

Saddle Mountain Service Corporation Board Meeting Minutes

July 21st, 2025

MT City Fire Station #2

Attendees:

Tom Hillesland, President

Mike Johnson, Vice President

Linda Kindrick, Treasurer

Josh Ault, Secretary

Kirk Fandry, Director

Matt Weber, Backup Operator

Mark Zitzka, Operator

Meeting called to order at 6:34 PM

Minutes from last month's meeting: Both the annual meeting minutes, and monthly meeting minutes from June were reviewed by board members. No further changes were noted. Linda Kindrick moved the annual meeting minutes be approved. Mike Johnson provided the second. Motion passed unanimously. For the June meeting minutes, Mike Johnson moved the minutes be approved. Josh Ault seconded. Motion passed unanimously.

Operator's report: Mark Zitzka presented the operator's report dated July 19th, 2025. The report is attached and becomes part of the meeting minutes. Tom and Mike noted a need to have a number of repair clamps on hand to help expedite fixes in the future, similar to the one used on the line break on Crazy Mtn. Linda moved the report be approved. Mike Johnson provided the second. Motion passed unanimously.

Treasurer's report: Linda Kindrick presented the treasurer's report dated July 11th, 2025. The various reports were reviewed by the board, and it was noted that we will wait to add new directors to the bank account with the election of a new officer. Kirk Fandry moved the report be approved. Mike Johnson provided the second. Motion passed unanimously.

Flash drives disseminated: In order to ensure everyone had necessary documentation readily available to them, Tom Hillesland distributed flash drives to directors and operators. These included water system plans, past meeting minutes, and other relevant information. Tom is working on creating the last two flash drives and will provide them to Kirk Fandry, who did not receive one at the meeting, and the new board member, once elected.

Old Business:

1. **Resolve Water Hammer Issues**: It was noted that this issue has been difficult to track down and it would be preferred to get outside opinions. Tom will call Great West Engineering, and Mike will call Montana rural water. Montana rural water would be preferred since that advice is free to member systems.
2. **DEQ Sanitary Survey Inspection Letter review**: One open item remains. Matt will tighten the bolts around well 3 cap.
3. **Stub Pipe Connection Removal Bids**: Tom will help provide more details on scope of work, and Mike will call 3 Brothers for an estimate.
4. **Notes from the Pumphouse, Notice of New Board Members, and CCR Notice of Availability**: This was completed and sent out with the last statement.
5. **Update ATS records with new board members, waive base water rate**: Done
6. **Update ATS records with outgoing board members, reinstate base water rate**: Done
7. **Update First Interstate Bank signatory accounts with new Board Directors**: Done
8. **Property & General Liability Insurance payments due July 1st**: Paid.
9. **Status on Inoperative Meters**: Inoperative meter billing is being done, per the bylaws. Most meters were fixed, but one remains reading lower values than previous months. Matt will investigate this.
10. **Setup walk through of water system for new Board members**: Walkthrough is planned to be done for Josh Ault and the new board member, once elected.
11. **Required Maintenance Disbursement for road repair and ditch cleanout**: This item is being closed for now.
12. **Bylaws review and revision**: No major update yet. Tom will continue to work on a revision for potential future inclusion.

New Business:

1. **Complete PRV Annual Maintenance in Vault on Lone Mountain**: This needs to be performed. Mike will take a look at instructions to determine if we can do it internally, or if we need to hire out.
2. **Rotometer Rate Control Tube Annual Cleaning**: Mark will check if we have a spare, so we can keep things functional while the old is cleaned and/or repaired
3. **Chlorine Regulator and Injector 5 year recommended rebuild kit and service**: Mark will work on this.
4. **Annual spring hydrant flush**: This was done October 14th.
5. **Update letter to new homeowners with new information**: Linda completed this and the updated letter will be used going forward.
6. **Leak on Crazy Mtn Rd**: Leak was found Thursday and repaired Friday. Although the cost is not yet known (waiting on an invoice from 3 Brothers), emergency repairs can be approved by the board.

Mike motioned to approve the repairs for the line break on Crazy Mtn Rd. Linda seconded. Motion passed unanimously.

7. **New Director and Maintenance Project Officer:** Per our bylaws, a replacement board member is done by the board to fill out the term. It was noted that we would need to find the new board member over the next couple months. Tom will collect names and reach out to potential interested individuals. Additionally, a maintenance project officer would be greatly beneficial. This is a separate position from a director. Please send suggestions to Tom.
8. **Make use of assigned Gmail Addresses:** Linda noted that currently the president, treasurer, and secretary must use assigned Gmail addresses. This should be expanded to include the vice president and all directors. With no objections, Linda made a motion for all board members to use assigned Gmail addresses for official correspondence. Kirk seconded. Motion passed unanimously.

With no further business noted, Tom Hillesland moved to adjourn. Linda Kindrick seconded. Meeting adjourned at 07:43pm.

Submitted by: Josh Ault, Secretary

Next meeting – August 18th, 2025 at the fire house on Mission Mountain Road at 6:30 p.m.