



**Board of Directors Regular Monthly Meeting
Tuesday, July 15, 2025
Highland Lakes Community Building, 6:00 PM**

Directors: Sue Morford
Ken Morford
Melinda Moyn (excused absence)
Brian Dillon
Shelly Dolbeer (excused absence)

Office Manager: Mary Schnierle

Water Operator: Neal Yowell
Augie DeJoy – Casual Employee

Guests: None present.

1. **Call to Order: 6:05PM.** Two members of the Board were not present. A quorum was available, and the business actions of the District can legally be carried out.
2. **Review/Approval of Agenda (Requires Action)** Ken Morford moved to approve the Agenda of the July 15, 2025 meeting with a second from Brian Dillon. **(Motion Approved).**
3. **Review/Approval of Minutes of June 23, 2025 (Delayed) Regular Board Meeting (Requires Action)** Brian Dillon moved to approve the Minutes of the June 23, 2025 (Delayed) Regular Board Meeting with a second from Ken Morford **(Motion Approved).**
4. **Guest Presentations, Questions and Discussion There were no guests present.**
 - a. **HLPOA Liaison** - Not present - no report.
5. **Operator Reports**
 - a. **System Status Report – N. Yowell. See Report for Full Details.** Several questions were asked of Neal. It was noted that high priority should be given to developing a well monitoring schedule very soon as winter is quickly approaching. The highest priority should be given to the scheduling then taking and passing the Operator B Licensing Test due to the fact that the District is required to have an operator with the correct license within 30 days of the completion of the GWUDI project. Neal was given approval to purchase syringes to flush the sensor on the Tonka System and to order 3 new MXUs for installation in Well #24. Neal also mentioned a couple of problems that have occurred and was asked not to wait until a board meeting to take care of any system problems. The first was that the service line which was replaced at 1373 Twin Lakes Dr. has washed out with recent rains and secondly, the #3 finished water pump has not run since July 3rd.
 - b. **Casual Employee Reports:** Augie DeJoy reported that all but 5 PSOVS have been located; 333 markers have been installed; 406 PSOVS listened to for leaks; 358 PSOVS checked for proper operation; 57 PSOVS will not turn, are damaged or are under paved driveways. 123 water meters have been changed out or arranged to be changed out. Augie contacted Tim from Core & Main to do a trial run of the Radio Read system and get questions answered. Tim did come up for the trial run and Augie has documented all of Tim's suggestions for resetting the system, if necessary, during future

runs. Augie also contacted the owner at 35 Cheesman Lake Circle regarding the replacement of the service line. Ken has confirmed with the excavator and the replacement work will be completed during the first part of August. A discussion regarding noxious weeds in the subdivision followed and Augie will check for other funding sources since CUSP does not have access to a grant this year. Ken Morford moved to approve the operator invoices for the month with a second from Brian Dillon **(Motion Approved)**.

6. Director of Operations Report

- a. Infrastructure Upgrade Report** – Ken Morford reported that the new method of doing the System Total Report is spot on. There are only two of the 23 wells that are not working currently. The break on the electric line for Well #5 which was cut by the county will be fixed in the next week – Ken has ordered the necessary supplies for this repair. Ken will work with Skip to locate the other breaks in that line, do the repairs and restore the well to online status before winter weather sets in. The remaining well, Well #13, needs new electrical lines run by CORE and could possibly be repaired by next summer.
- b. GWUDI Construction Project Report– Status Update** Ken Morford reported the engineering approval for the most recent change order has been completed, all parts have been ordered and will be shipped on July 18. This would put the estimated completion within the first two weeks of August.
- c. GWUDI Construction Project Report - Financial Update** Brian Dillon reported that all invoices that have been received have been submitted. The EIAF grant is zeroed out and the balance of the DWRP loan is \$92,000.

7. Old Business

- a. Infrastructure/Operations Improvement Plan** – will be revisited on a quarterly basis for updates.
- b. Review/Approve 2024 Audit (Requires Action)** Ken Morford moved to approve the 2024 Audit with a second from Brian Dillon. **(Motion Approved)**.

8. New Business

- a. Protocol for Emergency Line** – Item was tabled until a full board is present at the August meeting.

9. Review of Financials

- a. Review/Approval June Financial Reports (Requires Action)** Brian Dillon moved to approve the June Financial Reports with a second from Ken Morford. **(Motion Approved)**.
- b. Past Due Accounts** Mary Schnierle read the Past Due accounts in the amount of \$4,078.30.
- c. Review/Approval of Bills (Requires Action)** Ken Morford moved to approve the current bills in the amount of \$22,039.09 from the Vectra regular account and \$5,526.25 from the Vectra WAE account with a second from Brian Dillon. **(Motion Approved)**.
- d. Transfer of Funds to/from ColoTrust Account (as needed)** Brian Dillon moved to approve a wire transfer in the amount of \$35,000 to the ColoTrust account with a second from Ken Morford. **(Motion Approved)**.

10. Next Regular Scheduled Board meeting – Tuesday, August 19, 2025 at the Highland Lakes Community Building, 6:00PM.

11. Meeting Adjourned at 8:05PM

Respectfully Submitted

Sue Morford, Secretary Pro Tem

