

Westwood Lakes Water Board Monthly Meeting Minutes
October 11, 2023

Attendees:

President –	Brad Bowles	Treasurer –	Candy Amerine
Secretary –	Janelle Walzer	Operator –	Marty Parrish- absent
Operator Coordinator –	Terry Amerine		

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 September 20, 2023, presented by Janelle Walzer.
 - All Board Members verbally approved the Minutes.
- Bookkeeper’s Report – Reviewed by Candy Amerine.
 - Vote to revoke signatory authority over the checking account at Community Banks of Colorado for Gina Wesolek. Motion by Janelle, Seconded by Brad. All approved unanimously.
 - Vote to add signatory authority over the checking account at Community Banks of Colorado for Janelle Walzer. Motion by Janelle, Seconded by Brad. All approved unanimously.
- 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 #23, #59, #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 September 2023 as presented. Janelle seconded the motion and it passed unanimously.

Operator in Charge Report

Water plant and distribution systems are running great. Final inspection was completed at a new homeowner’s house for the service line; we’ve made the tap into the main extension. The new homeowner’s plumber has not completed the inside shut off, so we cannot turn on water or install the meter yet. We have rented a roll off dumpster to clean out pump-house from all the projects we have been doing and fall clean up. The Colorado Department of Health will be doing their tri-annual inspection on the 24th and 25th of this month; they will be going through our records via Zoom and do a walk-through inspection. Terry and Marty will get back on meters and the augmentation report soon. Marty reported that the city is expecting to pull 2.5-3 million gallons of water through the winter which will result in higher electricity, power, and chemical expenses. Marty will check on an MTU that is not sending data after a plumber’s work.

Operations Coordinator Report

Reviewed invoice for mileage. Terry responded to eleven (11) 811 calls after conferring with the Water Operator. There are 18 meters left to install. Terry and Marty installed 14 meters last month. Terry spent time working on the budget with Candy.

Old Business

- Infrastructure – There was discussion of the fire hydrant testing as requested by the POA. Testing was done previously as requested by NETCO. Terry will reach out to Marty to discuss how to move forward.
- Education Opportunities – No discussion.
- 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 – No discussion – ADA updates are now extended date of 7/1/24.
- Budget 2024 – Additional discussion post work meeting on 10/4/2023 in prep for public meeting scheduled for 10/20/2023.
- 2024 Contracts – The board approved the 2024 Contracts for the Water Operator, Operations Coordinator, and the Courier.

New Business

- Schedule Fall/Winter Meetings – Tentative schedule change to 1-2:30 on the 2nd Wednesday of the month starting 1/10/24 meeting.

Board Discussion:

- o **Action Steps:**
 - o Public hearing October 20th at 9am
 - o Next meeting will be November 8th at 9am.

Monthly Meeting Adjournment

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

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Brad Bowles, President

Candy Amerine, Treasurer