

**Westwood Lakes Water Board Monthly Meeting Minutes
October 9, 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 1:01 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 September 11, 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 September 2024 as presented; to include approval of waived water conservation fee for a homeowner as requested due to an issue with a leak that has been fixed before request has been made. Janelle seconded the motion and it passed unanimously.

Operator in Charge Report

On September 18th, there was a service line break with a bad property shut off; we dug up and installed a new shut off and repaired the break at the homeowner’s expense. Terry and Marty met to discuss repairing heaters in pump house to include replacing one heater. Brad made a motion to accept the bid for replacement of pump house water heater; Janelle seconded the motion and it passed unanimously. Marty is working on the well numbers for Terry’s annual augmentation report which is due November 1. The water plant is running great with very little usage until the city starts taking water for the winter.

Operations Coordinator Report

Terry responded to nine (9) 811 calls after conferring with the Water Operator. Terry assisted with the service line break mentioned in the Operator in Charge Report above. Terry said the lake was looking good going into winter. Terry continues to work through the budget and is assisting with meter updates.

Old Business

- Infrastructure – Looking at possible new board members.
- Education Opportunities – None.
- Emergency Preparedness, What if? – Discussion of what if? – None.

- Meter/MTU Replacement – Per Operations Coordinator Report above, will continue to work on meter updates.
- Website – The website is being worked on for ADA compliance with plugins being completed to scan data.
- Audit 2023 – Is in the process and waiting on being wrapped up.
- Lake Maintenance & Resources – Contactor is coming out this week for maintenance. We will request bid for snow removal.
- Policy Working Draft – None.
- Rules & Regulations Working Draft – None.
- Resolutions Archive Working Draft – None.
- Planned Projects Working Draft – None.

New Business –

- 2025 Budget – A draft was presented to the board.

Board Discussion:

- o **Action Steps:**
 - o Remaining 2024 Schedule:
 - Continue with 2nd Wednesday of the month at 1pm for regular meetings for rest of the year; November 13th, December 11th.
 - Next work meeting: October 30th at 1pm.
 - 1st Budget Meeting: November 20th at 1pm
 - 2nd Budget Meeting: December 9th at 1pm
 -

Monthly Meeting Adjournment

Brad adjourned the meeting at 2:17 pm.

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Brad Bowles, President

Janelle Walzer, Secretary

Candy Amerine, Treasurer