

Pine Grove Community Water Assn Inc.
June 20th, 2023 Board Meeting Minutes

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

Meeting called to order by President Gerry Broer at 7:00 p.m.

Annual meeting minutes. A motion to accept the minutes, second, motion carried.

Minutes from May 16th board meeting. Ken made a couple of mentions to the following: resolution pertaining to the meter pit installation at the property line – Jeff and Kurt need to be aware of the resolution. Noncompliant members need to include Wipf and Turk. Sudbury Ranch Subdivision well – no warranty. May 16th minutes revised to include the above. A motion to accept the minutes, second, motion carried.

Jan brought forth some suggestions on streamlining the invoicing process. Jan would like to change the payment terms to the 20th of the Month. Discussion followed. Janice talked with a representative from Autobooks on accepting payments thru Autobooks. A 1% transaction fee for ACH payment to be paid by the corporation, a 3.5% fee (paid by the member) if a credit card is used. No additional monthly charges are involved with the company. The payment methods can be linked to our website as well. Jan would like to mail out Statements instead of Invoices but looking into the matter further, Quickbooks will NOT print out the gallons used on the statement. (a question asked at the meeting) Will research this further, may not be a solution to that issue. Did not bring these suggestions to a vote – will be tabled for July's meeting on the 18th.

Leak rate – allowed for the initial discovery (1 month). Billed at regular rate thereafter. Calculation for the leak rate currently: Consumption average per month over a 12 month period.

Nancy Gulliksen & Clinton Levy – availability fees. Set a deadline for Larson's to install the main line? Tabled for future discussion.

Voight's account closing on 6/21/2023, meter reading 42473. Ryan Gianatasio is the new home owner at 13899 Morgan Court (Voights).

Mike Brummer and Austin Brummer hooked up to a private well and closed their account at the end of May.

Sales tax will be charged to commercial business' for commercial use. Jan will revise the pump house logs to include (R)esidential or (C)ommercial USE. Apply for a sales tax permit with the South Dakota Dept. of Revenue.

Post annual and monthly meeting minutes to the website. Need access to post and update Payment Options to the website. (Jan)

Talked about leaks and repairs to lines on Clydesdale, Coyote Flats, Pine Grove Rd, Wipf/Wordeman line. Estimate submitted by On Site Excavating for \$11,278.00. Included mobilization and services. Supplies will be furnished by PGCWA.

Purchase agreement has been signed and submitted to First American Title for the sale of the backup well. Sale still contingent upon water quality testing, output gallons per minute and communications between the two wells and reservoir. Deadline to complete the purchase, etc is September 1st, 2023.

Financial statements for 2021, 2022 and 2023 will be provided to Highmark Credit Union for the loan. 3 year term and cd secured for the loan, no \$\$\$ discussed on cd amount.

Talked about Rockerville Community Hall and water usage. Need to record the usage and write off as a donation at the end of the year?

Form generated for people to initial and sign to terminate/change membership when disconnecting PGCWA's water service.

Talked about tying water line in from backup well to main line. Talk to Banner & Associates on specs.

Pump house updates needed, 2" check valve called into question. Change out to 3"? Maybe have Banner engineer (Cullen) take a look at this and come up with a design.

An estimate for outward swinging door and lock was submitted for \$2952.00 from Architectural Specialties. Motion to approve the new door, second, motion carried.

Paul will be in charge of a new Contact Board on the pump house – Names and Numbers.

Jan will provide a different mailbox for payments, mail and packages. Will retain old mailbox just in case this one doesn't work out.

Discussed meter pit location for Nancy Gulliksen and Levy's from new Larson main line in the works.

Accounts Payable – invoices submitted for payment and signed.

Poly tank – one remaining for sale? Follow up on who wanted to purchase, obtain deposit.

Attachments

Respectfully Submitted By,
Janice Helgeson, PGCWA Treasurer