

HIGHLAND SUBDIVISION WATER DISTRICT

The Board of Directors met on April 13, 2026 at 5:30 p.m.
The meeting was held at the Crook County Library, Juniper Room.

Board members present were:

Bob Buxton
Linn Troupe
Ramona Lang

Attendees:

Tom Sepelia
Doc Kerbow

A quorum was present because there are currently 4 directors on the Board and three were present at the meeting.

Call to Order by Bob Buxton

Minutes from the previous meeting were reviewed.

A motion was made by Ramona to accept the minutes. Lynn 2nd the motion, and a vote was Bob yes, Lynn yes and Ramona yes, motion passed.

AGENDA:

Operations and Maintenance Manual was discussed. There needs to be a procedure written down when a Well is tested, so that most people can read and understand it. Rick shared a map with Bob showing where all the valves are and said 3 are not working. Protocols needed for everything.

Ring Central was discussed. Dianna, HOA president is interested in buying the phone number that came with the program, in yearly of

monthly payments to HSWD. She also said she is willing to prorate the contract we made with Ring Central and the HOA would pay it from now to the end of contract. A motion was made by Bob to accept Dianna's offer and was 2nd by Ramona and a vote was Bob yes, Lynn yes and Ramona yes, motion passed.

Customer complaints were discussed. Bob has been to 2 homes where the resident complained the meter was not working. Bob wants to make a protocol for this situation.

Bob talked to SMAF and will meet with them the following week and work out a budget with them for work they do at HSWD.

Delinquent accounts were discussed. Bob went to Ochoco West to see what they do for this type of account. They have a plan for delinquent accounts and one for shutting off water as well as a payback option. That would likely be well received by residents. We can take that to our attorney and see what she says.

Library hours are changing in May to day time hours. This room is reserved in May from 4-5:30.

811 locator was discussed. Bob's number is now on the account. A pipe locator came out to Bob's and tested with a radar and it worked well but is expensive.

Power Company poles are located at the reservoir and one at Well #3. The Electric Company wants to sell us the poles at \$1 each. The poles last 50 years. Lynn made a motion to buy the poles for \$1. Bob made a 2nd and a vote was taken Lynn yes, Bob yes and Ramona yes, motion passed.

Bob said a protocol is needed for Flushing when it occurs once a year. He also brought up an Emergency Plan that is needed as well. If the neighborhood gets into a difficult situation and it is necessary to boil water, instructions need to be available. Also, if the well level goes down significantly, we will need to buy water.

Wayne resigned and Bob read his letter. Wayne has been very helpful to Bob. Ramona submitted a resignation letter too. Her last day is May 4, 2026.

Bob stated that he would like to have some help with his job. He has taken on a lot. Bob will call the DRC this week and see if he can help at all.

A motion was made to adjourn the meeting by Bob, Lynn 2nd the motion and a vote was taken, Lynn yes, Bob yes and Ramona yes, motion passed.