Saddle Mountain Service Corporation Board Meeting Minutes

April 20th, 2026

MT City Fire Station #2

Attendees:

Tom Hillesland, President

Mike Johnson, Vice President

Linda Kindrick, Treasurer

Josh Ault, Secretary

Joanna Haddon, Director

Matt Weber, Operator

David McKay, Meter Reader

Meeting called to order at 6:35 PM

Minutes from last month's meeting: The meeting minutes from March were reviewed by board members. With no further corrections, Joanna moved the monthly meeting minutes be approved. Linda seconded. Motion passed unanimously.

Operator's report: Matt presented the operator's report. Matt performed system walkthroughs with David and Brian this month. Joanna motioned for the operator's report to be approved. Linda seconded. Motion passed unanimously.

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

Maintenance & Repair Committee Report: Mike presented the progress for the month. Mike noted that he'd work with Matt to start on the operator's section of the maintenance manual next. Other updates are discussed below in their respective old and new business items.

Old Business:

1. **Resolve Water Hammer Issues**: Mike received a quote for a surge relief valve. We are still waiting on answers from the supplier to a few questions. If the valve is appropriate for our system, we'll move forward with ordering and installation.

2. **SMSC 990 Tax Form:** Linda provided a draft to the board for review. A couple questions were asked, which Linda will work with ATS to answer, and then get the form submitted. Joanna motioned to approve the 990 Tax Form. Mike seconded. Motion passed unanimously.

3. **Vegetation Control Contract:** Matt is planning on doing this again this year. Tom has updated the contract and provided a copy to Matt for review. Matt had a couple of points he needed to check.

4. **Evaluate Bid on VFD Installation for 50 HP Water Pump**: It was determined a soft start is not going to fix the issue, so a VFD is on hold until the surge relief valve is replaced.

5. **Water operator coverage:** The board has signed contracts for a main water operator, and a third-party backup operator. The meter reader contract should be signed soon, and we are still looking for a backup operator within the neighborhood. Matt brought up a note on verbiage in the contracts. Our contracts are stating "main water operator", but the state refers to the position as the "primary water operator". Tom will look into this to see if there is significance to the name we use for this role.

6. **Meter Reader Contract :** Tom provided a draft contract for the meter reader role, which the Board reviewed. Linda made notes of a couple suggested changes. Once Tom makes the changes, he'll provide a final copy to the board and send to David for signature.

7. **Building request Grassy Mtn Rd:** The board sent back the first response to this request, and currently waiting on a response from the homeowner.

8. **Combined curb stop & other located items list:** Matt is making progress on this and added a few more items to the list this month. He is still unable to locate the valve on Lone and Grassy, and may need assistance from board members on next steps.

9. **January water line break follow-ups:** The board has received a hard copy of the as-builts for Saddle Mountain 3. These will be digitized and provided to impacted homeowners. Additionally, Linda has provided Tom the invoice for payment of lost water. Tom will get that sent out to the contractor this week.

New Business:

1. **Lone Mtn Garage request:** The board reviewed this building request and had no further comments or questions. Linda motioned to approve the building request as presented. Joanna seconded. Motion passed unanimously.

2. **McClellan Creek Wood Shop request:** The board voted on this request by email earlier in the month, but voted to validate the one done through email. Joanna moved to approve the shop request as presented. Linda seconded. Motion passed unanimously.

3. **Northern Lights Fence request:** The board reviewed this build request and had no further comments or questions. Joanna motioned to approve the building request as presented. Mike seconded. Motion passed unanimously.

4. **Annual Consumer Confidence Report**: The annual CCR report is coming up this summer and will be due on June 30th. Tom will work with Matt on this to ensure it gets done before the deadline.

5. **Resend letter and nomination form with water bill**: The board is collecting nominations and will send out the next letter with the May water bills. Linda will provide Josh past year's letters so he can draft a new one.

6. **Budget presentation for annual meeting**: Tom has the basics done, but will continue to work on this in time for the annual meeting. This will be waiting finalizing operator contracts before it can be completed.

7. **Calibrate or replace chlorine colorimeter**: Our chlorine colorimeter needs calibrated or replaced. Matt mentioned that our backup operator is planning to bring his set this week. If he isn't able to make it, Tom suggested we purchase our own set of standards to use instead.

8. **Big Dipper blow-off valve re-alignment**: Matt requested a quote from Rocky Mountain Operators to fix a misaligned blow-off valve on Big Dipper via hydro excavation. The quote came back at $775 and we would like to move forward. Linda motioned to approve the spend for hydro excavating the misaligned blow-off valve. Joanna seconded. Motion passed unanimously.

With no further business noted, Linda moved to adjourn. Joanna seconded. Meeting adjourned at 08:01pm.

Submitted by: Josh Ault, Secretary

Next meeting – May 18th, 2026 at the fire house on Mission Mountain Road at 6:30 p.m.