

# Saddle Mountain Service Corporation Board Meeting Minutes

September 16, 2024

MT City Fire Station #2

## **Attendees:**

Tom Hillesland, President

Vacant, Vice President

Mike Johnson, Director

Linda Kindrick, Treasurer

Keith Stark, Director

Amy Teegarden, Secretary

Matt Weber, Backup Operator

Mark Zitzka, Operator

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. There were no changes to the minutes as presented. Linda Kindrick moved the minutes be approved. Keith Stark provided the second. Motion passed unanimously.

**Operator's report:** Report dated 9/15/24 is attached and becomes part of the meeting minutes. Keith Stark moved the minutes be approved. Linda Kindrick provided the second. Motion passed unanimously. Tom asked Mark if there had been an test conducted for magnesium on well #5. Mark informed the board that tests were conducted in 2022 and 2023.

**Treasurer's report:** Treasurer's report dated 9/16/24 is attached and becomes part of the meeting minutes. The various reports were reviewed by the board. Amy Teegarden moved the minutes be approved. Keith Stark provided the second. Motion passed unanimously.

**Keith Stark activities:** Keith's report does not require board approval. Keith reported that he has spent a lot of time trying to locate curb stops. He hasn't had much luck in locating them. He contacted multiple plumbers to submit a bid for installing the mainline at #2 Big Bear. Only one bid was received, from Three Brother's Plumbing. *Note\*- the neighbor insists there is a line off of McClellan Creek Rd in the ditch.*

*Note\* Board decided to address item #2 under New Business before discussing Old Business items.*

## **Old Business:**

1. 2 Big Bear Home building request was approved by the committee and construction has begun. This item is "DONE".

2. Plummer compliance letter: A certified letter was sent to the Plummers, in addition to a regularly mailed letter. The certified letter still has not been delivered (at the time these notes were prepared). The Plummers have 30 days upon receipt of the certified letter to respond to the Board. Of special note, there has been some “clean-up activity” occurring on their property.
3. **Well #3 replacement pump/motor** doesn’t move adequate water. There is still the issue of water hammer. Matt and Keith will look at the email from Matt Mudd that was sent on 9/16/24 for recommendations to solve the water hammer. Will trouble shoot issue using these recommendations.
4. Locate isolation valves that are covered over and bring to the surface. Waiting for GWE evaluation and prioritization by the board. **NOTE:** Keith has located 4 valves and brought the access caps up to road grade. There are 4 other valves he has not been able to locate.
5. Draft Improvement List from Matt M at GWE, for the final part of the ARPA project. Matt Mudd is working on this list and will incorporate the two items that Tom identified as being high priority:
  - a) getting flow rates on both Wells 1 & 3 functional so it doesn't require a babysitter to use them, AND
  - b) solving the water hammer issue at wells 1 & 3.
6. Operations manual, maintenance manual, and maintenance schedule, maintenance records and system history –Matt Weber has been working on the “troubleshooting” guide. Mike Johnson has professional experience in these areas and has offered his assistance. Mike and Matt will meet. Keith suggested Mike look through the filing cabinets that are located in the wellhouse.
7. Website and email notifications. Member volunteer Josh Ault made changes made to Website and the Board likes the new format. Agreement to “go live” with the revised website design. Amy will continue to “maintain” the website using the revised layout. It was agreed that the website will only contain the last two years of meeting minutes. Older minutes will be made available by request.

Email and text notifications: Linda has been working with Josh on a text and email notification system for emergency messages. Linda has tested the database, and it is working well and can easily be updated. It was agreed that once the system is ready to go, SMS will send out a “introductory” notification as well as notice in the *Notes From the Pumphouse*.

It was also agreed to write a letter of thanks to Josh in appreciation for his volunteer efforts on the webpage and notification system. Amy agreed to draft a letter for Tom’s review and signature.

8. Lead Service Line inventory for lead pipes used in the water system; inventory requirement now out. Matt Weber has been working with the remaining homeowners who have not responded to the survey. Discussion and clarification on certain homeowners. Matt has updated his information, only a few properties remain unknown. Any information not gathered by the due date of 10-16-2024 will be listed as unknown and there will be three years to resolve the outstanding issues. **NOTE: Linda has completed updates on the list.** Tom and Linda continue working the full spreadsheet, due date of 10- 16-2024
9. The flowmeter at mid station indicates it pumps more water out than it gets. Reprogrammed the Well 5 flow meter. Keith called Marty Logan but has not heard back. Keith will try again.
10. Make copies of original plans for wells 1 & 3 diagrams and schematics, and also digitize for electronic records. Plans with Matt Mudd, waiting for return to digitize. ON HOLD.

11. Hydrant flush status. Matt Weber is having difficulty getting ahold of anyone from the Fire Department. He will keep trying.
12. New Board member system walkthrough. Mark to coordinate with Kirk and Mike.
13. Bylaws review and revision. Amy and Tom will discuss recommendations and review before the October board meeting.
14. Directors Contact List. mail or put in the next Notes from the Pump house to update to all members on contact list with the current and new SMSC Board members/contact information.
15. Member walk through of water system for interested homeowners with Mark Z, with request to respond to the board. Amy will put out an invitation in the newsletter, inviting members to attend a walkthrough.
16. **ARPA funds**, Federal Money. Received \$10K, then \$42,757.10, Remaining Approx \$5,868 available Current total allowed reimbursement of eligible costs through ARPA MAG is: \$59,325. Tom reported that these funds should be received within the next month.

#### **New Business:**

1. 2 Big Bear curb stop bid review 3 Brothers Plumbing bid. Keith contacted 4 different plumbers and asked for bids on installing the mainline for this new construction home. Only 1 bid was received, which was from 3 Brother's Plumbing in the amount of \$27,373. The costs could be reduced by \$3,500 if they do not have to go into the road. Amy made a motion to accept the bid from 3 Brothers Plumbing. Keith seconded the motion, motion carried.
2. Vote for a new Board Director to replace Mike Anderson who resigned due to moving out of the community. Earlier this spring Mike Johnson expressed interest and submitted his name for the new member ballot. Mike has extensive engineering experience which will be a great asset to the Board. Linda made a motion to appoint Mike Johnson to the Board. Keith seconded the motion, motion carried.

There was discussion about how to get Mike an email. Mike Anderson had been using a personal email because the SMS Vice President email has been "locked". Linda will work with Josh to obtain a new VP email as well as obtain an SMS director email for Mike to use.

3. Verify all tax and property bills have been accounted for on two Properties Linda has completed this task.
4. SMSC Web Site Names renewal: Amy is tracking this. It was agreed to pay for three years, at a discounted rate. Amy will select option for auto-renew.
5. Set up snow plowing service for the season. Tom received a bid from Silvertip. The bid is for \$300 per plowing (all SMS sites) with a 3" snow depth to trigger plowing. Keith made a motion to approve the bid from Silvertip, Mike seconded the motion, motion carried.

6. Emergency notification system: will send out a “test” message using the new system and will notify members how the notification system will be used.

With no further business, the meeting was adjourned at 8:14 PM.

Submitted by: Amy Teegarden, Secretary

Next meeting October 21,2024 at the old fire house on Mission Mountain Road at 6:30 p.m.