

**Westwood Lakes Water Board Monthly Meeting Minutes
February 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 1:03 pm

Monthly Meeting Opening

- Public Comments – One member of the public in attendance. Member of public asked multiple questions about the hydrant system where Operator In Charge answered questions with acknowledgement of spring/summer hydrant testing over a couple of weeks.

Agenda Discussions

- None.

Consent Items/Financials

- Minutes of the regular Board Meeting for January 8, 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 January 2025 as presented. Janelle seconded the motion and it passed unanimously.

Operator in Charge Report

Marty reported that the distribution systems are running great. The water plant was not so happy but a fix was in the works this weekend with a new water pump. The City of Woodland Park has not started taking water yet, but Marty will let them know they can start pulling water on Monday. Marty replaced some light bulbs in the building. Terry and Marty replaced two meters this month. Marty noted we will be flushing hydrants out in the spring when the ground thaws.

Operations Coordinator Report

Terry responded to four (4) 811 calls after conferring with the Water Operator. Terry attended DEO training and updated DOLA on election with call for nominations. Terry met with the bookkeeper on questions. Terry did some collection calls and received some payments off of his calls. Terry worked with Candy and did research on fire hydrant testing. Terry updated the website. Marty and Terry did more meter installs.

Old Business

- Infrastructure –see public comment section regarding fire hydrants.
- Education Opportunities – None.

- Emergency Preparedness, What if? – Discussion of what if? – see public comment section regarding fire hydrants.
- Meter/MTU Replacement – See Operator in Charge Report.
- Lake Maintenance & Resources – Lake Ruth contract will have monthly service from May to September. Fish will need to be ordered 2 weeks before the first treatment can happen.
- Policy Working Draft – None.
- Rules & Regulations Working Draft – None.
- Resolutions Archive Working Draft – None.
- Planned Projects Working Draft – None.
- 2025 Election – See Operations Coordinator regarding May 6, 2025 election.

New Business –

- 2024 Audit – ongoing and engagement letter has been signed.
- Designation of 2025 meeting dates, times and agenda posting location:
 - Regular meeting will be the 2nd Wednesday of the month at 1pm via Zoom.
 - March 12, 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.
 - February 26, 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.
- Transparency – Notice completed by Candy on December 30, 2024.

Board Discussion:

- **Action Steps - None**

Monthly Meeting Adjournment

Brad adjourned the meeting at 2:50 pm.

Respectfully submitted by:

Janelle Walzer, Secretary

Approved by:

Brad Bowles, President

Janelle Walzer, Secretary

Candy Amerine, Treasurer