

Saddle Mountain Service Corporation Board Meeting Minutes

March 16th, 2026

MT City Fire Station #2

Attendees:

Tom Hillesland, President

Mike Johnson, Vice President

Linda Kindrick, Treasurer

Josh Ault, Secretary

Joanna Haddon, Director

Kirk Fandry, Director

Mark Zitzka, Operator

Matt Weber, Backup Operator

Meeting called to order at 6:36 PM

Minutes from last month's meeting: The meeting minutes from February were reviewed by board members. Josh noted the wrong year in the meeting minutes for the last few months that will be corrected. Mark requested that meeting minutes should also be sent to operators. The board agreed, and will do so each month going forward. With no further comments, Linda moved the monthly meeting minutes be approved. Joanna seconded. Motion passed unanimously.

Operator's report: Mark presented the operator's report. As part of the report, Mark included a few suggestions for additions to the maintenance manual and project tracking, which Tom and Mike will incorporate. Joanna motioned for the operator's report to be approved. Kirk seconded. Motion passed unanimously.

Treasurer's report: Linda Kindrick presented the treasurer's report. The various reports were reviewed by the board. Mike motioned for the Treasurer's report to be approved. Joanna seconded. Motion passed unanimously.

Maintenance & Repair Committee Report: Mike presented the progress for the previous month. Mike noted that he needs to work with Matt soon to start on the operator's section of the maintenance manual. The rest of the committee's updates are covered in old and new business.

Old Business:

1. **Resolve Water Hammer Issues:** Mike received a quote for a VFD and a replacement surge control valve, which was sent to the board for review. However, rather than a VFD, Mike and Tom would

like to pursue installing a soft start control panel first, along with replacing the surge control valve. Mike will check with DEQ to see if a soft start can be installed without a permit. The board will discuss further after we hear back from DEQ and receive an updated quote.

2. **Additional water operators:** A few homeowners have expressed interest in the backup operator and meter reader positions, so Tom is working on finding an outsourced certified backup operator. Tom also noted that he talked with DEQ, and they confirmed that turning off a system, in the case of an emergency like a leak, does not require certification. However, turning it back on does. So we will be able to respond quickly to emergencies, but it is imperative that we have a second certified operator available to help turn the system back on after repairs in case the primary operator is unavailable.
3. **Water operator contracts:** Tom finalized the main water operator contract for Matt and made a motion via text for approval. The board voted and approved. Motion was passed unanimously, and Matt signed the contract. The backup operator contracts and meter reader contracts are being finalized this month.
4. **Water Rights:** Our case is now in the hands of the water court, and we are awaiting a review and decision.
5. **SM3 Follow-ups:** Tom spoke with Allen from Saddle Mountain 3. Allen is digitizing SM3's plans to share with us. The board should expect these in the next month or two.
6. **Updated budget:** Tom worked on the first draft of the budget earlier this year, but an updated version is temporarily on hold until operator rates are finalized and contracts are signed. Once that happens, Tom will send out an update and the board will determine if a change in rates is necessary.
7. **Discussion on bill for repair of water line:** Tom and Joanna spoke with our lawyer, Annie, about the repair. Annie suggested notifying the county sanitarian, and/or contacting the homeowner for further information. Joanna will draft that communication. Tom also provided a draft response to the contractor, which will include mention of SMSC sending an invoice for the water lost during the break. Tom will have Linda work with ATS to create that invoice and get it sent out.

New Business:

1. **Finalize letter & nomination form:** Josh has sent out the first drafts of the letter for review. A few corrections were noted, and Josh will get this updated and sent to the board this week for approval.
2. **Grounding at reservoirs:** Matt recommended we check the grounding at the reservoirs. Mike agreed and will take this on to find an electrician to perform the work.
3. **SOP Addition:** Josh provided the finalized SOP for operators to skip a month of meter reading due to adverse weather conditions. This addition is now a part of our SOPs.

With no further business noted, Kirk moved to adjourn. Mike seconded. Meeting adjourned at 08:10pm.

Submitted by: Josh Ault, Secretary

Next meeting – April 20th, 2026 at the fire house on Mission Mountain Road at 6:30 p.m.