

JANUARY MONTHLY MEETING

HIGHLAND SUBDIVISION WATER BOARD

The Board met at the Crook County Public Library, on January 12, 2026 at 5:30 pm.

Meeting began at 5:30. Board members reviewed prior month's Minutes & financial reports.

Minutes and Financial Reports were approved by Wayne-yes, Lynn-Bob-yes and Ramona-yes. Present at the meeting was Wayne, Lynn, Ramona, Bob and guest Sam Waller and Dorothy Perala.+

AGENDA ITEMS:

1. Maintenance needs:

Radio Read was discussed by Wayne and Sam Waller who is from Oregon Association of Water Utilities. This is something Wayne would like to work towards, automating all meter usage. He has discussed this with Tracy, meter reader and she is OK with it, as it would eliminate the position. Sam said there are 2 types of radio read, one type allows data to be analyzed daily.

2. O & M (Operations & Maintenance):

Sam passed a handout to each board member that gives examples of what is needed in an O&M manual. Sam will stay in touch with Wayne and is willing to come back once a draft is developed. The O&M manual was approved by board members, Wayne yes, Lynn yes, Bob yes and Ramona yes.

Wayne said Pat Goering has expressed an interest to act as our DRC (Direct Responsible in Charge) since he is retiring from working the Prineville Water District. He has said he wants \$350/month to do this.

3. Reservoir Cleaning:

Wayne has been in touch with a company which indicated that it will be in the Spring before the work can be done.

4. Hollenbeck:

Mr. Hollenbeck recently inspected the Reservoir tanks and there were indications that some attention is needed and they need to be inspected annually.

5. \$5.00 late fee:

Much discussion on this subject was done by all. A concern was expressed that if a check was requested by a persons bank to be sent, the check could arrive after the 15th. A decision was made to keep the due date on the 15th of each month but the past due would incur with any payments received AFTER the 20th of each month. A note will be attached to the next month's bill indicating this information.

6. Proposals from our legal counsel:

The delinquent account letter was read and it was also mentioned that our billing program has that ability to produce a delinquent account letter. Ramona, the treasurer will check that out. The Master Fee Schedule was also reviewed. Under Water Rates, Wayne wanted the first statement to say: the base rate of \$38.00 includes 500 cubic feet of water. Under miscellaneous fees item 4 was rejected (Door Hangar with \$25 fee and item 6 rejected (meter tampering with \$250 per incident). Then the form was voted on and Wayne yes, Lynn yes, Bob yes and Ramona yes.

At this time Wayne left the meeting.

7. Delinquent Accounts:

This was discussed and it was felt that a letter should be sent and an expectation that the total bill would be paid within a reasonable time period.

8. Banking:

There is a need to have someone oversee the CD's (we have 2) and the Money Market, to attain the best option possible and Bob Buxton is willing to do that. So this responsibility along with becoming an additional signer for our accounts was proposed, Lynn yes, Bob yes and Ramona yes.

It being late Ramona asked about ending the meeting, a motion was made by Ramona and seconded by Bob. Lynn yes, Bob yes and Ramona yes.