

Ken

HIGHLAND LAKES WATER DISTRICT

Board of Directors Regular Meeting-Tuesday, August 19,2025

Highland Lakes Community Building 6:00pm

Directors:

Sue Morford

Ken Morford

Melinda Moyn

Shelly Dolbeer

Brian Dillon (excused absence)

Office Manager

Mary Schnierle

Water Operator:

Neal Yowell

Augie DeJoy -Casual Employee

Skip Withrow-Casual Employee

Guests:

Rick Morgan, Mick Corcoran

1. **Call to Order:** 6:05 pm
2. **Review/Approval of Agenda (Requires Action):** Agendas for each meeting will be available to the guests present, along with any Agenda correction. The Agenda was corrected to add Item #7a- Public Relations Report; and Item #10a- Review/Approval of July Financial Reports- postponed to September meeting.. Melinda Moyn moved to approve the corrected Agenda of the August 19, 2025, meeting and Ken Morford seconded. **(Motion Approved)**
3. **Review/Approval of Minutes of July 15,2025 Regular Board Meeting (Requires Action):** July 15, 2025, Minutes were amended as follows: The last few sentences of Item #6a were changed to read as follows: The remaining well, Well #13, would need a new electrical pole and lines run by CORE, which is way too expensive. Ken and Skip will do the same diagnostics on Well #13 that they used for Well #5 and could possibly restore power to that well, by next summer. Ken Morford moved to approve the amended July 15, 2025, Regular Board Meeting Minutes and Melinda Moyn seconded. **(Motion Approved)**
4. **Guest Presentations, Questions and Discussion:**
  - a. **HLPOA Liaison-M. Corcoran:** Mick Corcoran reported that the new cameras at the Community Building are now working.
5. **Operators Reports**

**a. System Status Report-N. Yowell: See report for full details**

**b. Casual Employee Reports and Review/Approval of Invoices:** Augie DeJoy reported that all but 5 PSOV have been located; 333 markers have been installed; 406 PSOV listened to for leaks; 358 PSOV checked for proper operation; 57 PSOV won't turn, are damaged, or are under paved driveways; 128 water meters have been changed out or arranged to be changed out. Augie reported that the weeds will be sprayed on Friday, August 22, 2025, total cost of \$400, split between the Water District and HLPOA.

Skip Withrow reported that Wells #7 & 19 weren't communicating with SCADA, Well #7 was stuck by lightning, Well #19 had a radio failure and he fixed it, Wells #24, 10 and 16 weren't working.

Neal can start checking the CORE website on a regular basis to see if the wells are running.

Melinda Moyn moved to approve the invoices submitted and Shelly Dolbeer seconded.

**(Motion Approved)**

**6. Director of Operations Report-K. Morford:**

**a. Infrastructure Upgrades Report:** Ken Morford reported that the electrical service on Well #5 has been repaired and excavation will be done on August 25, 2025, to get power to the well. Well #9 has a bad pump and can't turn. A meter pit will be installed at Well #9 on August 26, 2025.

**b. GWUDI Construction Project Report-Status Update:** Ken Morford reported that one item remains open with Moltz. There is also a remaining item with Filtertech, which is a valve problem. Neal will send his list of items to Ken.

**c. GWUDI Construction Project-Financial Update- B. Dillon:** There are no updates, everything remains the same.

**7. Old Business:**

**a. Public Relations Update- Shelly Dolbeer:** Shelly Dolbeer reported that the last few months of new Website users has remained about the same, at 50-60 users, and she is happy with the number of people using the website.

**8. New Business**

**a. Protocol for Emergency Line-Tabled from July Meeting:** The new protocol for the emergency line will be that an email/voicemail will go out to Neil Yowell, Mary Schnierle and Sue Morford. Neil will be the 1<sup>st</sup> responder; he will contact the customer, and take whatever action is required. Within 30 minutes of receiving the email/voicemail, Neil will text Sue Morford and Mary with "Got It" to let them know the problem is being taken care of. If Neal does not respond, Augie will be notified and he would respond..

**b. Review/Approval of Update of Policy Letter #160719 (Requires Action):** The Policy Letter was amended as follows: Paragraph #2, anywhere the word "repair" appears, it is amended to read as "replacement". Wording was also added in advance of a leak or break, District would split the costs 50/50 with customer. Ken Morford moved to approve the Amended Updated Policy Letter # 160719 and Shelly Dolbeer seconded. **(Motion Approved)**

**c. Customer Correspondence:** None

**9. The Regular Board Meeting will end at this point except for the Board of Directors and Office Manager to proceed with the Executive Session (Requires Action):** Melinda Moyn moved to approve with the closing of the Regular Board Meeting and proceed with the Executive Session and Shelly Dolbeer seconded. **(Motion Approved)**

**10. Regular Board meeting to Reconvey at the close of the Executive Session:** Shelly Dolbeer moved to close the Executive Session and reconvene the Regular Board meeting at 9:08 pm and Ken Morford seconded. **(Motion Approved)**

**a. Review Water Operator Salaries:** Water Operator salary increases for Neal and Augie were reviewed and motion was made to adopt salary increases by Ken Morford and seconded by Shelly Dolbeer, as had been discussed in Executive Session. **(Motion Approved)**

**b. Past Due Accounts-** Melinda Moyn read the past due accounts in the amount of \$5,045.83.

**c. Review/Approval of Bills (Requires Action)-**Melinda Moyn moved to approve the bills in the amount of \$36,957.71 from the Vectra regular account, and bills in the amount of \$10,954.25 from the Vectra WAE account, and Ken Morford seconded. **(Motion Approved)**

**d. Transfer of funds to/from ColoTrust as needed:** Shelly Dolbeer moved to approve the transfer of \$20,000.00 from Vectra Bank to ColoTrust and Ken Morford seconded. **(Motion Approved)**

**11. Next Scheduled Board Meeting-Tuesday, September 16, 2025, Highland Lakes Community Building, 6:00 pm**

**12. Adjourn: 9:25 PM**

**Respectfully Submitted**

**Melinda Moyn, Secretary**