

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT  
GOVERNING BOARD MEETING  
JULY 4, 2025  
SPECIAL SESSION MINUTES**

1. **CALL TO ORDER:** Board Chair McClintock called the meeting to order at approximately 10:00 a.m. The meeting was conducted in person.

2. **ROLL CALL OF BOARD MEMBERS:**

Sandra McClintock, Board Chair – Present  
Kent Eaton, Board Member – Present  
Carlos Padilla, Board Member – Present  
Patti Ferguson, Board Member – Present  
William Kiel, Board Member – Present

All of whom were present thus constituting a quorum.

3. **BUSINESS:**

**A. Discussion and possible action regarding change order from Ligon Excavation, Inc.:**

A change order was requested by Ligon Excavation for the new tank for the Lower Tank Project. The tank manufacturer requires a different foundation for the tank. Director McClintock made a motion to approve the change order. Director Kiel seconded. The motion passed unanimously.

**B. Discussion and action regarding new change orders for Lower Tank Project:**

Director McClintock was advised by the District’s legal counsel that the Board needs to start approving change orders as a part of normal procedures. Director McClintock made a motion to have a Board meeting and official vote to approve change orders only when they exceed \$50,000. Director Ferguson seconded. There was some further discussion. The motion passed unanimously.

**C. Discussion and action regarding bids from electricians for Storage Shed:** The District received three bids for providing electricity to the new shed at the Upper Water Tank. The first bid was approximately \$6,000, the second bid was approximately \$4,000, and the third bid was approximately \$1,300.

The third bid was from the son of a Board member. This special session meeting was necessary to provide transparency regarding the bid selection. Generally speaking, as a government entity, the Board does not deal with related parties. In this case, the related party provided the cheapest bid by far that covered the needs of the District.

The bids were discussed at length and Director Kiel motioned to approve the bid of \$1,370 from Josh Eaton, License No. 1897446. Director Ferguson seconded. Further discussion ensued and the motion passed with four in favor and Director Eaton recusing himself from the vote.

4. **FUTURE MEETING DATES:** The next regular session meeting will be held in person or via conference call on August 18, 2025 at 10 a.m.

5. **ADJOURNMENT:** There being no further discussion, the meeting was adjourned at 10:31 a.m.