

Westwood Lakes Water Board Monthly Meeting Minutes
October 8, 2025

Attendees:

President – Larry Weed	Treasurer – Candy Amerine
Secretary – Janelle Walzer	Member at Large – Scott Smith (excused absence)
Operator Coordinator – Terry Amerine	Operator In Charge - Marty Parrish (excused absence)
District Manager – Amber Hardekopf	

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 12:34 pm

Monthly Meeting Opening

- Public Comments – no guest in attendance.

Agenda Discussions – None.

Consent Items/Financials

- Management Report – Amber provided update for first billing cycle as well as conversations on the transition.
- Minutes of the regular Board Meeting for September 10, 2025 and Public Hearing 2026 Water Rates Minutes for September 25, 2025, presented by Janelle Walzer and Candy Amerine.
 - 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.

Larry made a motion to accept the above transactions agreed upon by the board and to accept the Consent Items/Financials for September 2025 as presented. Janelle seconded the motion, and it passed unanimously.

Operator in Charge Report

Marty reported that the water plant and distribution systems are running great. Terry and Marty inspected and flushed 12 hydrants in the system – all are working fine! Marty adjusted the air pressure on the lake bubbler and it's now working well. Marty received three pails of chlorine tablets for the higher winter flows anticipated with Woodland Park taking water. Marty will be working on the annual water augmentation this month for reporting due to the state.

Operations Coordinator Report

Terry responded to six (6) 811 calls after conferring with the Water Operator. Terry and Candy worked with District Manager and team on bookkeeping transitions. Terry assisted Marty with the fire hydrant testing – 12 of 23 hydrants were tested. The water pressure was tested at the pumphouse while running the hydrants; water pressure would drop when hydrant was running which decreased by 37%. There were no complaints during the testing from the pressure change. The hydrants ran 387 gallons per minute when tested and we used approximately 6,000 gallons of water to test the hydrants.

Old Business

- Infrastructure – See Operations Coordinator Report on fire hydrant testing.
- Education Opportunities – Candy signed up to attend SDA conference online and is able to review for a couple of months post the conference on certain topics.
- Emergency Preparedness, What if? – Discussion of what if? – See Operations Coordinator Report on fire hydrant testing.
- Lake Maintenance & Resources – None.
- Working Drafts: Policy, Rules & Regulations, Resolutions Archive, Planned Projects – None.
- Management Resources – As noted in report in consent items, discussion with District Manager on transition.
- CRWA – Wildland Fire Decision Support System – CRWA is working to generate critical GIS data for preparing for possible fires. Discussion to include concern about security of files and long term use.

New Business –

- 2026 Budget Draft – Discussion of draft budget.

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.
 - November 12, December 10
 - Work meeting will be last Wednesday of the month at 12:30pm via Zoom.
 - October 29, December 31
 - Budget Hearings will be: 1st – November 19th at 12:30pm via Zoom, 2nd – December 8 at 12:30pm via Zoom.

Monthly Meeting Adjournment

Larry adjourned the meeting at 2:00 pm.

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Larry Weed, President

Janelle Walzer, Secretary

Candy Amerine, Treasurer