

MINUTES OF THE MONTHLY MEETING OF THE BOARD OF DIRECTORS OF HIGHLAND SUBDIVISION WATER DISTRICT

The Board of Directors met on February 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
Ramona Lang	Treasurer
Bob Buxton	

Attendees

Kenny Hall
Shelly Hall

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

The meeting was held at the Crook County Public Library.

Minutes from January 12, 2026 were reviewed.

January financials were reviewed. Bob Buxton asked how often meters are read. Ramona replied monthly. Wayne observed Burris charges were quite high as well as the attorney charges. New customer charges were explained to Bob Buxton.

O & M manual was discussed. Bob Buxton was assigned to the O & M creation task using the outline presented by Sam of OAWU during the January 12 meeting.

Reservoir cleaning is scheduled for late spring or early summer by Inland Potable Water Company.

Reservoir maintenance estimate by Dick Hollenbeck was \$2,800. He will proceed as weather permits. Hollenbeck has been maintaining the exterior of the reservoirs since 2009.

Legal Counsel proposed a master fee schedule and resolution. The board discussed removing the door hanger and the tampering fee.

Banking discussion was to require three signatories on all accounts. There was agreement to make it standard on all accounts.

Ring Central is close to being finalized by Bob Buxton and Donna Scheffler. Ring Central video is now working.

Rick Mayer is available to help on projects or emergencies. He uses a LLC. His rate is \$50/hr.

BOARD ACTION

1. Minutes of the previous meeting: Wayne Rice made a motion to approve the minutes of the Board of Directors meeting held January 12, 2026. Seconded by Bob Buxton. Motion vote, Wayne Rice voted yes, Bob Buxton voted yes, Ramona Lang voted yes, the motion was approved.
2. Treasurer's Report: The motion was made by Bob Buxton to approve the Treasurers report, seconded by Wayne Rice. Motion Vote, Wayne Rice voted yes, Bob Buxton voted yes, Ramona Lang voted yes, the motion was approved.
3. Master Fee Schedule: Bob Buxton mad a motion to accept the master fee schedule. Wayne Rice Seconded the Motion. Motion Vote, Wayne Rice voted yes, Bob Buxton voted yes, Ramona Lang voted yes, the motion was approved.
4. Resolution: The motion was made by Wayne Rice to adopt the resolution with changes discussed. Exhibit A, remove the delinquent letter, the door hanger and the tampering fee. Ramona Lang seconded the motion. Motion Vote, Wayne Rice voted yes, Bob Buxton voted yes, Ramona Lang voted yes, the motion was approved.
5. Banking: Motion was made by Wayne Rice for all banking accounts to require three signatories. Motion Vote, Wayne Rice voted yes, Bob Buxton voted yes, Ramona Lang voted yes, the motion was approved.

_____ Date: _____
Ramona Lang, Treasure