

Saddle Mountain Service Corporation Board Meeting Minutes

August 19, 2024

MT City Fire Station #2

Attendees:

Tom Hillesland, President

Mike Anderson, Vice President

Linda Kindrick, Treasurer

Keith Stark, Director

Amy Teegarden, Secretary

Kirk Fandry, Director

Matt Weber, Backup Operator

Mark Zitzka, Operator

Guests: Josh Ault, Peyton Witham, Austin Witham

Meeting called to order at 6:33 PM

Minutes from last month's meeting: The meeting minutes are attached and become part of the minutes. Linda Kindrick moved the minutes be approved. Keith Stark provided the second. Motion passed unanimously.

Operator's report: Report dated August 16, 2024 is attached and becomes part of the meeting minutes.

Discussion: Well #3 is showing improvement, but does not approach performance level of well #5. Well #3 is experiencing "water hammer" which can be quite serious and cause major damage. We need to consult with Matt Mudd to check the valve. Mike asked Mark when well #3 would be on line. Mark replied that he doesn't think it should be. It is pumping 325 gpm when it runs. Pump #1 is at 200 gpm. Putting #3 on line could cause a situation where houses at top (Big Dipper) could run out of water. The system seems to be working just fine. Ideally it should be running at 130 gpm, the pump needs fixing. Can't bring it on-line without fixing the water hammer issue and it runs at 13- gpm. He will see if Matt Mudd has any recommendations

Linda Kindrick moved the minutes be approved. Keith Stark provided the second. Motion passed unanimously.

Treasurer's report: Treasurer's report dated August 16, 2025 is attached and becomes part of the meeting minutes. The various reports were reviewed with the board. Kirk Fandry moved the minutes be approved. Mike Anderson provided the second. Motion passed unanimously.

Keith Stark activities: Keith's report does not require board approval. Keith reported that he tested the PRV on Lone Mtn Road on July 19th and it is in good condition with a 60# in and out. On July 22, he told the owners at 2 Big Bear to stop their new construction excavation until their plans have been approved. Inspected the shut-off at Saddle Mtn and Northern Lights. Well hours 1&3, installed pressure gauge on well #1. Install screen on discharge end and a new faucet in the wellhouse. He was also with Bruce during testing.

Old Business:

1. **2 Big Bear Home building request has started.** The property owners and builders Peyton and Austin Witham were in attendance. The architectural building committee met to review the application and required documentation that had been submitted. The committee concluded that the application was incomplete and identified required documentation that still needed to be submitted. There was discussion and clarification about the plans and what still needed to be submitted and the need for some of the documentation to be re-submitted such as the topo plans. The committee still had questions and was not comfortable in making a decision. The committee and property owners agreed to meet on-site the following day to clarify existing information needs and plans.
2. **Nancy Cobble's letter to the board. re: Plummer.** The board reviewed and discussed the draft letter that Linda prepared. The Board made some editorial suggestions. Keith brought up a concern that there are temporary structures throughout the neighborhood. We are addressing this property issue because formal complaints have been received. SMS follows a complaint driven process. Amy will include a reminder in the next Notes From the Pumphouse about temporary structures and other covenant restrictions. Linda will make changes to the draft letter for Board review and approval.
3. **Well #3 replacement pump/motor** doesn't move adequate water. Figure out why and determine if wells #1 and #3 are able to pump water to equal well #5. **UPDATE:** Bruce' Last steps: On Saturday 7-27-2024 Validated pumping water levels in the two wells and flow rates from both wells.

Well 1. Initially produced about 170 gpm to drain before we valved it down to 70 gpm which is sustained for an hour with pumping water level (PWL) of 29 ft. Well above our pump set depth of 49 ft. Pressure on both gauges was 200 psi. When turned uphill while Well 5 was not operating, the pump was making about 45 gpm, not the 70 gpm we were anticipating. This corresponds to a PWL of 24 ft. Gauge pressures were 150 psi creeping to 200psi. Well 1 did produce a little sand but decreased while pumping. Bruce expects this was due to the initial high rate of pumping and will not be problematic long term at the design rate of 70 gpm. No sulfur smell observed.

