

**Westwood Lakes Water Board Monthly Meeting Minutes  
September 20, 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 9:01 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 August 9, 2023, presented by Janelle Walzer.
  - All Board Members verbally approved the Minutes.
- Bookkeeper’s Report – Reviewed by Candy Amerine to include discussion of cleaning of lake time spent.
- Check Review – Reviewed by the board to include 3 additional checks discussed.
- 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 #23, #135, and #178.

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

**Operator in Charge Report**

The water main extension was finally completed at a new homeowners house. Marty plans on doing tap to property this month which will be difficult on the homeowners part to run a service line. Marty and Terry did 13 meters last month and plan to finish up that project before winter arrives. Marty will be working on our annual augmentation report in the coming weeks. Water plan and distribution systems are running great!

**Operations Coordinator Report**

Terry responded to eight (8) 811 calls after conferring with the Water Operator. Terry and Marty installed 13 meters last month. Terry spent lots of time at the water main extension.

**Old Business**

- Infrastructure – Presence of lake moss/algae was discussed. See notes in Operator in Charge and Operations Coordinator related to Water Main Extension.
- Education Opportunities – Candy and Terry discussed their experiences at the SDA Conference in Keystone, CO they attended earlier in the month.
- 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 – After attendance at the SDA Conference, there is now an extended date of 7/1/24 for the updates to take place.
- Budget 2024 – Future meetings scheduled for budget meetings.

**New Business**

- Schedule Fall Meetings – Discussed and Scheduled.
- 2024 Price Increase – Briefly discussed and scheduled working meetings.
- Report on Keystone SDA Conference – Terry and Candy attended multiple sessions both jointly and separately. They have access to recordings and PowerPoints to educational sessions if anyone should be interested in anything.

**Board Discussion:**

- o **Action Steps:**
  - o Next meeting will be October 10th.

**Monthly Meeting Adjournment**

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

Respectfully submitted by:

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Janelle Walzer, Secretary

Approved by:

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Brad Bowles, President

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Candy Amerine, Treasurer

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Gina Wesolek, Member