

# Saddle Mountain Service Corporation Board Meeting Minutes

November 17th, 2025

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 6:37 PM

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

**Operator's report:** Mark presented the operator's report. A new chlorine regulator has been ordered, and the existing regulator will be sent out for an inspection and rebuild. Joanna motioned for the operator's report to be approved. Mike 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.

Old Business:

1. **Resolve Water Hammer Issues:** Mike has been working with the DEQ for further opinion on resolving the water hammer. DEQ suggested a different type of valve that Mike will collect documentation on for the board to review.
2. **Monthly Meeting Minutes Reports SOP:** Josh provided draft copies of the updated Secretary responsibilities for the board to review, which include the monthly meeting minutes reports SOP details. Josh will send the finalized language to be voted on at the next meeting.
3. **3 Brothers road repairs:** Both roads with repairs done this summer have been fixed. The final bill was paid, and this item will be closed out.

4. **Develop Operations Manual & Maintenance Schedules:** Mike continues work on the operations manual. He will begin meeting with Joe in December to review.
5. **Complete PRV Annual Maintenance in Vault on Lone Mountain:** Mike reached out to Hard Rock for further documentation, and to gauge interest in performing an inspection of the PRV. He is waiting to hear back, but will continue working on this.
6. **Combined curb stop & valve locations list:** Matt is working on this. An updated list is expected to be finalized for the December board meeting.

New Business:

1. **Updated water operator contract:** Tom will review the current water operator contracts, and draft new contracts with duties split up amongst three operators. Mark & Matt will review once the drafts have been completed.
2. **Renew accounting services contract with ATS:** Linda will complete this for our upcoming renewal and send it to Jenn at ATS.

With no further business noted, Linda moved to adjourn. Kirk seconded. Meeting adjourned at 7:22pm.

Submitted by: Josh Ault, Secretary

Next meeting – December 15<sup>th</sup>, 2025 at the fire house on Mission Mountain Road at 6:30 p.m.