

Pine Grove Community Water Assn Inc.
January 16th, 2024

Board Members: Gerry Broer, Keith Jackson, Paul Fauss, Jan Helgeson, Ken Bruns, Jim Rensch, Gereth Stillman.

Meeting called to order by President Gerry Broer at 7:05p.m.

Minutes from the December 19th, 2023 were emailed in advance for the board to review. A motion was made to approve the minutes, second, motion carried.

December's Balance Sheet, Profit & Loss Statement, Budget Performance, Accounts Receivable, Accounts Payable were emailed to advance for the board to review.

Checking Acct Balance as of 01/16/2024	\$ 15,341.92
Money Market Balance as of 01/16/2024	\$ 63,511.73
Savings Acct Balance as of 01/16/2024	\$ 25.00
HCU – 13 mos CD (5.127%) 01/16/2024	\$122,022.16
HCU – 9 mos CD (5.085%) 01/16/2024	\$ 50,000.00
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HCU – Loan Balance as of 01/16/2024	\$104,407.33 (Bank Loan Secured)

Bookkeeping audit slated for January 29th, 2024. Linda Wordeman and Kandyce Meinhardt agreed to go over the bank statements along with board member Paul Fauss.

Agreed to increase the bookkeeping wages for Janice Helgeson for 2024 to \$1,000.00 per month based on 40 hours per month. An additional bonus of \$2500.00 was brought forth for the extra time involved in updating QuickBooks and starting a new filing system for the Membership Applications/Transfers. (Additional time involved for the above was recorded at over 100+ hours) Additional hours over 40 will be at \$50.00 per hour. A motion was made by the board, second, motion carried.

Brad & Miranda Madsen submitted a Membership Transfer application. They purchased Ed Cook's property at 13788 Belgian Court. Approved.

Easements were reviewed and discussed. Have approximately 70 easements that still need to be signed. Gerry, Ken and Jan will work on signatures needed, updates, etc.

Sudbury well "as built" design was shared with necessary individuals and placed one copy in the file cabinet. A temporary meter (used or new?) needs to be installed inside the vault to monitor any possible water leaks in the Sudbury Ranch water distribution system. Re-plumbing inside the vault becomes a "higher priority" at this point. Sudbury engineering specs are 75% complete and will be ready for accepting bids to connect the Sudbury well to the mainline in the near future and hopefully have the project completed this summer. Gerry checking on lockable cistern cover for the Sudbury vault.

Submitted a transfer application and \$50 filing fee to South Dakota Dept. of Agriculture and Natural Resources (SD DANR) for water rights permit #2816-2 previously owned by Casey Skyberg (Sudbury Ranch LLC) to Pine Grove Community Water Assn Inc. Mailed 1/17/2024, waiting for approval.

The Sudbury Ranch Subdivision residents were required to install cisterns on their property for water. Recently disclosed in the matter is a resident who does not have the required cistern, to which the

following action will take place: A letter will be composed and hand delivered to the property owner requesting cistern compliance within 90 days (upon delivery of notice) after which a \$1000.00 penalty (per month) will be imposed along with shutting off the water.

Gene Addink approached Jeff Johnson and further relayed to Gerry to see if PGCWA would be interested in supplying water to a nearby 300 acre development on the south side of Sudbury. ((30) 10 acres plots) Discussion pursued, the current board was not interested in the expansion at this time.

New Member Service Line Requirement document needs a final review for any additional changes. Ken will provide the necessary verbiage on any of the changes that needs to take place and reviewed. There are a couple of contractors waiting on the document.

Discussed increasing property values as the annual insurance policy is up for renewal on 2/15/2024. Increased pump house value to \$35,000.00, (previously \$13,800) Business Personal Property to \$500,000, (previously \$216,400) Commercial Inland Marine \$25,000 (previously \$3,500) PGCWA has on hand 3 pumps and motors on the shelf in case of a malfunction. Forego the Inland Marine portion? Jan has a meeting with Hub International on 1/17/2024 to provide information to the agent on the 4 locations and to increase the values. Additional questions to ask: employees covered on the business operations, indemnification issues? Jan will forward any communication to the board on the changes.

March monthly meeting changed to March 11th at 7:00 p.m. Include the notice on the January invoices and on website.

April's annual meeting has been set for April 19th at 7:00 p.m. Include the notice on February & March invoices and on website.

PGCWA Termination Forms have been emailed to Austin Brummer and Mike Brummer, awaiting return.

All water haulers as of January 1, 2024 are to be billed at the \$71.00 monthly rate for 2,000 gallons of water, additional gallons over the 2,000 gallons will be \$10.50/1000 gallons.

Check in with Kurt on Lead Survey, need to make any updates, # of people completed? Verify if Kurt will be at the annual meeting.

Include short term and long term planning on the agenda for the annual meeting.

Approve Accounts Payable submitted to the board along with Banner Associates bill for \$5,392.35. A motion was made, second, motion carried.

Meeting adjourned at 8:57 p.m!

Respectfully submitted by Janice Helgeson