

# Saddle Mountain Service Corporation Board Meeting Minutes

February 17, 2025

ZOOM Call

## **Attendees:**

Tom Hillesland, President

Mike Johnson, Vice President

Linda Kindrick, Treasurer

Amy Teegarden, Secretary

Kirk Fandry, Director

Keith Stark, Director

Matt Weber, Backup Operator

\_\_\_\_\_, Guest

Meeting called to order at 6:30 PM

**Minutes from last month's meeting:** The meeting minutes are attached and become part of the minutes. Keith moved the minutes be approved. Amy provided the second. Motion passed unanimously.

**Operator's report:** No report this month, Mark Z excused. Matt Weber commented that the dripping pipe in the pump is not a significant issue. Chlorine reader, heaters- all are in good condition. Keith asked Matt if he will be leaving his operator position. Matt is not sure. There was discussion on the "operators' structure" for the future. There is the potential for splitting duties among three operators.

**Treasurer's report:** The Treasurer's reports are attached and become part of the meeting minutes. Linda reported that things are well. Silvertip, the contractor providing snow removal, is sending invoices promptly. The 2019 laptop "died" and Linda took it in for service. Decided it was necessary to purchase a new laptop which has been set-up. Total cost was \$824.

Linda worked on the 2024 990 tax document which requires board approval. There was a review of the draft 990 with some questions. After review and discussion, Amy made a motion that the Board approve the form and proceed with filing. Kirk seconded the motion. Motion passed.

Linda continued to inform the board about ARPA funds status. There has been no word from the State. The forms have been submitted to the State for approval and payment. Will follow up with Matt Mudd. Linda will purchase two additional CDs to meet the Board requirement for a total of six CDs.

The remaining restitution payment is \$5,200. Linda reviewed the treasurers' reports and statements. One of the SMS is significantly delinquent on payment and numerous efforts have been made to collect. There was a discussion on next steps. A letter will be mailed, and taken to the house informing the member that payment is due within 30 days or water will be shutoff or a lien placed on house. Keith moved the reports be approved. Mike provided the second. Motion passed unanimously.

**Keith Stark activities:** Keith informed the board that he has the water system drawings and supporting literature on a USB port. He would like this copied on as many USB thumb drives as possible. Requires

a 8 gig. Tom would also like to add the “historical” SMS documents he has to the file. Kirk told Keith he has extra USBs that he would donate. Keith and Tom will coordinate this effort. Keith’s report does not require board approval. The intent is to have one thumb drive per director.

### **Old Business:**

1. **Resolve water hammer issue:** Resolve Water Hammer issue. Air release valve on supply line was changed, no difference noted. Mike recommends adjusting the spring valve. Questions did the leak in well #5 get fixed? Keith, Mike and Matt Mudd will focus on this.
2. **Well #3 replacement pump/motor doesn’t move adequate water:** Figure out why and determine if wells #1 and #3 are able to pump water to equal well #5. Well #3 replacement pump/motor doesn’t move adequate water. Pending- On hold. This effort is being coordinated by Keith, Matt M, Bruce R, Mark Z, Mike J ON HOLD TIL WATER HAMMER ISSUE IS SOLVED.
3. **Draft Improvement List from Matt M at GWE, for the final part of the ARPA project:** Matt Mudd sent an email to the Board with an update stating that a final draw has been prepared and submitted to the state (from Jefferson County on behalf of SMSC) for ARPA funding reimbursement for a total of \$4,811.00 This information will be included in the final report.
4. **990 Tax Form for SMSC:** Start and coordinate with ATS bookkeeper for completion and submittal. This item was approved for filing by the Board during the treasurer's report discussion.
5. **Prepare updated Backup Water Operator Contract (due in Feb):** Tom Hillesland is working on this. There was Board approval to increase the monthly contract amount from \$500 to \$525. Linda made the motion and Keith seconded it.
6. **Update budget and 5 year look:** Tom is working on the proposed budget and is about a third of the way completed. Will be reviewed and discussed at future meetings.
7. **Develop operations manual, maintenance manual, and maintenance schedule, maintenance records and system history:** Mike and Matt are still working on this effort and making progress. It was suggested that Keith and Mike interview Mark Z. on procedures, essentially filling in the gaps based on his institutional knowledge of the system.
8. **The flowmeter at mid station indicates it pumps more water out than it gets:** Ground rods have been installed. Three meters are bad. They are scheduled to be re-wired on Feb. 20<sup>th</sup>. Homeowners at 13 Mission Mountain Drive volunteered to install the base, still not working. A new meter head needs to be swapped out. Mike will follow-up with the homeowners.
9. **Set up walk through with Mark for new Board members:** Will wait for warmer weather this spring.
10. **Bylaws review and revision:** Committee has been dissolved, issues that were brought up will be reviewed by the board for inclusion in a revision to the bylaws. ON HOLD
11. **ARPA funds, Federal Money:** Linda will follow-up with Matt Mudd.
12. **Make copies of original plans for wells 1 & 3 diagrams and schematics, and also digitize for electronic records:** This will be added to the USB thumb drive.

13. **#2 Big Bear-** discussion of future hook-up and meter.

**New Business:**

1. **12 Crazy Mtn Building Request:** The property owners are re-submitting their plans for submittal that will meet requirements. The Board will provide a list of neighbors they will be required to visit with and share the plans with. Their goal is to build this summer.
2. **Begin discussions re Board Director, skillsets needed:** At the next meeting review a draft letter to be sent for recruitment. Amy informed the board that she will not enlist in a 2<sup>nd</sup> term. Will need to recruit for website and secretarial skills.
3. **Finalize, authorize and sign Backup Water Operator Contract:** Matt wants to only do a 6 month contract at this time. Contract as written allows termination by either party with a 30-day notice. The contract is being signed.
4. **Budget review to determine need for rate adjustment:** Tom is working on a proposed budget and will be reviewed at future meetings.
5. **Draft letter & nomination form for Board nominations:** Amy offered to draft the letter and will email to the Board for review.
6. **Verify 990 Tax Form is in the work with ATS:** The Board approved for filing.

New Item:

Matt Weber shared concerns about the quality of service for snow plowing being provided by Silvertip. He says it is taking them too long to plow. He observed that a large portion of the area is being plowed at the mid station when the fire station is being plowed. He proposed that whoever is doing the plowing for the fire department could also do SMS plowing. Amy will inquire with the fire department on who they have contracted with for snow plowing.

With no further business noted, Linda moved to adjourn. Keith provided a second. Meeting adjourned at 8:03 pm.

Submitted by: Amy Teegarden, Secretary

Next meeting: March 17, 2025 via Zoom.