

Pine Grove Community Water Association, Inc.  
May 16<sup>th</sup>, 2023 Board Meeting Minutes

Board Members Present: Gerry Broer, Paul Fauss, Ken Bruns, Keith Jackson, Janice Helgeson. No members present. A quorum was present to conduct normal business activity.

Meeting called to order by President Gerry Broer at 7:15 pm.

The minutes from April 18<sup>th</sup> monthly board meeting were read. A motion to accept the minutes as read, second, motion carried.

A copy of the minutes from the annual meeting was provided by Janice to the board for review. Tabled to approve until June's monthly meeting.

A resolution was signed by Gerry regarding "All meter pits to be installed at the property line". Kurt and Jeff need to be made aware of this resolution for future hook-ups.

2023's budget briefly discussed, 1<sup>st</sup> quarter's budget comparison was compiled and presented at the annual meeting on April 21<sup>st</sup> to the members by Paul.

A vote for officer positions vacated by outgoing board members Kurt Slentz and Jeff Johnson at the annual meeting. Ken Bruns nominated Janice Helgeson for Treasurer, second by Paul Fauss, none opposed. Motion carried. Ken Bruns nominated Keith Jackson for Vice President, second by Paul Fauss, none opposed. Motion carried.

Banking & Bookkeeping: Keith was briefly updated on the accounting procedures and the current process to streamline all accounting into Quickbooks. Remove Rose Kieffer's name and contact phone # from all future invoicing.

Discussion followed about PGCWA's current banking institution, US Bank. US Bank was approached by board members to the matter of a bank loan for the purchase of a secondary well. US Bank would only issue the loan providing there was a co-signer or personal guarantee from an individual. This was unacceptable to the board. Members pursued looking into other local banks and interest rates and decided Highmark Federal Credit Union would be the accepted banking institution. Janice will inquire with Highmark Federal Credit Union and request information needed to open a checking account. Janice will provide the needed documents to Highmark Federal Credit Union to open a checking account. Gerry Broer, President, Keith Jackson, Vice President and Janice Helgeson, Treasurer will be the signees on all banking accounts. Also discussed renting a safe deposit box.

Discussion to enlist Keith as Supervisor and point of contact between employees Kurt Slentz and Jeff Johnson. The board would like to be provided information with on-going repairs, maintenance, inspections, etc. in the water district. Jeff and Kurt also indicated in outside conversation they would attend meetings when possible to update the board on their actions. Discussed a list of duties provided by the employees.

Member Cliff Esper is wanting specifications to hook up water to his residence.

Discussion on access to the website to upload annual meeting minutes, monthly meeting minutes, agenda and resolutions. Jan will contact Kurt for sign-on information to upload these documents.

Water main break/repair locations – Wipf/Wordeman line, Wipf/Turk line, Neck Yoke.

Non-compliant members – Briesemeister, Haney, James, Kolb and Uchytel, Turk & Wipf. Letters provided, file on computer? Who's in compliance? Membership is non-transferable if property is sold. New property owners will be required to meet compliance requirements before being able to hook back up to water. Solutions to meet non-compliance? Resolution?

Ken was in contact with Cassie Skyberg. Would prefer payment in full instead of contract for deed. Agreement was to include a one-thousand dollar (non-refundable) payment as earnest money. Three requirements are contingent on the purchase of the secondary back-up well. Water quality testing, output gallons per minute, and communications between the two wells and reservoir. Ken made the motion to move forward on the purchase of the secondary well for \$175,000, second by Paul Fauss, none opposed, motion carried. A resolution will be drafted indicating the purchase and loan application on the Sudbury well.

Pump house floor water sensor and red strobe light is installed. Contact name changes will need to be updated on the door of the pump house and updates to the SOP will be done.

Monthly readings, line loss and stats – the board would like to see the chart updated to the current date as laid out by Banner Associates and also the Line Loss (%)  $((\text{production-distributed})/\text{production}) * 100$  formula on page 4 of the monthly usage detail spreadsheet as readable.

Current water rates, availability fees and keys to the pump house were discussed. Rates will again be reviewed in October.

Sudbury Ranch Subdivision well - warranty available? (NO WARRANTY)

PGCWA members wishing to disconnect due to drilling of their own well(s). A plan of action was addressed. Two options available and a letter of written intent by land owner:

#1 Cap service line close to the curb stop at the main line (with inspection) and terminate membership, no refund.

#2 Continue to pay the monthly availability fee. A motion was made to accept a resolution pertaining to the above, second, motion carried.

Larson water main project – the PGCWA will provide the curb stop and red top hydrant or flushing hydrant depending on best fit.

Update board member names and phone #'s on placard on door of pump house.

Payment mailbox at pump house? and the possibility of a new mailbox either at Coyote Flats or Pine Grove Road.

Approved invoices for payment submitted and attached by Rose.

Adjourned meeting, second, motion carried.

Respectfully submitted by,

Janice Helgeson - PGCWA Director