

HIGHLAND LAKES WATER DISTRICT

Board of Directors Regular Meeting-Tuesday, Nov. 19, 2024

Highland Lakes Community Building @ 6:00pm

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

Office Manager: Mary Schnierle, 687-7937, highlandwater@msn.com

Bookkeeper: Lara Hunter (excused absence)

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

Guests: Mick Corcoran

1. **Call to Order:** 6:02 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 reflect the following: remove 9a. Special District Association-S. Morford and replace with 9a. Review ORC Offer Letter; add 9b. 13 Beaver Lake Circle. Item 10 is correct to October Financial Reports Review/Approval. Ken Morford moved to approve the corrected Agenda of the November 19,2024 meeting and Brian Dillon seconded. **(Motion Approved)**
3. **Review/Approval of Minutes of October 15,2024 Regular Board Meeting (Requires Action):** Shelly Dolbeer moved to approve the October 15,2024 Regular Board Meeting Minutes and Brian Dillon seconded. **(Motion Approved)**
4. **Guest Presentations/Discussion:**
 - a. **HLPOA Liaison-** Mick Corcoran had nothing to report.
5. **Monitoring Schedule Review/Discussion:**
 - a. **Report on phone conversation w/Frank Larsen, Compliance Specialist-S. Morford:** Sue spoke with Frank and was advised that we are in good shape. The currently required, twice a year, Lead and Copper testing started in 2017 due to the new Water Plant. Sue will contact Brian Pilson to discuss a reduction in the Lead and

Copper testing requirements. There currently is no updated information on PFAS testing requirements, as there is no effective treatment yet.

6. Operator's Report:

a. System Status Report, N Yowell: Neal has checked into a Service Agreement with Hach, at the cost of \$265 per year, to cover the DR900. Ken Morford requested that Neal have the unit inspected before we discuss a Service Agreement, and Neal will check into the costs of having it inspected. Ken wants all the instruments covered by the Service Agreement, not just the DR900.

b. Contract Operator Report, A. Dejoy: Augie report that all but 5 PSOV have been located, 330 markers have been installed, listened to 406 PSOV for leaks, checked 358 PSOV for proper operation, found 57 PSOV's that won't turn, are damaged, or under paved driveways, changed out or arranged to change out 85 water meters.

c. Review of Submitted Invoices: Ken Morford moved to approve the submitted invoices and Melinda Moyn seconded. **(Motion Approved)**

7. Director of Operations Report, K. Morford: Ken Morford reported that the loss rate has gone up on the treated water side and he's working on locating the leak. The concrete slabs at the Plant have been poured, the east wall of the old structure is gone, and the rollup doors have been installed. They are working on a new overflow design. A meter on Well #19 will be installed on November 21, 2024 and Well #22 needs to be checked out by Woodland Pump.

8. Unfinished Business

a. Construction project-status update: Work is on schedule, with the second concrete pour being done today.

b. HLWD Web Site Review-S. Morford: The Website is live as of November 19, 2024. Sue will be training on November 20, 2024 and Shelly Dolbeer will train when her Security Agreement has been approved.

c. Review/Discussion/Approval of Preliminary 2025 Budget-M. Schnierle: A Special Meeting will be held on Wednesday, December 11, 2024 @ 3:00pm to approve the 2025 Budget.

9. New Business

a. Review ORC Offer Letter: Ken Morford will rewrite the ORC Agreement, effective November 19, 2024, to include the following:

10 paid days of vacation effective January 1, 2025/PTO (anything exceeding 10 days is unpaid)

5 paid days of sick leave

6 paid holidays

Ken Morford moved to approve the adjustments in the ORC Agreement as outlined above, and Shelly Dolbeer seconded. **(Motion Approved)**

Ken Morford moved to approve the compensation of Neal Yowell for 1 day, for November 1, 2024 and Shelly Dolbeer seconded. **(Motion Approved)**

b. 13 Beaver Lake Circle: The \$35.00 monthly base rate will continue to be charged, as there is a water tap.

10. October Financial Reports/Review/Approval (Requires Action): Melinda Moyn moved to approve the October Financial Reports and Brian Dillon seconded. **(Motion Approved)**

b. Past Due Accounts- Melinda Moyn read the past due accounts in the amount of \$5,385.24.

c. Review/Approval of Bills (Requires Action)-Ken Morford moved to approve the bills in the amount of \$22,452.16 from the Vectra regular account, and \$229,791.21 from the Vectra WAE account and Brian Dillon seconded. **(Motion Approved)**

d. Transfer of funds to/from ColoTrust as needed: Ken Morford moved to approve the transfer of \$31,000.00 from ColoTrust to Vectra WAE account and Shelly Dolbeer seconded. **(Motion Approved)**

11. Other Business: None

12. Next Scheduled Board Meeting-Special Meeting will be held on Tuesday, December 11, 2024, Highland Lakes Community Building, 3:00 pm

Next Schedule Regular Board Meeting will be held on December 17, 2024, Highland Lakes Community Building, 6:00 pm

12. Adjourn: 8:18 PM

Respectfully Submitted

Melinda Moyn, Secretary