

HIGHLAND LAKES WATER DISTRICT

Board of Directors Regular Meeting-Tuesday, November 18, 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

Guests: Rick Morgan, Mick Corcoran, Lara Hunter

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. Ken Morford moved to approve the Agenda of the November 18, 2025, meeting and Shelly Dolbeer seconded. **(Motion Approved)**
3. **Review/Approval of Minutes of October 21, 2025 Regular Board Meeting (Requires Action):** Shelly Dolbeer moved to approve October 21, 2025, Regular Board Meeting Minutes and Ken Morford seconded. **(Motion Approved)**
4. **Guest Presentations, Questions and Discussion:**
  - a. **HLPOA Liaison-M. Corcoran:** Mick Corcoran had nothing to report
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 PSOVS have been located; 334 markers have been installed; 406 PSOVS listened to for leaks; 358 PSOVS checked for proper operation; 57 PSOVS won't turn, are damaged, or are under paved driveways; 131 water meters have been changed out or arranged to be changed out.  
Shelly Dolbeer moved to approve the invoices submitted and Brian Dillon seconded. **(Motion Approved)**

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

**a. Infrastructure Upgrades Report:** Ken Morford reported that Pump Station #3 Distribution Pump, on the Finished Water side, is making noise and he is getting prices on a new Pump. Well #22 is now running and Wells #21, 23, 4, 1, 2 and 5 are all going into Pump Station #1.

**b. GWUDI Construction Project Report-Status Update:** Ken Morford reported that the State did their walk through of the Plant and were impressed with the final product.

**c. GWUDI Construction Project-Financial Update- B. Dillon:** Brian Dillon reported that the remaining balance of \$92,515.00 will be used on the final invoice from Moltz Construction. Brian will do the final submission and close out the account.

**7. Director of Public Relations Report**

**a. Website Review:** Shelly Dolbeer reported that this month there was an increase in users of the website. There were 85 users, 75 of which were new users, with an average engagement time of 1 minute and 42 seconds.

**b. Proposed Change to District Email Communications/List Management- Tabled from October 21,2025 meeting:** Shelly Dolbeer reported that the Email Marketing System would allow customers to sign up for emails and updates. Shelly would always make the system available to Sue Morford. At this time, there is no charge for the system, but in the event of a change, the cost would run approximately \$20.00 per month. Sue will continue sending out the emails and Shelly will get ready to download the customer information and set it up for Sue to use. The new Marketing System will be announced in the next Newsletter and explain the change to our customers.

**8. Old Business:**

**a. Review/Discussion of 2026 District Budget:** The proposed budget was reviewed by the Board.

**9. New Business**

**a. Budget Approval Meeting Date-Questions/Discussion (Requires Action):** The Budget Approval Meeting date will be December 9, 2025, 6:00PM @ the Community Building. Melinda Moyn moved to approve the Budget Approval Meeting date of December 9, 2025, 6:00PM @ the Community Building and Shelly Dolbeer seconded. **(Motion Approved)**

**10. Review of Financials:**

**a. Review/Approval of October Financial Reports: (Requires Action)** Melinda Moyn moved to approve the October Financial Report and Ken Morford seconded. **(Motion Approved)**

**b. Past Due Accounts-** Melinda Moyn read the past dues in the amount of \$5,742.45

**c. Review/Approval of Bills (Requires Action):** Shelly Dolbeer moved to approve the bills in the amount of \$31,817.03 from the Vectra regular account, and bills in the

amount of \$97,283.80 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, December 9, 2025- Budget and Tuesday, December 16, 2025- Regular, Highland Lakes Community Building, 6:00 pm**

**12. Adjourn: 8:05 PM**

**Respectfully Submitted**

**Melinda Moyn, Secretary**