

**Westwood Lakes Water Board Monthly Meeting Minutes
November 13, 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 1:07 pm

Monthly Meeting Opening

- Public Comments – One member of the public in attendance.

Agenda Discussion

- None.

Consent Items/Financials

- Minutes of the regular Board Meeting for October 9, 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.

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

Operator in Charge Report

Marty reported that the water plant and distribution systems are running great. The City of Woodland Park has not started taking water yet. Marty and Terry met with the vendor to discuss heater replacement in the pump house – one needs to be replaced. On September 16th, we replaced a service line on Lake View Drive that had failed due to improper installation. Marty is wrapping up the augmentation report; our consumption is the same as last year of 7.6 million gallons of water out of the wells. Marty would be turning on the water to Valley Lane for the winter.

Operations Coordinator Report

Terry responded to six (6) 811 calls after conferring with the Water Operator. Terry continued to assist with working on the budget. Terry met with the contractor at lake for last treatment of the year. Terry provided updates from vendor on the website work. Terry reported that we have an election coming up and needed to come up with a Designated Election Official (DEO) for our election; Janelle made a motion to appoint Terry as our DEO for the May 6th election, Brad seconded the motion and it passed unanimously.

Old Business

- Infrastructure – Discussion of Mountain Mutual.
- Education Opportunities – None.

- Emergency Preparedness, What if? – Discussion of what if? – None.
- Meter/MTU Replacement – None.
- Website – See Operations Coordinator Report.
- Audit 2023 – Is in the process and waiting on being wrapped up.
- 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.
- 2025 Budget – A draft was presented to the board.

New Business –

- DEO Appointment – Motion passed in Operations Coordinator Report.
- Meeting Schedule – Current plan is to keep regular meetings for the 2nd Wednesday of the month at 1pm with work meetings the last Wednesday of the month at 1pm.
- Brad made a motion to invite (appoint) Larry Weed to become a director on the board and take Oath of Office at December 11, 2024 meeting. Candy seconded the motion and it passed unanimously.

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; December 11th.
 - 1st Budget Meeting: November 20th at 1pm
 - 2nd Budget Meeting: December 9th at 1pm

Monthly Meeting Adjournment

Brad adjourned the meeting at 2:25 pm.

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Brad Bowles, President

Janelle Walzer, Secretary

Candy Amerine, Treasurer