

Westwood Lakes Water Board Monthly Meeting Minutes
August 14, 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 July 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 multiple outstanding accounts.

Brad made a motion to accept the above transactions agreed upon by the board and to accept the Consent Items/Financials for July 2024 as presented. Janelle seconded the motion and it passed unanimously.

Operator in Charge Report

Water plant and distribution systems are running great. Woodland Park stopped taking water so consumption levels of water are low. Marty replaced a timer on the lake aerator. Mary rebuilt a chlorine pump. Marty and crew worked on clean up on water main breaks from winter, installed a new water valve on Valley Lane leak, and installed a new property shutoff on Stillforest Lane. Marty has submitted corrective action to the state for the sanitary survey.

Operations Coordinator Report

Terry responded to fifteen (15) 811 calls after conferring with the Water Operator. Terry installed “private lake” signs as we’ve had non-residents at Lake Ruth. Terry worked with lake maintenance company on the status of the lake. Terry worked with Marty and contractor on dam repairs, old water main break cleanup from winter, as well as the overflow on the dam. Terry delivered the dam report to the county which will change the grade on the road above the dam. Terry continued work on the website.

Old Business

- Infrastructure – See Operator in Charge report regarding replacement of water main between two homes on Stillforest Lane.
- Education Opportunities – Opportunities available online.

- Emergency Preparedness, What if? – Discussion of what if? – None
- Meter/MTU Replacement – None.
- Website – Brad made a motion to approve the purchase of software for the website to notify if any problems with being ADA compliant. Janelle seconded the motion and this motion passed unanimously.
- Audit 2023 – In process.
- Consumer Confidence Survey (CCR) – Completed.
- Service Line Inventory Survey – None.
- Lake Maintenance & Resources – See Operations Coordinator Report.
- Policy Working Draft – None.
- Rules & Regulations Working Draft – None.
- Resolutions Archive Working Draft – None.
- Planned Projects Working Draft – None.

New Business –

- Accounting Engagement Letter – All in agreement to approve with motion made by Brad, Candy seconded the motion which passed unanimously.
- Third Party Rental Agreement/Deposit/Fee – Brad made a motion to: Cease collection of all rental deposits effective immediately. There is a form for completion as well as a \$50 fee to transfer if landlord is moving water bill/contact to tenant or management company. Janelle seconded the motion which passed unanimously.
- 2025 Budget Officer – Janelle made a motion for Candy Amerine to be our budget officer. Brad seconded the motion which passed unanimously.

Board Discussion:

- o **Action Steps:**
 - o Next work meeting will be August 28th at 1pm.
 - o Next regular monthly meeting will be September 11th at 1pm.

Monthly Meeting Adjournment

Brad adjourned the meeting at 2:20 pm.

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Brad Bowles, President

Janelle Walzer, Secretary

Candy Amerine, Treasurer