

**Westwood Lakes Water Board Monthly Meeting Minutes**  
**May 14, 2025**

**Attendees:**

President – Brad Bowles

Treasurer – Candy Amerine

Secretary – Janelle Walzer

Director – 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**

- Larry made a motion to appoint Candy a director of Westwood Lakes Water District until next election in May 2027 to fill vacancy. Brad seconded the motion, and it passed unanimously.
- Terry provided a Notice of Cancellation of the May election. Janelle and Larry were deemed elected serving until the election in May, 2029. Brad provided Oath of Office to Janelle at 1:10pm. Brad provided Oath of Office to Larry at 1:12pm. Brad provided Oath of Office to Candy at 1:13pm.
- Brad provided his resignation from the BOD effective 5/31/2025 – notice was provided in writing and verbally at meeting. The board is grateful and thankful for Brad's time and dedication over the years. The board accepts his resignation notice.
- Officers Discussion:
  - Effective immediately, Brad will no longer serve as president.
  - Candy made a motion to nominate Janelle interim president of Westwood Lakes Water District until further discussion at the next meeting. Brad seconded the motion, and it passed unanimously.
  - Brad made a motion to nominate Candy interim treasurer of Westwood Lakes Water District until further discussion at the next meeting. Larry seconded the motion, and it passed unanimously.
- Discussion of use of management company:
  - Discussion on how much control and power we would be willing to hand over;
  - The possibility of decreasing Terry's courier load – could be lighter;
  - A management company could handle the election in 2 years;
  - A management company could handle the website;
  - Discussion of Candy and Janelle to meet to discuss what to propose.

**Consent Items/Financials**

- Minutes of the regular Board Meeting for April 9, 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 April 2025 as presented. Janelle seconded the motion, and it passed unanimously.

### **Operator in Charge Report**

Marty reported that the water plant is running great. Marty believes that Woodland Park will stop pulling water at the end of the month. Marty turned off the water on Valley Lane until next winter. Marty made some upgrades to the pump house. Marty discussed suggested electrical upgrades of \$5,000. Candy made a motion to accept the above electrical upgrades with various vendors recommended by Marty up to \$5,000. Janelle seconded the motion, and it passed unanimously. Marty will do a walk through with insurance adjuster before the month is up to confirm we have enough insurance coverage.

### **Operations Coordinator Report**

Terry responded to nine (9) 811 calls after conferring with the Water Operator. Terry submitted cancellation paperwork needed for the May election. Terry sent out fishing permits to 2024 single permit users and families as well as a 2025 Short Term Rental who applied for the year. Terry went out with lake maintenance vendor this week to do overview of lake and maintenance recommendation. CCR has been submitted and accepted.

### **Old Business**

- Infrastructure – None.
- Education Opportunities – All directors have been signed up for SDA workshops.
- Emergency Preparedness, What if? – Discussion of what if? – None.
- 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.
- Consumer Confidence Survey – See Operator in Charge Report.

### **New Business –**

- Results of May 6th Cancelled Election – See Agenda Discussion.
- Administration of Oaths of Office – See Agenda Discussion.
- Election of Officers – See Agenda Discussion.
- Management Resources – See Agenda Discussion.
- State Revolving Fund Eligibility Survey – Candy to complete to let WLWD remain eligible for funding if needed.
- Work meeting moved to Thursday, May 29<sup>th</sup> at 3pm.

### **Board Discussion:**

- o **Action Steps –**
- 2025 meeting dates, times and agenda posting location:
  - o Regular meeting will be the 2<sup>nd</sup> Wednesday of the month at 1pm via Zoom.
    - June 11, July 9, August 13, September 10, October 8, November 12, December 10
  - o Work meeting will be last Wednesday of the month at 1pm via Zoom.

- 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: 1<sup>st</sup> – November 19<sup>th</sup> at 1pm via Zoom, 2<sup>nd</sup> – December 8 at 1pm via Zoom.

**Monthly Meeting Adjournment**

Brad adjourned the meeting at 3:00 pm.

Respectfully submitted by:

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Janelle Walzer, Secretary

Approved by:

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Brad Bowles, President

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Janelle Walzer, Secretary

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Candy Amerine, Treasurer

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Larry Weed, Member