Well 3 Well 3 initially operated at over 270 gpm to drain. Once we turned it uphill to midstation (Well 5 not operating) we struggled to get a good flow meter reading (0-1100 gpm). The large valve is not effective at controlling discharge. Bruce then bled off the well to drain, perhaps relieving entrained air, after which we were able to valve to 136 gpm for an hour. The PWL was 112 ft at the end of the test. Gauge was sporadic but settled at 230 psi when pumping at 136 gpm. Perhaps a slight sulfur smell was detected towards the end of the test. The water remained clear until PWL dropped below 111 ft when it began to entrain air from cascading water in well. (These observations were similar to previous testing although the flow meter would indicate the operating limit of Well 3 is closer to 130 gpm rather than our bucket and stopwatch estimation of 150 gpm Tom H comment. There are two ways of reducing flow, 1. Restricting by partially closing valve. Change or modify pump to get correct flow curve for our system. Will need complete hydro write up from Bruce when done. Coordination: Keith, Matt M, Bruce R, Mark Z

4. **Evaluate use of Quickbooks and doing our own bookkeeping, with division of responsibilities.** At the June 2024 Annual Meeting, one of the Members suggested the Board use Quickbooks and save money by not hiring out the accounting activities. Linda conducted an analysis of pros/cons, costs, etc of using Quickbooks and the existing services the accounting firm (ATS) provides. And even with the contracted services of ATS, the treasure is very busy. The analysis report is part of the minutes. The Board agreed that the cons outweigh the pros and that asking a volunteer to do everything that the accounting firms does on Quickbooks is not realistic and could be a risk. Amy Teegarden made the motion to continue using our current accounting operations and contract with ATS. Mike Anderson seconded; motion passed.

5. **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 four valves and brought the access caps up to road grade.
6. **Draft Improvement List** from Matt M at GWE, for the final part of the ARPA project. Sent an updated list to Matt Mudd based on what we discussed at the July meeting. Will need to schedule separate meeting to review with Matt and GWE.
7. **Develop operations manual**, maintenance manual, and maintenance schedule, maintenance records and system history – documentation of system and maintenance repair/replacement. Mike Johnson might be interested in assisting in this project. Next step, meet to review and update what Joe Steiner has put together for us. Matt is reviewing procedures and maintenance tasks, then writing and adding sections that are needed.
8. **Josh Ault offer of assistance with website and email notifications.** Linda reported that she and Amy had met with Josh Ault who offered his technical assistance in developing recommendations for a notification system and improvements to the webpage. Suggested we use a system called www.dialmycalls.com. He also drafted a revision to the webpage. Summary report and recommendations are attached to these minutes. Amy Teegarden made the motion to thank Josh for his efforts and to move forward with utilizing the recommended notification system and changes to the website. Linda Kindrick seconded; motion carried. Josh's report is attached to these minutes.
9. **Lead Service Line inventory** for lead pipes used in the water system; inventory requirement now out. Do we have any water lines made out of lead in our system? STATUS check - How many are done? 6 homes left for service line determination. Last two questions: Q1. What is the plumbing in the house, copper, plastic, or lead? Q2. The other item is who has water treatment (Water softener, etc.) in their house. If pigtail and street side service line can't be determined, In the spreadsheet, DEQ would ask us to select "unknown- unlikely lead" from the dropdown, then in the comments column, indicate the information you just shared about confirmation. DEQ will then decide in phase II if that is sufficient to classify as non-lead, if they will still want visual inspection, or maybe even just visualize a small percentage to determine final determination. If we can get verification from Gordon Klein as builder, I believe we can in good faith state pigtails and street side service line are all non-lead. 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. As of 9/5/2024, 18 homes remain that need information. **Linda updating the list. Tom to contact assistance for help on last houses.**
10. **The flowmeter at mid station** indicates it pumps more water out than it gets. Reprogrammed the Well 5 flow meter. Recommendation of dedicated grounds at all locations rather than relying on system grounds. While probably unnecessary, this is preferred to reduce "noise", causing errors. Numbers are still showing that we are sending more water out of the mid-station than we are putting into it. This makes sense as the intermittent readings on Well 5 are causing low total gallon reading. Was recalibrated, appears intermittent reading is still an issue. **NEXT STEP** > Marty Logan to contact manufacturer after installing recommended supplemental ground at all 3 locations for the meters. Keith to Call Marty and get update
11. Make copies of original plans for wells 1 & 3 diagrams and schematics, and also digitize for electronic records. Keith gave the plans to Matt Mudd.
12. **Annual spring hydrant flush;** coordinate with Montana City VFD. Matt Weber will follow-up with Mt City Fire Department.
13. Phil Inman, 2 Grassy Mtn Rd. 3 Brothers cut off curb stop cap after breaking key trying to remove it. Homeowner will repair, Matt W take replacement cap to Phil.
14. Update MT Secretary of State Office with new Board members (www.sos.mt.gov), President or Secretary

