

Pine Grove Community Water Association Inc  
Annual Meeting Minutes  
Friday, April 25<sup>th</sup>, 2025

Meeting called to order at 7:02 p.m. by President Gerry Broer.

Board Members Present: Gerry Broer, Keith Jackson, Butch Shields, Janice Helgeson, Gereth Stillman, Quinton Larson. Members Present: 24. A quorum was present at the meeting.

Minutes for the 2024 Annual Meeting were reviewed by the members present. A motion was made to approve the 2024 Annual Meeting minutes as read, seconded, motion carried.

A 2024 Trial Balance was presented to the members. Janice briefly discussed ending balances for the Sudbury loan (paid off as of 4/16/2025), CD accounts, income, and expenses for the year. The PGCWA closed out the year with a net profit of \$64,340.82 and reduced Retained Earnings to \$-401,835.86.

Gerry discussed:

1. The water distribution line connection between the Sudbury well and the PGCWA system. Improvements have been made to the Sudbury vault as well. The Sudbury well is currently capable of supplying water to the distribution system. (In case the Hart Ranch well needs repairs, etc)
2. 2025 short-term projects include upgrades for plumbing at the Hart Ranch pumphouse. Maintenance recommendations provided by Kurt and Jeff are in the works – valve replacements, curb stop maintenance, replacing 3 valves on Hart Ranch Rd West (one valve leaking), and installation of 3 meters on the Ember Rd vault for metering water.
3. Long-term projects include a generator at the pumphouse, line replacement, and a SCADA system.
4. Kurt and Jeff have done a great job of providing a maintenance report to the board on their activities for the month.
5. Discussed the implementation of a Water Transfer Agreement. The Agreement will need to be completed by the new homeowner and briefly outlines the requirements of cistern repairs and maintenance, and a cistern inspection must be completed by a licensed plumber before the transfer or sale of the member's home, along with a \$200.00 transfer fee.
6. PGCWA would like the members to become proactive and shut off the water supplied to their homes in case of leaks or water line breaks. Assistance can be provided should a member require help in shutting off the water supply.

Kurt presented the members with information on the yearly water usage. (averaging 5,200 gallons per member) Line loss is at 32%. Kurt mentioned that some of the line loss may be due to old meters and proposed to purchase new ultrasonic meters at \$125.00 each. Small water line loss has also been identified in a few areas in the distribution system, but the costs to pinpoint and replace may exceed feasibility versus the actual water loss. The pump runs approximately 4 hours every 18-20 hours, and pumps water at a rate of 30,000 gallons per day during winter months. All water testing completed in 2024 passed. 2025 testing requirements mandated by the State of SD will include PFAS testing. Discussed the current project on the Ember Rd vault and meters. Lead Line Survey was completed in the Fall of 2024.

Board elections: Gerry Broer and Butch Shield's 3-year term is complete. Nominations from the floor included Butch Shields and Gerry Broer to continue another 3-year term, no other members stepped forward. A motion to approve the nominations as presented, seconded – motion carried.

#### Question & Answers:

Patty Flanagan presented to the members a motion to rename the Hart Ranch pumphouse to the Swede Larson Pumphouse. A plaque will be displayed in honor of Swede's recent passing. Members seconded – motion carried.

A member questioned the mapping of the water distribution system.

The current status is:

\*The water distribution system's assets and lines have been identified and located.

\*Kurt is collaborating with Pennington County to update the layers and maps in the GPS system.

\*The updated mapping will provide Kurt and Jeff with pertinent information for future maintenance, including:

**\*\*Valves\*\***: Locations and types of valves in the distribution system.

**\*\*Curb stops\*\***: Locations and types of curb stops in the distribution system.

**\*\*Cisterns\*\***: Locating in the distribution system.

**\*\*Other system components\*\***: Locations and types of other system components, such as hydrants and meters. This update will help ensure that maintenance is more efficient and effective, and will also provide a better understanding of the water distribution system as a whole.

A motion for adjournment of the meeting at 7:42 p.m., seconded – motion carried.

Respectfully submitted by,

Janice Helgeson, Treasurer  
Pine Grove Community Water Assn Inc.