

HIGHLAND LAKES WATER DISTRICT

Board of Directors Regular Meeting-Tuesday, Dec. 17, 2024

Highland Lakes Community Building @ 6:00pm

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

Office Manager: Mary Schnierle, 687-7937 (excused absence)

Bookkeeper: Lara Hunter (excused absence)

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

Guests: Mick Corcoran, Rick Morgan

1. **Call to Order:** 5:55 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 December 17,2024 meeting and Ken Morford seconded. **(Motion Approved)**
3. **Review/Approval of Minutes of the November 19,2024 Regular Board Meeting (Requires Action):** Brian Dillon moved to approve the November 19,2024 Regular Board Meeting Minutes and Ken Morford seconded. **(Motion Approved)**
4. **Review/Approval of Minutes of the December 11,2024 Budget Meeting (Requires Action):** Melinda Moyn moved to approve the Minutes of the December 11,2024 Budget Meeting and Brian Dillon seconded. **(Motion Approved)**
5. **Guest Presentations/Discussion:**
  - a. **HLPOA Liaison-** Mick Corcoran had nothing to report.
6. **Operators Reports:**
  - a. **System Status Report, N. Yowell:** They have continued to search for leaks. Over the last 2 weeks the loss rate has increased from 18-20% to the current 42%. Skip and Ken will do leak detection. Wells 14, 15 and 16 have been isolated and nothing was found. The pump on Well #22 has been replaced by Dave at Woodland Pump. Ken

met with Dan at Black Mountain Pump, and they have an excavator to help find the line. The plan is to tie into Well #15 and put a new line in the road

**b. Contract Operator Report, A. Dejoy:** Augie Dejoy reported that all but 5 PSOV have been located, 330 markers have been installed, 406 PSOV listened to for leaks, 358 PSOV checked for proper operation, 57 PSOV that won't turn, are damaged, or are under driveways, and 85 meters changed out or arranged to be changed out. There is a problem with the Sensus equipment. It needs to be sent in for repair. Tim with Dana Kepner recommended that we do the January readings, then send it in for repairs. Tim will get us the cost for repairs. Our reading equipment is outdated and will need to be replaced, which will require the new MXU's. Mary will see how many old MXU's are going to need to be repaired. Ken made a motion to proceed with the upgrading of the MXU's and Brian Dillon seconded. **(Motion Approved)**

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

#### **7. Director of Operations Report, K. Morford**

**a. GWUDI Construction Report:** The new subpanel went well and no loss occurred. UPS Unit batteries need to be replaced, and Skip Withrow will check the UPS Unit after the first of the year. There is a Change Order to the Raw Water pumps to install isolation valves at the cost of \$1,029.00. Ken Morford moved to approve Change Order #CO-02 at the cost of \$1,029.00 and Brian Dillon seconded. **(Motion Approved)**

#### **8. Unfinished Business**

**a. HLWD Web Site Review-S. Morford:** The Web Site is now live and will be announced in the January, 2025 Newsletter. The banner on Page 1 will advise of current water status, with Blue being normal, Yellow to conserve, and Red as outage.

#### **9. New Business**

**a. Discussion/Approval of Resolution 2024-08 Appointment of a Designated Election Official (DEO) (Requires Action):** Ken Morford moved to approve Resolution 2024-08 Appointment of Designated Election Official (DEO) and Brian Dillon seconded. **(Motion Approved)**

**b. Special District Association, S. Morford:** Sue reported that the Special District Association has good information regarding all guidelines.

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

**a. Past Due Accounts:** Melinda Moyn read the past due account in the amount of \$6,527.61

**b. Review/Approval of Bills (Requires Action):** Ken Morford moved to approve bills in the amount of \$48,233.57 from the regular account, and \$116,232.80 from the WAE account and Melinda Moyn seconded. **(Motion Approved)**

**c. Transfer of funds to/from ColoTrust as needed (Requires Action):** Melinda Moyn moved to approve the transfer of \$20,000.00 from ColoTrust to Vectra and Ken Morford seconded. **(Motion Approved)**

**11. Other Business:**

Brian Dillon reported that all loans have been closed

**12. Next Scheduled Board Meeting-Monday, January 20,2024, Highland Lakes Community Building, 6:00 pm**

**12. Adjourn: 7:42 PM**

**Respectfully Submitted**

**Melinda Moyn, Secretary**