

**Westwood Lakes Water Board Monthly Meeting Minutes  
September 11, 2024**

**Attendees:**

President –	Brad Bowles	Treasurer –	Candy Amerine
Secretary –	Janelle Walzer	Operator In Charge –	Marty Parrish
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 1:07 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 August 14, 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 August 2024 as presented. Janelle seconded the motion and it passed unanimously.

**Operator in Charge Report**

Water plant and distribution systems are running great. On August 1<sup>st</sup>, we finished the cleanup from the winter water main breaks. The county brought in some gravel to build the dam back up as per the dam inspection; we still need to put drains back in place after they finish grading. On July 31<sup>st</sup>, Terry and Marty replaced two more meters. The lead and service line inventory was completed and submitted to the state. Marty mailed off the last water samples to the state and waiting on results.

**Operations Coordinator Report**

Terry responded to four (4) 811 calls after conferring with the Water Operator. Terry met with the accountant and the banker on different issues. Terry worked on the website, assisted with questions/requests on the audit, and worked on the Third Party Agreement. Terry changed out two batteries at the pump house. As mentioned in the Operator in Charge Report, Terry and Marty replaced two meters. Terry talked with an account on a billing concern and collected our first Third Party Agreement.

**Old Business**

- Infrastructure – See Operator in Charge report regarding cleanup of winter water main breaks as well as the dam fixes.

- Education Opportunities – SDA Annual Meeting – Candy attended meeting with regards to how to attend/run meeting and management of organization.
- Emergency Preparedness, What if? – Discussion of what if? – None
- Meter/MTU Replacement – See Operator in Charge and Operations Coordinator Reports above.
- Website – The website is being worked on for ADA compliance.
- Audit 2023 – Is in the process and waiting on being wrapped up.
- Service Line Inventory Survey – See Operator in Charge Report.
- Lake Maintenance & Resources – See Operations Coordinator Report with regards to the dam. The lake maintenance company comes September 13<sup>th</sup>.
- Policy Working Draft – None.
- Rules & Regulations Working Draft – None.
- Resolutions Archive Working Draft – None.
- Planned Projects Working Draft – None.

**New Business –**

- Remaining 2024 Schedule:
  - o Continue with 2<sup>nd</sup> Wednesday of the month at 1pm for regular meetings for rest of the year; October 9<sup>th</sup>, November 13<sup>th</sup>, December 11<sup>th</sup>.
  - o Next work meeting: September 25<sup>th</sup> at 1pm.
  - o Public Hearing: September 25<sup>th</sup> at 1:30pm.
  - o 1<sup>st</sup> Budget Meeting: November 20<sup>th</sup> at 1pm
  - o 2<sup>nd</sup> Budget Meeting: December 9<sup>th</sup> at 1pm
- 2025 Contracts:
  - o Operator in Charge Contract – Janelle made a motion to approve as presented. Brad seconded the motion and it passed unanimously.
  - o Courier Contract - Brad made a motion to approve as presented. Janelle seconded the motion and it passed unanimously.
  - o Operations Coordinator Contract - Janelle made a motion to approve as presented. Brad seconded the motion and it passed unanimously.
- 2025 Water Rates/Fees: Reviewed and noted updates based on approved contracts.

**Board Discussion:**

- o **Action Steps:**
  - o Next work meeting will be September 25th at 1pm.
  - o Next regular monthly meeting will be October 9th at 1pm.

**Monthly Meeting Adjournment**

Brad adjourned the meeting at 2:29 pm.

Respectfully submitted by:

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Janelle Walzer, Secretary

Approved by:

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Brad Bowles, President

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Janelle Walzer, Secretary

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Candy Amerine, Treasurer