

Westwood Lakes Water Board Monthly Meeting Minutes
February 14, 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 1:02 pm

Monthly Meeting Opening

- Public Comments – No members of the public attended.

Agenda Discussion

- None.

Consent Items/Financials

- Minutes of the public hearing for January 3, 2024 and regular Board Meeting for January 10, 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 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 January 2024 as presented. Janelle seconded the motion and it passed unanimously.

Operator in Charge Report

Water plant and distribution systems are running well. On January 15th, we had a water main break and was repaired in wind chill temps of 33 degrees below; all has been repaired. Marty had to address an issue with the bubbler on January 12th, where an electrician was called out to make repair on filter. Marty had to rebuild a chlorine pump due to high water flows, but this is normal and expected. The generator blew a coolant hose, so Terry and Marty had to replace it. Marty is working on some plumbing issues inside the pump house due to suggestions from the sanitary survey we had last fall. There are 7 meters left to be replaced which will be done as time allows.

Operations Coordinator Report

Terry responded to eight (8) 811 calls after conferring with the Water Operator. Terry updated and submitted district map for DOLA. Terry reviewed the safety deposit box materials. Terry assisted with the bubbler malfunction on January 12th and the water main break on January 15th as mentioned in Operator in Charge Report. Terry programed the water district phone and worked on addressing the ADA updates needed for website.

Old Business

- Infrastructure – None.
- Education Opportunities – Candy attended PFAS re: testing of water.

- 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 has been working on this.
- Budget 2024 – Completed and turned into the county.

New Business

- CORA – Reviewed CORA policy and agree that what we have is ok the way it is. Candy made the motion to approve/leave as is, Brad 2nd it; all approved motion without objection.
- Audit 2023 – Scheduled for June 2024.

Board Discussion:

- o **Action Steps:**
 - o Next work meeting will be February 28th at 1pm.
 - o Next meeting will be March 13 at 1pm.

Monthly Meeting Adjournment

Brad adjourned the meeting at 2:28 pm.

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Brad Bowles, President

Janelle Walzer, Secretary

Candy Amerine, Treasurer