

**Westwood Lakes Water Board Monthly Meeting Minutes
December 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 1:05 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 November 13, 2024 and Public Hearing for December 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 to include additional checks for safe deposit box and workers compensation insurance.
- 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 November 2024 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. The City of Woodland Park has not started taking water yet. Marty went to turn on water at Valley Lane for winter and it was already frozen. Marty and Terry met with the vendor to discuss heater replacement in the pump house; they will meet with vendor next Tuesday. Marty will work with vendor on air pump faulting out on startup.

Operations Coordinator Report

Terry responded to five (5) 811 calls after conferring with the Water Operator. Terry worked on Mountain Mutual report with Marty; filing is still under 6.4, we used 2.4 acres per feet. Terry worked on audit with Candy. Terry worked on budget and price increase letter to send out.

Old Business

- Infrastructure – An Oath of Office was given to Larry Weed, he was sworn in at 1:09pm.
- Education Opportunities – None.
- Emergency Preparedness, What if? – Discussion of what if? – None.
- Meter/MTU Replacement – A few more to complete.

- Website – Approved payment for website.
- Audit 2023 – Audit was completed. Turned into the state. Auditor is willing to work on our audit next year but have already provided us with price increase.
- Lake Maintenance & Resources – None.
- Policy Working Draft – None.
- Rules & Regulations Working Draft – None.
- Resolutions Archive Working Draft – None.
- Planned Projects Working Draft – None.
- 2025 Budget – Approved December 9th meeting.
- 2025 Election – Terry will continue to work on.

New Business –

- January 2025 Regular Board Meeting – January 8, 2025 at 1pm
- Auditor discussion in January
- Lake Maintenance Contract Discussion in January

Board Discussion:

- **Action Steps - None**

Monthly Meeting Adjournment

Brad adjourned the meeting at 2:13 pm.

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Brad Bowles, President

Janelle Walzer, Secretary

Candy Amerine, Treasurer