

## **Pine Grove Community Water Association Monthly Meeting Agenda for January 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 the Financial Report**
- VI) Old Business (4 month resolution desired)**
  - A) Banner Associates-Joe Munson/Cullen Kohles
    - 1) Update on Feasibility Study [Water System Facility Plan(WSFP)]
      - a) 2nd Draft—Approved
      - b) Submitted to State of SD for Grant Monies
    - 2) Status of Grant Application-Suzanne McKinley
      - a) Recommendation to be Made Approximately One Month after receiving Final WSFP from Engineering Firm
  - B) New Membership Availability-ON HOLD  
Pending Recommendation from WSFP
  - C) Potential Memberships (ON HOLD Until After WSFP is Completed)
    - 1) 1-Membership with Contract—Approved
  - D) Paint Reservoir
    - 1) Postponed Until Spring/Summer 2022
  - E) Membership Emergency Contact Plan—Updated—Kurt—Pending
    - 1) Website
    - 2) Email
    - 3) Text Message

- 4) Telephone
- 5) Direct Contact
  
- F) Provide List of Membership Easements—Jerry & Rose—Pending
  - 1) Signed
  - 2) Pending Signature
  - 3) Requires Revisions
  - 4) Other Actions
  
- G) Purchase Replacement Pump and Motor——Don & Jeff are checking w/Kim for Availability and Price—Pending
  
- H) Purchase Red Strobe Light for Pump House—Jeff—Checking w/Tom Pending
  
- I) Replacing Electrical Remote—Jeff is checking w/BH Electric—Pending
  
- J) Update on Water Main Break— Between Belgian Court and Clydesdale Road
  
- K) Update on Water Main Break—Wipf/Wordeman
  
- L) Charter Members Owning Original Property With Availability to Purchase Additional Memberships At Reduced Price (\$5,216.00)—Rose & Kurt—Update (Membership Certificates sent)?
  
- M) Send Letter of Compliance and By-Laws concerning Cistern and Water Distribution—ADDITIONAL NONCOMPLIANT MEMBERS—Sent(?)—Rose & Kurt—Provide a Check List of Members that have been sent this letter and indicate if they have complied.
  - 1) Patrick Briesmeister
  - 2) James McHolland
  - 3) Kevin Uchytel
  - 4) Todd Reitzel(?)
  - 5) Rick Wipf
  
- N) Revise Letter of Compliance—Under Review
  - 1) NO TAPS ALLOWED BEFORE METER PIT OR CISTERN.
  - 2) Direct line from Meter Pit to Cistern. All water usage shall be distributed directly from Cistern.
  
- O) Add Second Well
  - 1) Land—Don to meet with Kieffer Family—Pending

- P) Reconstruction of 3-Valves @ Pump House on W. Hart Ranch Road—Don—ON HOLD
- Q) Pump House Drain In Case of Inside Water Break—Jeff—ON HOLD
- R) SOP for Pump House—Don & Jeff—ON HOLD
  - 1) Possibly use Tom & Kim
- S) Outstanding Payments Not Received—Rose & Kurt
  - 1) Monthly Water Usage Bills
  - 2) Annual/Monthly Fees
  - 3) Other Monies Owed
    - a) Coots Paid Hook Up Fee-Reminder w/Oct Billing?
    - b) Fullerton Billed for Repairs & Labor? (Jeff's time)

## VII) New Business

- A) 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, Motor, Pump House, Piping Materials, Electrical Materials, Controls, etc.
    - a) Land
    - b) Drilling Costs
  - 4) Acquire Existing Well (Casey Skyberg/Sudbury Subdivision) (Improvement 1 Alternative 2; \$278,300)
    - [Maybe offer \$140,000]
    - (Lost Revenue: 9 Membership Fees @ \$16,320=\$146,880)
    - (Added Revenue: 9 Tap Fees @ \$3,200 or \$1,000 more than PGCWA's Tap Fee=\$9,000)
    - [\$278,300–146,880+9,000=\$140,420]
  - 5) Backup Generator—Diesel (Improvement 2 Alternative 1; \$113,400)
  - 5) Backup Generator—Propane (Improvement 2 Alternative 2; \$108,000)
  - 6) Water Main Improvement—Neck Yoke Rd., Coyote Flats Rd., Windmill Rd. and 2 PRV's (Improvement 3; \$336,400)
  - 7) SCADA System (Supervisory Control And Data Acquisition) (Improvement 4; \$121,600)
  - 8) Water Main Improvement—Clydesdale Road and Neck Yoke Rd. (Improvement 5; \$153,200)

- 9) System for adding chemicals—Kurt to discuss w/SD Rural Water
- 10) State Water Plan Application for Future Grant Monies  
April 2022 Filing Deadline—Banner Would Submit
- B) Expenditures—Short Term Planing
  - 1) Laptop for Administrator/Field Use/Meeting Information  
(~\$2,500/Kurt)
- C) Envelopes—Prepaid Stamp, Return Address and Address Window
- D) Revise By-Laws—ON HOLD
  - 1) Change Annual Meeting time from 7:30 to 7:00 o'clock p.m.
  - 2) Revise Cistern and Water Distribution Requirements  
(Similar Language as Letter of Requirements for Residential Water Service)

**VIII) Approve Invoices for Payment**

**IX) Adjournment**