

MEETING MINUTES

HIGHLAND SUBDIVISION WATER DISTRICT

Date: July 13, 2026

Time: 4:00 pm

Place: Crook County Library, Juniper Room

BOARD MEMBERS

Bob Buxton, Shelly Hall, Steve Huss
Quorum established

ATTENDEES

Kenny Hall, Doc Kerbow

Meeting called to order by Bob Buxton

APPROVAL OF MINUTES

Bob Buxton made motion to approve June 9 and June 24, 2026, minutes. Steve Huss 2nd the motion. Minutes approved.

FINANCES

We had an adjustment of the check register due to the insurance company not receiving our payment (lost in mail) and a reversal of a lost check was made. Bob said our CDs will be coming due soon and we will most likely roll them over. Shelly said Bob has already rolled one over, so we will only have one to do. Our insurance amount is \$8944 per year. SDAO (for our insurance) will be coming to look over our system with Bob July 27, 2026. Bob would like to get the reservoirs covered or painted but will wait until SDAO does the inspection. Bob motioned to approve the Finances, Shelly 2nd the motion. Finances approved.

AGENDA

Water lock off deferred billing. Bob explained that utilities have a facility charge. If we have a facility charge along with our new costs for administration, it comes out to be what the base rate is now and will be come August 1st. Thus, thought it would not be prudent to lower the monthly amount for having water shut off for snowbirds or properties for sale. He proposes to shut water off when requested and when the water is turned back on, the months that it was off would be calculated and due at time of turning it back on. No \$25 turn on fee would be

required. When properties sale that have the water turned off, the title company would collect those back months to be paid at closing to us. Our billing person would inform the title company on the assessment report of this amount owing. Shelly motioned that we do this and Steve 2nd the motion.

Manager's Duties will be discussed next month. We want to look at the duties and try to produce ideas of what they will be doing and have a better understanding as to what to decide next month. We have added money for a part time administrator position, to relieve board members of paperwork. We will be talking with someone soon about this position and duties.

Sign spikes and lock boxes for tools. Bob and Kenny put one lock box for tools out and twelve sign spikes in for water signs when there is emergency water usage. We still need to make the signs.

Gary Walters and Eric Chamberlain need to come here. Gary will replace a sensor (that we have) in one of the reservoirs and show Bob and Steve how the system runs electronically. We will have Eric come at about the same time to look over the wells and monitoring and change a meter on the Upper Davis well.

EXTRA ITEMS ADDED

People not paying their water bill. There was a lengthy discussion as to how best to manage this situation. Shelly mentioned about clearing the amounts and starting fresh and if bill is not paid, water would be shut off. Doc Kerbow said that would be discrimination against those that have paid their bill. Thus, we thought that would not be doable. Bob has several forms for informing those that they are behind, payment plan form and a water shut off form. Bob proposed that we do those forms in order. Bob made a motion that we go for the full amounts owed, Shelly 2nd it and it passed unanimously

We have educational classes being set up for us in October for Meeting laws and Board Member training.

Idleway Water Subdivision would like to pair up with us to share an administration person that we have put in the budget for this year. This may make this position more appealing to be more of a full-time position. We will be talking with them on this idea.

They also have hired a person to help with grant money. There is a grant available for up to \$20,000 that the application is due by August 15, 2026. We would like to set up a meeting with this person to talk over options for the grant.

Bob made motion to adjourn the meeting, with Shelly 2nd the motion. Meeting adjourned at 5:00pm.