

HIGHLAND LAKES WATER DISTRICT

Board of Directors Regular Meeting-Tuesday, September 16,2025

Highland Lakes Community Building 6:00pm

Directors: Sue Morford
Ken Morford
Melinda Moyn
Shelly Dolbeer
Brian Dillon

Office Manager Mary Schnierle

Water Operator: Neal Yowell
Augie DeJoy -Casual Employee
Skip Withrow-Casual Employee

Guests: Rick Morgan, Mick Corcoran, Phil Coombs

1. **Call to Order: 6:00 pm**
2. **Review/Approval of Agenda (Requires Action):** Agendas for each meeting will be available to the guests present, along with any Agenda correction. Melinda Moyn moved to approve the Agenda of the September 16, 2025, meeting and Shelly Dolbeer seconded. **(Motion Approved)**
3. **Review/Approval of Minutes of August 19,2025 Regular Board Meeting (Requires Action):** Shelly Dolbeer moved to approve the August 19, 2025, Regular Board Meeting Minutes and Brian Dillon seconded. **(Motion Approved)** Ken Morford moved to approve the August 19, 2025, Executive Session Minutes and Shelly Dolbeer seconded. **(Motion Approved)**
4. **Guest Presentations, Questions and Discussion:**
 - a. **HLPOA Liaison-M. Corcoran:** Phil Coombs reported that the HLPOA has contacted their Attorney regarding HLPOA's liability with Paddleboarding on Elk Lake. If the Attorney advises the HLPOA that there is liability, the HLPOA will discuss the matter at their next meeting and consider excluding paddleboarding, at Elk Lake.
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; 334 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; 131 water meters have been changed out or arranged to be changed out. Augie reported that he was disappointed with the weed spraying this year and he will check if spraying by drone will be available next year.

Skip Withrow reported that he repaired the Pump Saver on Well #16 and Well #2 was repaired and back online.

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 on Thursday, Well #7 will be worked on by CORE and Sam with Woodland Electric. Well #9 has a valve fail and it would not turn. Work on Well #24 was completed on September 17, 2025. On Well #5, the wires have been replaced, and they have a strong signal. There is no need to involve CORE in the repairs because Sam @ Woodland Electric can do the work needed.

b. GWUDI Construction Project Report-Status Update: Ken Morford reported that CDPHE is scheduled to do a walk through at the Plant on October 20, 2025, to obtain compliance with the State on the GWUDI project. There are still problems with Filtertech and nothing has been resolved. Filtertech is scheduled to come to the Plant on September 22, 2025, to address the issues. The cost to reconfigure replacing the Soda Ash with Caustic Soda will be \$7,500.00

b. c. GWUDI Construction Project-Financial Update- B. Dillon: Brian Dillon reported that the \$8,500.00 reimbursement was submitted and the remaining balance with CDPHE is \$85,573.00.

7. Old Business:

a. Director of Public Relations Report: Website Review, Proposed Changes to Direct Email Communications & List Management, Qtrly Newsletter: Shelly Dolbeer reported that as PR Director she would like to take over mailing notices to customers, using an email marketing system. She could then add a form to the website, for customers to add/change/delete their email addresses. She would run a test email. There will be further review and discussion of this proposal, at the October meeting.

8. New Business

a. Review/Approval of Auditor's Engagement Letter for 2025, 2026 & 2027: (Requires Action) Ken Morford moved to approve the Auditor's Engagement Letter for 2025, 2026 & 2027 and Melinda Moyn seconded. **(Motion Approved)**

b. Review of Preliminary 2026 District Budget: A 2026 Preliminary Budget was submitted and will be reviewed and discussed, at the October Meeting.

c. Designation of Lara Hunter as Budget Official: (Requires Action) Melinda Moyn moved to approve Lara Hunter as the Budget Official and Brian Dillon seconded.
(Motion Approved)

9. Review of Financials:

a. Review/Approval of July & August Financial Reports: (Requires Action) Melinda Moyn moved to approve the July and August Financial Reports and Shelly Dolbeer seconded. **(Motion Approved)**

b. Past Due Accounts- Amounts not available, tabled to October meeting.

c. Review/Approval of Bills (Requires Action)-Ken Morford moved to approve the bills in the amount of \$37,962.81 from the Vectra regular account, and bills in the amount of \$980.00 from the Vectra WAE account, and Brian Dillon seconded. **(Motion Approved)**

d. Transfer of funds to/from ColoTrust as needed: No transfer needed.

11. Next Scheduled Board Meeting-Tuesday, October 21, 2025, Highland Lakes Community Building, 6:00 pm

12. Adjourn: 8:15 PM

Respectfully Submitted

Melinda Moyn, Secretary