

Saddle Mountain Service Corporation Board Meeting Minutes

May 19, 2025

In-Person Meeting

Attendees:

Tom Hillesland, President

Mike Johnson, Vice President

Linda Kindrick, Treasurer

Amy Teegarden, Secretary

Kirk Fandry, Director

Matt Weber, Backup Operator

Mark Zitzka, Operator

Meeting called to order at 6:35 PM

Minutes from last month's meeting: The meeting minutes are attached and become part of the minutes. Linda K. moved that the minutes be approved with one correction. Mike J. provided the second. Motion passed unanimously.

Operator's report: The Operator's report is attached and becomes part of the minutes. Amy T. moved that the report be approved. Mike J. provided the second. Motion passed unanimously.

Mark reported that water operations this month were routine. He shared his concern about a playset being in close proximity to the upper west reservoir, very close to the breaker box. He recommended that a lock be installed on the breaker box. He also shared concern about the landscaping project occurring at #3 Big Dipper; they are working very close to the water line. Someone should talk to the property owners for clarification of the extent of the project to ensure it does not impact the water line.

Treasurer's report: The Treasurer's reports are attached and become part of the meeting minutes. Amy T. moved that the reports be approved. Kirk F. provided the second. Motion passed unanimously.

Linda reviewed the financial reports. Overall income is up. Professional fees have decreased mainly because there were increased legal fees last year and there have been no system repairs this year. The ARPA check is being mailed.

Keith Stark activities: Keith was absent. It was mentioned that he plans to fix the concrete at well #5 in June.

Old Business:

1. **Resolve Water Hammer issue:** Resolve Water Hammer issue. Mike reported that he is still working on the check valve. The necessary parts will not be delivered for another 3 weeks.
2. **Finalize letter & nomination form at Board meeting:** A few edits were noted. Amy will make the changes and email Linda in time for the June 1 billing statement.
3. **Create 6 SMSC Board thumb drives with all drawings and plans for water operators:** Tom will pick up thumb drives from Kirk and make copies.
4. **Status on inoperative meters:** One meter is still running backwards. Mike & Keith will look at it.
5. **Evaluate bid on VFD installation for 50 HP water pump:** Decision to move forward on the evaluation; however, the fix will be on hold until the water hammer issue is resolved.
6. **DEQ Sanitary Survey Inspection Letter:** Mark, Matt, Keith and Mike reviewed the items that need to be addressed. Actions to make small corrections are underway.
7. **DEQ Sanitary Survey Item** - Keith has product to make repairs and will complete in June after returning from an out-of-state trip.
8. **Develop operations manual, maintenance manual, and maintenance schedule, maintenance records and system history:** Mike has created spreadsheets for work orders and work sheets. Matt is working exact on remote meter head location document for meter reading and compiling Curb stop shutoff GPS Coordinates and notes.
9. **2 Big Bear curbstop:** The final step of making the connection will be observed by one of the water operators or Keith.
10. **ARPA funds:** Linda reported that she was notified that the check will be mailed, Tuesday {May 20}.
11. **Annual Consumer Confidence Report (CCR):** Tom is working on the report which he will have completed and available for the June meeting.
12. **Ballot with June Water bill:** Edits will be made, and Amy will email Linda for inclusion in June billing statement.
13. **Annual budget presentation:** Tom presented the draft budget which was reviewed and discussed. No changes. Will be presented at the annual meeting.
14. **Review of Standard Operating Procedures:** Board review in process. Tom commented that as procedures are changed or added, the list needs to be updated. It is important to follow the procedures and keep them current.
15. **Systems Walk-thru:** Kirk recently toured the system with Mark. Mike still needs a tour.

16. **Bids for removal of pipe connection on Ruby Mtn Rd**: Keith will coordinate bids. The best time of year to do this project will be in the summer.

17. **Draft Improvement List**: ON HOLD.

18. **Mid-station Flowmeter**: The flowmeter at mid station indicates it pumps more water out than it gets. ON HOLD.

19. **Well #3 replacement pump/motor**: ON HOLD.

20. **Bylaws review and revision**: Tom is working on this. The committee has been dissolved, issues that were brought up will be reviewed by the board for inclusion in a revision to the bylaws.

NEW BUSINESS

1. SMSC Directors' D&O Liability Insurance **due May 28** (\$829 in 2020) through PayneWest Policy; *Review by board, update as needed.*
2. Send CCR Certification Form to DEQ; due NLT June 30 Tom working on this.
3. Annual budget review Last Calendar Year for June Annual Mtg- CLOSED.
4. Any additional preparation for Annual Meeting in June? NO.
5. Send notification to homeowners on Annual Mtg Date, Time, and Location COMPLETED.
6. Send out Ballot in May water bill (sent beginning of June) to vote for board members
7. Review, authorize & sign Vegetation Control Contract. Due to the significant increase in insurance costs, Matt requested a payment rate to the vegetation control contract. After discussion, Kirk F. made a motion to increase the contract from \$100 to \$300. Mike J. made a second to the motion; motion carried.
8. Insurance - MW LLC (Matt Weber) NOTE: Has been renewed, waiting for copy
9. 210 McClellan Creek Road sent in plans for a shop via email. It was determined the request was missing required, sent an email with details of what was missing with a complete set of documents.
10. Two invoices will be coming per water operator report Burdick's for locks, and Helena Stamp Works to correct label.
11. Operator concerns whether 3 Big Dipper construction conflicts with water line. Need to review, check line location and construction. This item was discussed during the operator's report.

With no further business noted, Amy T. moved to adjourn. Linda K. provided a second. Meeting adjourned at 7:57 pm.

Submitted by: Amy Teegarden, Secretary

Next meeting: June 16, 2025