

**Westwood Lakes Water Board Monthly Meeting Minutes
June 12, 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 needing a remote working environment.

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 April 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 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 May 2024 as presented. Janelle seconded the motion and it passed unanimously.

Operator in Charge Report

Water plant and distribution systems are running great. The city stopped pulling water in May. VOC and Nitrate testing are complete; Marty is just waiting on results from the lab. We had a water main break on the end of Valley Lane in early June with work being done on the water main break quickly and efficiently. In June, Marty and team will clean up winter water breaks (or will schedule to make this happen this month; also goal is to work to complete water meter replacements along with the lead service line inventory.

Operations Coordinator Report

Terry responded to five (5) 811 calls after conferring with the Water Operator. Terry worked on water main break on Valley Lane. Terry completed the CCR mailing and deliver. Terry completed the fishing permits and sent out to homeowners. Terry, Candy and Brad met with lake inspection company regarding quote for maintenance on water quality. Fish were delivered and appear to be doing well.

Old Business

- Infrastructure – None.
- Education Opportunities – Opportunities available online. Terry and Candy are attending an annual SDA workshop.
- Emergency Preparedness, What if? – Discussion of what if? – None.

- Meter/MTU Replacement – Meters and MTU replacements continue; update provided in Operator in Charge Report above.
- Website – There is a new template for the website forthcoming.
- Audit 2023 – Scheduled for June 2024. Waiting on engagement letter.
- Consumer Confidence Survey (CCR) – This was sent out to users and just need to obtain certificate of delivery.
- Service Line Inventory Survey – See Operator in Charge Report.
- Lake Maintenance & Resources – See Operations Coordinator Report regarding fish and lake inspection.
- Policy Working Draft – None.
- Rules & Regulations Working Draft – None.
- Resolutions Archive Working Draft – None.
- Planned Projects Working Draft – None.

New Business –

- Contracts – Proposal and approval of yearly lake maintenance contract. Candy made a motion to accept to accept yearly lake maintenance contract as proposed. Janelle seconded the motion and it passed unanimously.

Board Discussion:

- o **Action Steps:**
 - o Next work meeting will be June 26th at 1pm.
 - o Next regular monthly meeting will be July 1th at 1pm.

Monthly Meeting Adjournment

Brad adjourned the meeting at 2:06 pm.

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Brad Bowles, President

Janelle Walzer, Secretary

Candy Amerine, Treasurer