

**Westwood Lakes Water Board Monthly Meeting Minutes
December 13, 2023**

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 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 November 8, 2023 and Public Hearing for November 29, 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 November 2023 as presented. Janelle seconded the motion and it passed unanimously.

Operator in Charge Report

Water plant and distribution systems are running great. Marty will be working on chlorine pump rebuild. Marty turned on Valley Lane Drip for the Winter to prevent freezing pipes. Marty assisted in water turn off for an outstanding account balance due. Marty provided information on the dam report – overall very positive report.

Operations Coordinator Report

Terry responded to six (6) 811 calls after conferring with the Water Operator. Terry discussed Lake Ruth inspection. Posting of an outstanding account balance. There are 7 meters left to install. Water was turned on for new homeowner.

Old Business

- Infrastructure – Discussion to look into phones for business as well as a phone for Marty.
- Education Opportunities – Terry participated in an ADA compliance meeting.
- 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.
- Website – No discussion – ADA updates are now extended to 7/1/24.

New Business

Board Discussion:

○ **Action Steps:**

- Next work meeting December 27th at 1pm.
- Final Budget Hearing meeting January 3, 2024 at 9am.
- Next meeting will be January 10, 2024 at 9am.

Monthly Meeting Adjournment

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

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Brad Bowles, President

Candy Amerine, Treasurer
