

Westwood Lakes Water Board Monthly Meeting Minutes
April 10, 2024

Attendees:

President –	Brad Bowles	Treasurer –	Candy Amerine
Secretary –	Janelle Walzer	Operator In Charge –	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 1:07 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 March 13, 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 three outstanding accounts.

Brad made a motion to accept the above transactions agreed upon by the board and to accept the Consent Items/Financials for March 2024 as presented; to include approval of waived late fee for a homeowner as requested due to inability to drop off payment at water house due to snow storm. Janelle seconded the motion and it passed unanimously.

Operator in Charge Report

Water plant and distribution systems are running well. Marty has worked with the state for help on the lead service line inspection and he has been given a coach to assist in the process of completing forms online. Work on the tanks and wells as requested by the state inspection has been completed and documentation has been uploaded. We are having intermittent chlorine pump issues due to continued high water usage which happens every winter when we are selling a lot of water; Marty is still repairing these pumps. Marty discussed water main break which happened in early April which is affected one homeowner; still working on cleanup from break. Terry and Marty are still looking at replacing the remainder of the water meters left to be replaced and change out the one that isn’t working.

Operations Coordinator Report

Terry responded to four (4) 811 calls after conferring with the Water Operator. Terry met with the bookkeeper to discuss a few items. Terry assisted 3 homeowners during the snow storm and picked up their payments due to inability to make it to the pump house. Terry has ordered the fish and microbes; we might get catfish if others have requested the catfish. Fish delivery is in May and microbes should arrive before then. Terry attended an ADA compliance streamline zoom meeting.

Old Business

- Infrastructure – Discussion of the land around the lake is WLWB responsibility. Discussion regarding the inquiry from the POA to host annual picnic on lake property – Brad to inquire more about the request for next meeting.
- Education Opportunities – opportunities available online. Tery and Candy participated in PFSA with 6 testing for water source national guidelines.
- Emergency Preparedness, What if? – Discussion of what if? – None.
- Meter/MTU Replacement – Meters and MTU replacements continue; updated provided in Operator in Charge Report above.
- Website – Terry continues to work on this.
- Audit 2023 – Scheduled for June 2024.
- Consumer Confidence Survey (CCR) – This has been completed and is ready to be sent out to report to the state.
- Service Line Inventory Survey – None.
- Lake Maintenance & Resources – See Operations Coordinator Report regarding fish and microbes.
- Policy Working Draft – None.
- Rules & Regulations Working Draft – None.
- Resolutions Archive Working Draft – None.
- Planned Projects Working Draft – None.

New Business - None

Board Discussion:

- o **Action Steps:**
 - o Next work meeting will be April 24th at 1pm.
 - o Next meeting will be May 8th at 1pm.

Monthly Meeting Adjournment

Brad adjourned the meeting at 2:47 pm.

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Brad Bowles, President

Janelle Walzer, Secretary

Candy Amerine, Treasurer