Completes, Treasurer tracks

15. **ARPA funds**, Federal Money. Received \$10K, then \$42,757.10, Remaining Approx \$5,868 available Current total allowed reimbursement of eligible costs thru ARPA MAG is: \$59,325. From Linda – check for balance due will be sent once GWE has completed and submitted the final report and approval. Matt Mudd continues to facilitate the completion of required reports.
16. Set up walk through with Mark for new Board members – Kirk Fandry will contact Mark Zitzka to arrange walk through.
17. Send Email or put in next Notes from the Pumphouse to update to all members on contact list with the current and new SMSC Board members/contact information. The officer/director list has been updated on the website.
18. Send email or put in Notes from the Pumphouse (for fall) ask who is interested in a system review and set up walk thru of the water system for interested homeowners with Mark Z, with request to respond to the board.
19. Power Panels for Wells 1 & 3. Investigate and Evaluate adding soft starts and updating power panels for Wells 1 & 3 for energy efficiency and to replace Nash proprietary equipment. Matt Mudd reaching out to Tanner with LC Electric to get bid *Requires DEQ approval. Project on hold.
20. Well 1 discharge piping is 2” on a 3” well casing with eight 90 degree elbows. GWE recommends upsizing to 3” and remove half of the elbows for better flow and less line pressure loss. Matt Mudd reaching out Marty Logan to get a price on simplifying/upsizing. *Requires DEQ approval. **NOTE:** if flow is already over the needed rate, this may not be needed. Project on hold.
21. Update First Interstate Bank signatory accounts with new Board members. Will be completed once a replacement is elected after Mike Anderson resigns his position as he no longer lives in the community, though he has a home in Saddle 1. The home is on the market.

New Business:

1. None scheduled for August
2. Bylaws review and revision. Committee has been dissolved, issues that were brought up will be reviewed by the board for inclusion in a revision to the bylaws.
3. Matt Weber reported he has completed the spring/summer mowing work. Weed growth has slowed.
4. Judy Beck, 11 Saddle Mountain, is currently under contract for her home sale.

Current priority list, review and adjust priorities.

1. Figure out why well #3 replacement pump/motor doesn't move adequate water: **FOR UPDATE:** See **Well #3 replacement pump/motor in Old Business / Action Items**
2. Determine if wells #1 and #3 are able to pump water to equal well #5: **FOR UPDATE:** See **Well #3 replacement pump/motor in Old Business / Action Items**
3. Locate Isolation valves that are covered over and bring to surface. Verify location correctly marked on master map put together by GWE.
4. System Improvement adding isolation valves at critical locations; GWE, talk to Matt on additional locations

CAPITAL IMPROVEMENTS – Wells 1 & 3 get back online; board set financial target/goal for emergency funds at \$200k at December 2019 Meeting

LONG TERM CALENDAR ITEMS – Review for items due or not listed.

Tracked on separate document name Calendar Items Long Term SMSC, president and secretary at minimum will review for items that need to be added as agenda items.

ON HOLD & TABLED ITEMS - For Historical Purposes Only– Review for items due or needing action.

Now tracked on separate document named: On Hold & Tabled Items - For Historical Purposes Only, President and Secretary at minimum will review for items that need to be added as agenda items.

Completed Action Items & Decisions Made – At and Since last meeting	Name & Status
1. 990 Tax Form for SMSC: Start and coordinate with ATS bookkeeper for completion and review prior to board review and approval. Due May 15 unless extension is filed. 990 has been reviewed and approved by board. Sent to ATS for corrections and submittal to IRS. Extension has been filed by ATS to November 15, 2024.	Treasurer DONE
2. The Hydrant on Ruby Mtn has a Hard internal stop not working. Needs repair. Heath LaFromboise could not repair, and submitted a bid for \$15K for hydrant replacement Mark Zitzka contacted a manufacturer rep for Waterous hydrants and he will look at our hydrant and recommend repair, No charge, he is out of Boise. Here sometime in July	Mark Z. Keith FIXED
3. Committee with Directors and membership involvement to amend the Bylaws. September was the start. Committee members, Board: Amy Teegarden, Mike Anderson, Members: Marlene McCluskey, Mary Oyler, and John Hallos. Committee dissolved, issues that were brought up will be reviewed by the board for inclusion in a revision to the bylaws.	Amy, Board CLOSED
4. Update Letter to New Homeowners with new information	Treasurer & President DONE
5. Check and report back output pressure on the PRV. Checked, was still operating at 60 PSI	Keith and Matt DONE
6. Tom Hillesland Shop building request Tom Recused himself from voting or comments, other than answering questions. Plans presented along with building form.	APPROVED

With no further business noted, Keith Stark moved to adjourn. Mike Anderson provided the second. With no further conversation, Tom asked that all in favor say aye; opposed same sign. Motion passed unanimously. Meeting adjourned at 8:49 p.m.

Submitted by: Amy Teegarden, Secretary

Next meeting – September 16, 2024 at the old fire house on Mission Mountain Road at 6:30 p.m.