

Westwood Lakes Water Board Monthly Meeting Minutes September 10, 2025

Attendees:

President – Larry Weed

Operations Coordinator – Terry Amerine

Secretary – Janelle Walzer

Treasurer – Candy Amerine

Member at Large – Scott Smith

Water Operator - Marty Parrish – Excused Absence

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 Larry Weed at 12:30 pm

Monthly Meeting Opening

- Public Comments – no members of the Public in attendance.

Agenda Discussions – None.

Consent Items/Financials

- Minutes of the regular Board Meeting for August 13, 2025, 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 August 2025 as presented. Larry seconded the motion, and it passed unanimously.

Operator in Charge Report

Marty reported that the water plant and distribution systems are running great. This has been a good year with little maintenance required at the plant; Marty noted this is the best the plant has been working in a while. Marty will be ordering chemicals for the 2nd half of the year. Woodland Park will be pulling water within the next month. Marty will begin flushing hydrants by the end of the month – Water could be brown or rusty colored for a short while. Marty will turn on Valley Lane soon for the slow leak over winter to prevent a burst pipe – runs around 2 gallons per minute all winter.

Operations Coordinator Report

Terry responded to six (6) 811 calls after conferring with the Water Operator. Terry and Candy have been working on the transition of bookkeeping duties between old and new firm. Terry attended a zoom call on water quality.

Old Business

- Infrastructure – Insurance company came out to audit the plant to make sure we had enough coverage; due to the numerous improvements that were made over the years, we will see an increase in insurance coverage to cover the improvements. Discussion of trimming of cattails and bushes in Lake Ruth. As noted above in Operator in Charge Report, Fire hydrant testing will

begin soon but there are no requirements by local, state or federal testing of hydrants at this time.

- Education Opportunities – SDA Conference occurs September 16-18.
- Emergency Preparedness, What if? – Discussion of what if? See above Operator in Charge Report
- Lake Maintenance & Resources – Scott provided report with meeting with vendor on lake maintenance. This is the best the lake has looked in a long time and very little maintenance needed to be completed when the vendor was here.
- Working Drafts: Policy, Rules & Regulations, Resolutions Archive, Planned Projects – None.
- Management Resources – Transition to new management company happening for September, transition letter being sent out to water users regarding the change.
- Prep for 2026 Prices and Budgeting – 9-24-2025 Work Meeting 12:30pm, Public Hearing 2026 Water Rates/Fees 1pm

New Business –

- Budget Officer - Janelle made a motion Candy becomes Budget Officer. Scott seconded the motion, and it passed unanimously.
- Meeting Schedules Update - Janelle made a motion to move all future meetings (work and regular) to begin at 12:30pm except for the Price Increase Hearing beginning at 1pm. Larry seconded the motion, and it passed unanimously.
- Colorado Rural Water Association Wildfire Program – Uses Graphical Information System collecting Public Water System data critical for major incidents.

Board Discussion:

- **Action Steps –**
- 2025 meeting dates, times and agenda posting location:
 - Regular meeting will be the 2nd Wednesday of the month at 12:30pm via Zoom.
 - October 8, November 12, December 10
 - Work meeting will be last Wednesday of the month at 12:30pm via Zoom.
 - October 29, December 31
 - Price Increase Hearing will be September 24 at 1pm via Zoom.
 - Budget Hearings will be: 1st – November 19th at 12:30 PM via Zoom, 2nd – December 8 at 12:30 pm via Zoom
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Monthly Meeting Adjournment

Larry adjourned the meeting at 1:52 pm.

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Larry Weed, President

Janelle Walzer, Secretary

Candy Amerine, Treasurer

Scott Smith, Member