

Pine Grove Community Water Association Monthly Meeting Agenda for November 2022

- I) Call Meeting to Order**
- II) Introduce Guests**
- III) Items From the Floor to be Added to the Agenda**
- IV) Minutes of the Last Meeting**
- V) Discuss Financial Report**
 - A) Outstanding Invoices for Maintenance, Purchases, Repairs, Etc.
 - 1) Don Solinsky—Belgian Court Repairs, Wipf/Wordeman Repairs & Loading of Storage Tank
- VI) Old Business (4 month resolution desired)**
 - A) List of Possible Members to Nominate and elect a Successor by the remaining Directors. (Office is held until the next Annual Membership Meeting; at such time the newly elected Director shall hold office for the unexpired term.)
 - 1) Quinton Larson-Possible Appointment to the Board of Director's Position—Conflict of Interest?
 - B) Assembled Financial Review Committee to review long and short term Finances for identified Improvement Needs—Paul & Ken—Update
 - 1) List of Committee Members: Jim Heidecker, Janice Helgeson, Orville Henrickson, Ron Smith & Linda Wordeman
 - 2) First Meeting—11/10/22, Handed out Facility Plan
 - 3) 11/17/22—Next Scheduled Meeting
 - C) Paint Reservoir—Completed
 - 1) Back Up Person for Tom and Call Back Visit (Now that 100K Gallon Reservoir is back in full use)—Jeff

- 2) Drained Tanks
 - 3) Discard empty/used Paint Pails, 4" Plastic Pipe, Etc.
 - 4) Drain and Remove Manifold and Fire Hose.
- D) Letter of Understanding required before extension of Main Line, etc. crossing Private Property granting an Easement to PGCWA for access for future use after completion of project. (Not Required if Easement has been signed for Existing Main Line Repairs, etc.)
- 1) Larson's Extension of Main Line—Gerry—PENDING
 - a) Letter of Understanding Received from Larson's?
- E) Membership Emergency Contact Plan—Updated—Kurt—ON GOING (All Information sent out should include All Board Members Names and Phone numbers.)
- 1) Website/Alerts
 - 2) Email
 - 3) Text Message
 - 4) Telephone
 - 5) Direct Contact
- F) Provide List of Membership Easements—Jerry & Rose—ON GOING
- 1) Signed
 - 2) Pending Signature
 - 3) Requires Revisions
 - 4) Other Actions
- G) Purchase Red Strobe Light for Pump House—Jeff—Checking w/Tom—Preparing Estimate
- H) Replacing Electrical Remote—Jeff is checking w/BH Electric—PENDING
- I) Update on Water Main Break/Repair Locations—Jeff & Kurt
- 1) Wipf/Wordeman Line
 - 2) Neck Yoke on Flats
 - 3) Other Possible Locations
- J) Provide Check List of Members that have been sent the letter of Noncompliance of their Cistern and Water Distribution and indicate if they have complied.—Rose & Kurt—PENDING
- K) Add Second Well

- 1) Land—Board Members to meet with Kieffer Family and Kim Taylor—Jeff—PENDING
 - a) Need to Schedule for Financial Planning Committee's Cost Evaluation
- L) Reconstruction of 3-Valves @ Pump House on W. Hart Ranch Road—Jeff—ON HOLD
- M) Pump House Drain/Scupper In Case of Inside Water Break—KEN—Tom is Preparing Estimate
- N) SOP for Pump House (Tom will prepare)—Jeff—ON HOLD
- O) Main Line High Density Polyethylene Pipe (HDPE) Specifications for New Membership Applications—Jim—TO PROVIDE
- P) Discuss Theoretical Line Loss—Kurt—ON GOING
- Q) Outstanding Payments Not Received—Rose & Kurt
 - 1) Monthly Water Usage Bills
 - 2) Annual/Monthly Fees
 - 3) Other Monies Owed
- R) Set up Remote On-Line Web Page Payments—Kurt

VII) New Business

- A) Annual Rate Increases (January 1st, 2023) Discuss for December Approval
 - 1) As of 11/14/22 Consumer Price Index (CPI) for 2022 Rose to 7.5%
- B) Notice to Haulers—If Encountering Red Light—Contact Board Member
- C) When Contractor is being Scheduled for Repairs—Web Site Notice—Kurt
 - 1) Include Membership's Cistern Repairs, Frost Hydrants, Service Lines, Etc.
- D) Expenditures—Long Term Planing
 - 1) Leak Repairs
 - a) On Going Projects and Costs
 - 2) Equipment Repairs
 - a) On Going Projects and Costs

- 3) New 2nd Well (Improvement 1 Alternative 1; \$710,100) Does Not Included Costs for Pump House, Piping Materials, Electrical Materials, Controls, etc.—GRANT MONIES NOT AVAILABLE
- 4) Backup Generator—Diesel (Improvement 2 Alternative 1; \$113,400)—GRANT MONIES NOT AVAILABLE
- 5) Water Main Improvement—Neck Yoke Rd., Coyote Flats Rd., Windmill Rd. and 2 PRV's (Improvement 3; \$336,400)—GRANT MONIES NOT AVAILABLE
- 6) SCADA System (Supervisory Control And Data Acquisition) (Improvement 4; \$121,600)—GRANT MONIES NOT AVAILABLE
- 7) Water Main Improvement—Clydesdale Road and Neck Yoke Rd (Improvement 5; \$153,200)—GRANT MONIES NOT AVAILABLE
- 8) System for adding chemicals—Kurt to discuss w/SD Rural Water—PENDING
- 9) GPS Device and Laptop for Field Use/Administrator/Meeting Information/etc.—Approximately \$1,000—Kurt & Jeff
- 10) Associated Hardware (MUELLER AMR W/2 WAY), EZ Suite Software and 30 Meters from Milbank Winwater Co.—ON ORDER, Deliver October 19th—Jeff & Kurt

E) Expenditures—Short Term Planning

- 1) Resale of 4-Poly Temporary Storage Tanks w/Shut Off Valves and Manifold (90%-75% of Costs)—Kurt, Jeff & Ken
 - a) 1-6,250 Gallon Storage Tank has been sold
 - b) Disassemble & Winterize Manifold, Shut Off Valves and Tanks
 - c) Return 5 Elbows
 - d) Warne Chemical(Nevin)—Haul Tanks/Each: \$3.80/Loaded Mile

VIII) Approve Invoices for Payment

- A) West Dakota Rural Water System (West River Pipeline) Annual Fee

IX) Reminder for Revisits

- A) Banner Associates-Joe Munson/Cullen Kohles
 - 1) Application for State of SD Water Plan for Future Grant Monies—Grant Monies, Denied—Loan Monies Available (30 years @ 2.125% Interest)—Ken—UPDATE
 - 2) Application for Loan(s)—ON HOLD @ Committee
- B) Envelopes for Monthly Billing—Print, Fold, Stuff, Stamp, Return Address, Use Address Window Envelope and Mail.

X) Adjournment