

Pine Grove Community Water Assn Inc.

July 18<sup>th</sup>, 2023

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

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

Minutes from June 20<sup>th</sup> were emailed in advance for the board to consider. A motion was made to approve the minutes, second, motion carried.

Nancy Gulliksen & Clinton Levy – HOLD on availability fees until the main line is trenched in. A credit will be issued for \$132.00 for 2022's availability fees to Nancy Gulliksen.

Budget Performance was presented and discussed. US Bank checking (\$42,621.49) and capital account (\$216,410.06) have been reconciled, all checks have been cleared and accounts can be closed. Gerry will obtain cashier's checks and deposit funds into the Highmark Credit Union Money Market account.

Brian Evan's account cleared up, owed for availability fees for November & December 2022. (\$44.00)

Drury account discussed - \$768.00 payment made in March of 2023 was for the remainder of 2023 and has a credit of \$88.00 into 2024 as per Rose. No meter reader on their line, should have a reader placed on their line and billed at the monthly rate of \$61.

Dr. Raymond account discussed - Should have a reader in place and billed monthly at a rate of \$61.00 for one tap.

Pam Kieffer's account – Metered from a hydrant at the South end of Pine Grove for cattle on Forest Service. Motion to bill Pam Kieffer Jeff's hourly rate for 2023 to install/uninstall meter plus water haulers rate for water usage. (15.50/1000 gals) 2024 will be \$100 install and \$100 uninstall meter fee plus water haulers rate for water usage.

New payment terms – Motion to approve new payment terms of "25<sup>th</sup> of the Month", second, motion carried.

New ACH payment acceptance with Autobooks and Highmark Credit Union. The fee is 1% of the payment amount and paid for by the water assn. A payment link will be given to Kurt to upload on to our website as well. A motion to approve the new payment option and accept the 1% fees, second, motion carried.

Late payment fees – use discretion to clear off or continue to leave on account.

Forward monthly meeting minutes to Kurt once the minutes have been formally approved and upload onto the web page. Jan will forward the minutes that have been approved to date.

The Board discussed obtaining the admin log-in and password for the Pine Grove Water website. Hire someone to post agenda, minutes, notices? A second person should have access to the web site. Web page phone number and board member contacts should be updated. Paul will contact Kurt about updating the information and also the following: updated membership list, checklist of members that

have been sent the letter of noncompliance for cistern, water distribution and compliance, MONTHLY Consumption History Report with graph for 2023.

Required to be mailed to the members or can we post online?

- a. Water Quality Report
- b. Cistern Maintenance
- c. By-laws

Gerry discussed Membership Easements – about 50% completed plus changes.

Keith reported on Kieffer Ranch Rd area and checking the main line for leaks. Figure there's about a 2-1/2 gallon per minute leak. Old fire station to storage tank – 2-1/2 gallon per minute leak, Wipf service line about 1 gallon per minute. No leakage from old fire station to well.

Meter pits have been ordered from Northwest Pipe Fittings. 3 meter pits are spoken for, should have another 1 or 2 for inventory.

Need to complete flow, communication and water quality tests before Sudbury Ranch purchase date of Sept 1<sup>st</sup>. A flow test could cost around \$50,000 for a contractor to test. The numbers from the original well drillers report can be used for the output gallons per minute as per Kim Taylor/Taylor Drilling. A motion was made to forego the flow testing based on what was indicated by Kim Taylor, second, motion carried.

Meter fee agreement should be in place in-case residents in the Sudbury Ranch area are in need of a meter pit. The \$3,000 meter fee(s) collected before the closing of the well purchase will be placed in escrow and distributed to Pine Grove Water on the closing date. The attorney will be contacted for a draft for agreement.

An estimate was submitted via email to the Board from On Site Excavating for repairs on Clydesdale Rd, Coyote Flats Rd, Pine Grove Rd, Ember Rd. Approx cost including mobilization \$11,278.00. Estimate does not include materials. A quorum to approve via email.

New door and lock installed on the pump house. Keys distributed. New access codes need to be distributed to the haulers. A Motion to pay Architectural Specialties for new door and lock for \$3397.73, second, motion carried.

All 4 poly tanks have been sold and monies collected for all 4 tanks. The info was verified thru the US Bank checking account.

Member transfer for Ryan Gianastasio and Voight's was received and signed. Jan will send a copy to Gianastasio's when easement updates have been confirmed.

Membership Transfer application and New Member Application need to be reviewed and updated. Cover letter and Residential Water Service Requirement need to be reviewed and updated as well.

Adjourned meeting at 9:30 pm, second, motion carried.

Respectfully submitted by Janice Helgeson