting from 9-13-2023 to 9-20-2023 to make this training opportunity accessible.
- Record Retention – No discussion.
- Emergency Preparedness, What if? – No discussion.
- Meter/MTU Replacement – Meters and MTU replacements continue; updated provided in Operations Coordinator Report and Operator in Charge Reports above.
- 2023 Fishing Permits – No discussion
- Website – Candy reported that more resources are finally becoming available like a PDF checker and there is a training offered at the SDA Conference this fall.
- 2022 Audit – Candy submitted our acknowledgement of the presented draft to the Auditor and the Audit was completed and subsequently submitted to the State of Colorado. Candy also submitted the audit to the bookkeeper for appropriate updates.

New Business

- 2024 Budget: Brad moved that Candy be appointed as the 2024 Budget Officer. Gina seconded the motion. The motion unanimously passed.

Board Discussion:

- o **Action Steps:**
 - o Next meeting will be September 20th.

Monthly Meeting Adjournment

Brad adjourned the meeting at 11:01 a.m.

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Brad Bowles, President

Candy Amerine, Treasurer

Gina Wesolek, Member