

Pine Grove Community Water Association

Monthly Meeting Agenda

For February 2024

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) Budget 2023 and Long Term Budget

1) Bookkeeping and Banking

a) Bookkeeping audit in January 2024 – Completed

b) Review compensation rate for bookkeeping – amend monthly hours from 40 hours to 30 hours

B) Outstanding Payments

1) Monthly Water Usage Bills

2) Annual/Monthly Fees

3) Late Fee Charges

4) Other Money Owed

VI) Old Business

A) Membership Emergency Contact Plan—Updated—ON GOING

1) Website Alerts

2) Email

3) Text Message

4) Telephone

5) Direct Contact

B) Provide List of Membership Easements—Gerry—ON GOING

1) Signed

2) Pending Signature

3) Requires Revisions-

C) Update on Water Main Break/Repair Locations

D) Add Second Well

1) Land—DeCastro

2) Sudbury Well Update

a) Discuss possible testing site on Sudbury distribution system – line flushing and placing an alert tag on the fire hydrant to prohibit firetruck pumping.

b) 36" manhole lockable cover and riser for water equipment vault-Gerry

c) Lot cleanup and drainage grading – Gerry

d) Chad Timmer needs to install a cistern – Certified letter for compliance was sent

e) Estimates for connecting Sudbury well to PGCWA line – north Clydesdale Rd

E) Discuss Theoretical Line Loss

VII) New Business

A) Application for Membership and other Documents

1) Fire Hall Easement / Wipf Trust – ON HOLD

2) Reminder- the March monthly meeting will be on Monday March 11th at 7pm

3) Members Lead Survey – compliance

4) Annual Meeting Agenda- Kurt will do the water quality report and update on the lead survey requirements. Include short term and long term planning on the annual meeting agenda.

B) Expenditures—Long Term Planning

1) Leak Repairs

a) On going projects and costs

2) Equipment Repairs

a) On going projects and costs

3) Through 7) Items as listed in the Feasibility Study

8) System for adding chemicals—Kurt will discuss with SD Rural Water-PENDING

C) Expenditures—Short Term Planning

1) Pump House

a) Replumb piping

b) Outside card operated system for water hauling – review estimate

2) Sudbury Well – water meter, security fencing, vault floor drain, electric cover lock

VIII) Approve Invoices for Payment

IX) Reminder for Revisits - Water Rate Tables for haulers – tiered rates?

X) Adjournment