

Westwood Lakes Water Board Monthly Meeting Minutes
March 13, 2024

Attendees:

President –	Brad Bowles	Treasurer –	Candy Amerine
Secretary –	Janelle Walzer	Operator –	Marty Parrish
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 1:05 pm

Monthly Meeting Opening

- Public Comments – No members of the public attended.

Agenda Discussion

- None.

Consent Items/Financials

- Minutes of the regular Board Meeting for February 14, 2024 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 two outstanding accounts.

Brad made a motion to accept the above transactions agreed upon by the board and to accept the Consent Items/Financials for February 2024 as presented. Janelle seconded the motion and it passed unanimously.

Operator in Charge Report

Water plant and distribution systems are running well. On February 2nd, Terry and Marty put a new hose on the generator that split out and lost all the antifreeze; we will replace all hoses this summer. We are having intermittent chlorine pump issues due to continued usage which happens every winter when we are selling a lot of water. Marty has made the necessary repairs for the sanitary survey which has been submitted to the state. Candy and Marty are working on the C.C.R.’s to make comments on the report and we are looking at the lead and copper service line inventory which is due this fall. Terry and Marty are still looking at replacing the remainder of the water meters left to be replace and change out the one that isn’t working. Marty has placed a chemical order with USA Blue Book.

Operations Coordinator Report

Terry responded to six (6) 811 calls after conferring with the Water Operator. Terry attended a PFAS webinar and a Zoom meeting on Effective Data Strategies. Terry worked on addressing the ADA updates needed for website.

Old Business

- Infrastructure – None.
- Education Opportunities – opportunities available online.
- Emergency Preparedness, What if? – Discussion of what if? – None.

- Meter/MTU Replacement – Meters and MTU replacements continue; updated provided in Operations Coordinator Report and Operator in Charge Reports above.
- Website – Terry continues to work on this.
- Audit 2023 – Scheduled for June 2024.

New Business

- Consumer Confidence Survey (C.C.R.) – Update provided in Operator in Charge Report above.
- Service Line Inventory Survey - Update provided in Operator in Charge Report above.
- Lake Maintenance & Resources – Discussion to spend money on microbes of \$1,400 to put into lake every 2 weeks – approved spending this money. In order to add catfish to our order, the company needs other requests; there is a possibility we are unable to get catfish in our order this year. There was a discussion on a liming to help with goose poop for the water being washed into the lake; more research needed to be done.
- Policy Working Document – Candy created notes we need to address.
- Rule & Regulations Working Document – Candy created placeholder to add to areas with changes.
- Resolution Archive Working Draft - Candy created placeholder to add to areas with changes.
- Planned Projects Working Draft - Candy created placeholder to add to areas with changes.

Board Discussion:

- o **Action Steps:**
 - o Next work meeting will be March 27th at 1pm.
 - o Next meeting will be April 10th at 1pm.

Monthly Meeting Adjournment

Brad adjourned the meeting at 2:22 pm.

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Brad Bowles, President

Janelle Walzer, Secretary

Candy Amerine, Treasurer