

Westwood Lakes Water Board Monthly Meeting Minutes
March 12, 2025

Attendees:

President –	Brad Bowles	Treasurer – Candy Amerine
Secretary –	Janelle Walzer	Member – Larry Weed
Operator Coordinator –	Terry Amerine	Operator In Charge - Marty Parrish

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 1:04 pm

Monthly Meeting Opening

- Public Comments – None.

Agenda Discussions

- None.

Consent Items/Financials

- Minutes of the regular Board Meeting for February 12, 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.

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

Operator in Charge Report

Marty reported that the distribution systems and the water plant are running well. The City of Woodland Park is currently using about 3 million gallons of water a month. The water plant is keeping up with demand; it is running about 20 of about 24 hours per day. Marty replaced some additional light bulbs in the building. There are 2 meters left to replace. Marty is working with Candy on the CCR filing. Marty ordered chlorine. Marty is waiting on a replacement pump ordered in December but confirmed with vendor that it is still coming. Marty ordered safety supplies through a grant which allowed us to get supplies at 50% of the cost.

Operations Coordinator Report

Terry responded to eight (8) 811 calls after conferring with the Water Operator. Terry reported that Janelle and Larry have been elected to the board and will be canceling the May election. Terry assisted Marty with the lights replaced in the pump house. Terry worked on the audit. Terry completed mailings for district bills. As mentioned in Operator in Charge report, Terry assisted Marty with 2 meters. Terry met with Marty at the pumphouse with bubbler – decision made to replace the second one as its 20 years old. Terry attended on Zoom Meeting on “Water Sector Threat Briefing”. Terry also met with Solitude to discuss our contract.

Old Business

- Infrastructure – As mentioned in Operator in Charge Report, there is a safety grant being spent.
- Education Opportunities – Discussion of SDA Training and workshops offered around the state.
- Emergency Preparedness, What if? – Discussion of what if? – None.
- Meter/MTU Replacement – See Operator in Charge Report.
- 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.

New Business –

- 2024 Audit Exemption – Brad made a motion to accept the audit exemption resolution Section 29-1-604 to be signed by all Board of Directors then mailed in. Janelle seconded the motion, and it passed unanimously.
- Consumer Confidence Report (CCR) – as mentioned in Operator in Charge Report, Marty and Candy are working on filing.
- SDA Workshops – See Education Opportunities mentioned above.
- 2025 Election Cancellation – See report in Operations Coordinator Report.

Board Discussion:

- **Action Steps –**
- 2025 meeting dates, times and agenda posting location:
 - Regular meeting will be the 2nd Wednesday of the month at 1pm via Zoom.
 - April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 12, December 10
 - Work meeting will be last Wednesday of the month at 1pm via Zoom.
 - March 26, April 30, May 28, June 25, July 30, August 27, October 29, December 31
 - Price Increase Hearing will be September 24 at 1pm via Zoom.
 - Budget Hearings will be: 1st – November 19th at 1pm via Zoom, 2nd – December 8 at 1pm via Zoom.

Monthly Meeting Adjournment

Brad adjourned the meeting at 2:14 pm.

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Brad Bowles, President

Janelle Walzer, Secretary

Candy Amerine, Treasurer