

Westwood Lakes Water Board Monthly Meeting Minutes
January 10, 2024

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 December 13, 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 various outstanding accounts.

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

Operator in Charge Report

Water plant and distribution systems are running great. The chlorine pump needs a lot of attention due to high usage. Marty rebuilt 3 chlorine pumps last month, but we are still keeping up with demand. Installed one meter in December. Marty will order more chlorine repair parts to have spare pump parts on hand. will be working on chlorine pump rebuild. Marty, Terry, and Brad responded to a water shut off for a delinquent account.

Operations Coordinator Report

Terry responded to four (4) 811 calls after conferring with the Water Operator. Terry worked through budget and attending DOLA webinar. 7 meters remain to be replaced.

Old Business

- Infrastructure – Phones purchased to link to phone lines for WLWB. Banking has been setup with all 3 signers.
- Education Opportunities – We will see more coming through the SDA.
- Emergency Preparedness, What if? – Discussion of what if?
- Meter/MTU Replacement – Meters and MTU replacements continue; updated provided in Operations Coordinator Report and Operator in Charge Reports above.
- Website – This is being worked on.
- Budget 2024 – Completed and turned into the county and state.

New Business

- Designation of 2024 meeting dates, times, and agenda posting locations – Regular meetings scheduled for the 2nd Wednesday of the month at 1pm. Work meetings scheduled for the last Wednesday of the month at 1pm. Agendas will be posted on website 24 hours in advance – a QRC code created to be posted on pump house for link of where to find information about upcoming meeting and agendas.
- Transparency – Submitted by Candy on 1/2/24
- Map Letter – Submitted by Terry on 1/1/24 with no changes,

Board Discussion:

- o **Action Steps:**
 - o Next work meeting January 31st at 1pm.
 - o Next meeting will be February 14, 2024 at 1pm.

Monthly Meeting Adjournment

Brad adjourned the meeting at 10:36 a.m.

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Brad Bowles, President

Janelle Walzer, Secretary

Candy Amerine, Treasurer