

# Saddle Mountain Service Corporation Board Meeting Minutes

September 15th, 2025

MT City Fire Station #2

## **Attendees:**

Tom Hillesland, President

Mike Johnson, Vice President

Linda Kindrick, Treasurer

Josh Ault, Secretary

Joanna Haddon, Director

Matt Weber, Backup Operator

Meeting called to order at 6:38 PM

**Minutes from last month's meeting:** The meeting minutes from August were reviewed by board members. No further changes were noted. Joanna Haddon moved the monthly meeting minutes to be approved. Mike Johnson seconded. Motion passed unanimously.

**Operator's report:** In Mark Zitzka's absence, Tom Hillesland presented the operator's report. Linda Kindrick moved to approve the operator's report. Mike Johnson seconded. Motion passed unanimously.

**Treasurer's report:** Linda Kindrick presented the treasurer's report dated September 15<sup>th</sup>, 2025. The various reports were reviewed by the board. Mike Johnson moved to approve the treasurer's reports. Joanna Haddon seconded. Motion passed unanimously.

## **Old Business:**

1. **Resolve Water Hammer Issues:** The new check valve and stub pipe removal have improved the water hammer issue, but not fully resolved it. Likely next steps were identified and the board will continue to investigate this along with the operators.
2. **Status on Inoperative Meters:** Mike will contact one homeowner to schedule a replacement for an incompatible meter. Additionally, one new home will need to be added to the monthly reading sheet. Mike will also ensure this is added.
3. **Setup walk through of water system for new Board members:** Walkthrough has been completed.
4. **Develop Operations Manual & Maintenance Schedules:** Mike is making progress, and will reach out to Joe Steiner to review.

5. **Complete PRV Annual Maintenance in Vault on Lone Mountain:** Mike reviewed the procedure and determined this does not require a certified technician, so it can be done internally. Mike and Tom will perform this in the coming weeks.
6. **Rotometer Rate Control Tube Annual Cleaning:** Mike has completed this.
7. **Chlorine Regulator and Injector 5 year recommended rebuild kit and service:** Mike and Mark have completed this.
8. **Annual spring hydrant flush:** This has now been completed.
9. **Discussion on water operators:** The board would like to hire additional water operators to improve coverage. Contractors can be used as backups, but prefer to use only if necessary due to high costs. Tom will work with Joanna to write up a description and a notification that will be sent to all homeowners.

**New Business:**

1. **SMSC website renewal:** The website renewal is coming up in October. Josh will ensure this gets renewed and switch to a two year cycle with a higher discount.
2. **Snow plow service for this season:** Snow plow service will need to be scheduled for this winter. Mike will first contact the fire department to see who they use.
3. **Monthly Meeting Minutes SOP:** The board discussed writing an SOP to formalize which reports are made available publicly on the SMSC website, and which reports need to be kept private or available to homeowners upon request. Josh will draft this and communicate to the board for approval at next month's meeting.
4. **Excavation bill:** The excavation bill for the work on the stub pipe removal on Ruby Mountain Rd was reviewed by the board. The final amount increased by \$3,637.50 from the amount approved at last month's meeting due to additional excavation work needed. Joanna Haddon moved to approve the new amount. Mike Johnson seconded. Motion passed unanimously.
5. **Updated contact list:** Linda has been maintaining a homeowner contact list, but it is not currently accessible to all board members. Going forward, the treasurer and secretary will be responsible for keeping this up to date, and all other board members will have access. Linda will make sure this gets done in the coming days.

With no further business noted, Linda Kindrick moved to adjourn. Joanna Haddon seconded. Meeting adjourned at 08:02pm.

Submitted by: Josh Ault, Secretary

Next meeting – October 20<sup>th</sup>, 2025 at the fire house on Mission Mountain Road at 6:30 p.m.