

## **BOARD OF DIRECTORS OF HIGHLAND SUBDIVISION WATER DISTRICT**

The Board of Directors met on March 9, 2026 at 5:30 p.m.

The meeting was held at the Crook County Library, Prineville, OR.

Board Members present were:

|             |                |
|-------------|----------------|
| Wayne Rice  | President      |
| Bob Buxton  | Vice President |
| Rod Land    | Secretary      |
| Ramona Lang | Treasurer      |

Attendees:

Tom Sepelia  
Doc Kerbow

A quorum was present because there are currently five directors on the Board And four were present at this meeting.

Minutes from the February 9, 2026 meeting were reviewed.

February financial were reviewed.

Bob Buxton made a motion to approve the minutes and Wayne made 2<sup>nd</sup>. A vote was made and Bob yes, Wayne yes, Rod yes and Ramona yes. Motion passed.

Bob Buxton made a motion to approve the financial report, Wayne made 2<sup>nd</sup>. A vote was made and Bob yes, Wayne yes, Rod yes and Ramona yes. Motion was passed.

**AGENDA:**

Operations & Maintenance Manual was discussed. Bob is working on the manual. To start with 3 things: 1) An outline of how the system works, 2) Where our water comes from and 3) List the current personnel, Pat Goehring and Bob Buxton.

Forever Chemicals. This is an EPA project and has stopped in other states but is current in Oregon. The cost of testing done by Box R will be \$400/well, we have 3 wells plus the Reservoir. Nothing is detected so far.

Olsen LLC is our preferred backflow tester. They do testing for Bend, Redmond and are a very good company. It is a yearly test.

Review and each board member sign letter to Olin Sitz Excavation concerning the pipe break on Lower Davis. Total cost of repair was \$6,384. The letter is demanding reimbursement from this company that caused the damage.

High water usage shown on the monthly water consumption report is a possible result of a customer leak. Bob Buxton discussed this. A customer had a complaint of water usage on his bill. According to the meter they had used a significant amount of water. Bob has designed an incident report form to be used with any complaint from customers. The issued has now been resolved.

Review and adopt the Delinquent letter included in the Resolution No. 2026-03 that was not adopted last month. Ramona spoke with our legal counsel and was told the letter was in line with our Rules & Regulations and should be adopted. Page 1 of letter excludes the reference to (a) a door hangar termination notice will be posted on or about (insert applicable door hangar date. Also excludes this statement: You may pay the Past Due Amount <sup>in</sup> person at the District's office, as we do not have an office. Past Due Amount can be mailed to 7064 SE Davis Loop, Prineville, Oregon 97754 by mail. Motion was made to accept Delinquent letter with exclusions included by Ramona and 2<sup>nd</sup> by Bob Buxton. Vote was: Ramona yes, Bob yes, Wayne yes and Rod yes.

Ring Central will continue to be used and Bob suggested we get a cell phone for general use. This was not voted on.

Level 1 DRC is the person we are required to have with our level of residents, 157 and stands for Direct Responsible In Charge. Currently that person is Pat Goehring at a cost of \$350/month.

Library hours are changing in May and will no longer allow evening meetings. Ramona reserved the library from 4-5:30 pm in May.

811 Locator – we ~~not~~ <sup>no</sup> longer have a number or person listed when this number is called for Highland Subdivision Water District. This information is needed.

Grievance #2: Failure to provide notice to representatives of the news media for the January 12, 2026 regular meeting. Ramona addressed this at this meeting: I regularly go to Pak, Ship & More to send a scan to Justin Alderman as I do not have that capability. I went back to verify if they had a

copy to show it was sent and they remove emails daily as they send so many. I did notice recently that when I send a scan to Mr. Alderman I received a scan back that indicated it was received. In the future I intend to have an email-lister that I will send and have record of it being sent.

Grievance #6: Failure to properly describe topics for February 9, 2026 regular meetings. Ramona addressed this at this meeting: Mr. Alderman has complained when we have written O & M Manual even though we told him that means Operation & Maintenance Manual. Since his complaint we not list the full name: Operations & Maintenance manual. I have as well been more specific with Legal Counsel subject items as listed in todays Agenda.

Ramona will continue to communicate with legal counsel. Motion to accept this made by Bob Buxton, Rod 2<sup>nd</sup> and the vote was, Bob yes, Rod yes, Wayne yes and Ramona yes. Motion passed.

Water Rights were discussed by Wayne. In 2021 we filed to have our Domestic 150 water rights be changed to Quasi-Municipal, so that we could give water to anyone as long as we stay below the water right limit. The Quasi-Municipal wells are the 2 on Davis Loop. Before any more new meters can be installed we must check for approval from Brice.

Wayne made the decision due to personal issues to step down from the presidents position to a regular board member. Rod made a motion to accept Wayne's decision to step down and Ramona 2<sup>nd</sup>, vote was Rod yes, Ramona yes, Bob yes and Wayne yes. Motion passed. Wayne also made a motion to appoint Bob Buxton as temporary President, this was 2<sup>nd</sup> by Rod, vote was Wayne yes, Rod yes, Ramona yes and Bob yes. Motion passed.

Meeting was the Adjourned at 6:40 p.m.