

**Westwood Lakes Water Board Monthly Meeting Minutes
November 8, 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 9:00 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 October 11, 2023 and Public Hearing for October 20, 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 accounts #45, #109, and #135.

Brad made a motion to accept the above transactions agreed upon by the board and to accept the Consent Items/Financials for October 2023 as presented. Candy seconded the motion and it passed unanimously.

Operator in Charge Report

Water plant and distribution systems are running great. The new homeowner’s plumber has completed the inside shut off, so the meter has been turned on and is running. Marty and Terry installed 4 meters last month. Terry and Marty also tore apart 140 meters to be recycled. The Colorado Department of Health held their tri-annual inspection on the 24th and 25th of last month; they reviewed our records via Zoom and they did a virtual and an in-person walk through inspection of the pumphouse. Marty has a few items that need to be addressed. We passed inspection. Terry and Marty completed the augmentation report and showed the board the Mountain Mutual spreadsheet calculations. There are 8 meters left to be installed.

Operations Coordinator Report

Reviewed invoice for mileage. Terry responded to eleven (11) 811 calls after conferring with the Water Operator. Terry spent time working on the budget with Candy. Terry programmed the last 8 meters so they are ready to be installed when they can coordinate with the homeowners.

Old Business

- Infrastructure – There was discussion of the fire hydrant testing. Hydrant testing is done in conjunction with Northeast Teller County Fire Protection District. Snow plowing contract has been accepted.

- Education Opportunities – No discussion.
- 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 date of 7/1/24. No discussion.
- Budget 2024 – Reviewed Pikes Peak Courier notice that was posted as public notice on 10/25/23.

New Business

Board Discussion:

- o **Action Steps:**
 - o Public Hearing 2024 Budget November 29th at 9am
 - o Next Regular Monthly Board Meeting December 13th at 9am

Monthly Meeting Adjournment

Brad adjourned the meeting at 11:10 a.m.

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Brad Bowles, President

Candy Amerine, Treasurer