

# Saddle Mountain Service Corporation Board Meeting Minutes

October 28, 2024

MT City Fire Station #2

## **Attendees:**

Tom Hillesland, President

Mike Johnson, Director (Vice President)

Linda Kindrick, Treasurer

Keith Stark, Director

Kirk Fandry, Director

Matt Weber, Backup Operator

Mark Zitzka, Operator

Jarrold & Molly Plummer, Members

Meeting called to order at 6:30 PM

**Minutes from last month's meeting:** The meeting minutes are attached and become part of the minutes. Tom identified a grammatical error regarding reference to "water hammer" that he requested be corrected. With these changes, Keith moved the minutes be approved. Linda provided the second. Motion passed unanimously.

**Operator's report:** Operator's report is attached and becomes part of the meeting minutes. Mark asked if the Board had any questions or items for discussion. Keith asked about the sanitary inspection that took place. Mark stated this was an inspection that looked at facilities. There were not significant required actions noted. There were some recommendations that can and have been identified in the SMS Prioritized Improvement List. Mark continued to review some of the inspection notes. Water hammer is the biggest issue, and recommendations will be discussed at a separate meeting.

There was also discussion about the control panel and rewire needs (bulb and socket). Kirk and Keith will work on this. Mark and Matt also walked the waterline section that crosses county yard property. Discussion about a portion of the line that has been covered by the walking trail.

Linda made a motion to approve the Operator's Report. Keith seconded the motion. Motion carried.

**Treasurer's report:** The October treasurer's report is attached and becomes part of the meeting minutes. Linda asked if the Board had any specific questions. The various reports were reviewed by the board. Linda highlighted several items from the various reports and identified that there is roughly \$150,000 in cash available, with the SMS mission goal being \$200,000. Linda stated that there is a new expense with "Dial My Calls" which is the new text messaging app. Keith moved the minutes be approved. Kirk provided the second. Motion passed unanimously.

**Keith Stark activities:** Keith stated that he hasn't been too busy with SMS items this month. He tried contacting Marty Logan, no luck, but will follow-up once more. He did participate in fire hydrant flush. Keith's report does not require board approval.

## **Old Business:**

1. Plummer response to letter. A certified letter was sent to the Plummers, outlining several complaint driven issues. The Plummers were in attendance to discuss each of the items providing background information and clarification of current status. Before discussing each item in detail, Molly stated she disagreed with the tone of the letter's reference to "limited response". She disagreed with that statement stating that there had been response and action taken over the years. She also stressed that covenants need to be uniformly applied and enforced throughout the subdivision. Tom replied that the items identified in the letter were complaint driven, SMS does not seek out covenant infractions.

The remaining discussion addressed the letter concerns item by item. Considerable action has been taken and some of the items had been addressed and resolved in 2013. Clarification was given on other items. The discussion ended with agreement that ALL items are considered and agreed to be resolved. The Board expressed their appreciation for the Plummers to address these concerns.

2. Well #3 replacement pump/motor doesn't move adequate water. Continued discussion of the issues and importance of making this a priority to be resolved. Tom gave a technical explanation of the issues and concerns associated with water hammer.
3. Locate isolation valves that are covered over and bring to the surface. Waiting for GWE evaluation and prioritization by the board. Keith has located several valves and brought the access caps up to road grade. 4 valves located as of August meeting. Since August Keith has had limited success in finding anymore and has stopped looking.
4. Draft Improvement List from Matt M at GWE, for the final part of the ARPA project. A separate meeting will be held to review and prioritize the list.
5. Develop operations manual, maintenance manual, and maintenance schedule, maintenance records and system history – documentation of system and maintenance repair/replacement. Mike, Keith and Matt to work on this. No action thus far.
6. Changes made to Website: SMS community member, volunteer Josh Ault made draft changes to the website that was reviewed and approved by the Board. New version is ready to be transferred. *Note: new version went "live" on 11/11/24.* The board expressed great appreciation for Josh's assistance and efforts.
7. 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. Keith has attempted to contact Marty Logan to contact manufacturer after installing recommended supplemental ground at all 3 locations for the meters. Keith will attempt to talk to Marty again for follow-up.
8. Make copies of original plans for wells 1 & 3 diagrams and schematics, and also digitize for electronic records. Keith will facilitate the digitization of the full set of plans.
9. Set up walk through for new Board members. Mark to coordinate with Kirk and Mike. Invitation to all members will be communicated in the next Pumphouse newsletter.

10. Bylaws review and revision. This latest effort of the bylaw revision (changes identified in 2023) is on hold due to the latest letter of complaint from Mr. McClusky, which is being evaluated by legal representation.

11. 2 Big Bear curb stop bid review 3 Brothers bid Approved. A bid was received and approved by 3-Brothers Plumbing in September, however the homeowners requested work not be done at this time. The bid could be more given the delay. However, the property owners have already install the service line, curb stop, and riser on their own, which is not common practice.

The homeowners have requested that the bid be shared with another contractor. Request has been declined as it is not good practice to share bids with competing contractors. There was additional discussion to clarify that SMS owns the system to the curb stop.

12. Verify all tax and property bills: Linda reported that she has verified tax and property bills. She informed the board that well sites are exempt from property taxes, however we do have to pa RIDs.

13. SMSC Web Site Names renewal- This has been completed. Payment made for the next three years at a discount.

14. 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. Information will be included in the next newsletter.

15. 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. The invitation will be included in the next newsletter.

16. ARPA funds, Federal Money. These funds are still being monitored and managed. Received \$10K, then \$42,757.10, Remaining Approx \$5,868 available Current total allowed reimbursement of eligible costs through 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

17. Power Panels for Wells 1 & 3. ON HOLD. 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. Matt recommends using VFD's (variable frequency drive) as another option.

18. Well 1 discharge piping is 2" on a 3" well casing with eight 90 degree elbows. ON HOLD. Mike Johnson has offered to help with engineering review. 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 too high, this may not be needed.

*NOTE: Item #2 under new business was addressed before old business #19.*

19. Update First Interstate Bank signatory accounts with new Board members. Every director has the authority to sign checks but must sign and be listed on the bank form. Linda informed the Board that former directors Joanna and Mike need to be removed, and new directors (Kirk and Mike) added. The form does not need to be notarized; however all directors must sign the form on the same date.

The notes must reflect a slate of directors that will be authorized to sign checks. Kirk made the motion that the following directors be authorized to sign for checks and be listed on the bank account. Mike seconded the motion. Motion carried.

### **Slate of Authorized Directors**

- Tom Hillesland, President
- Mike Johnson, Vice President
- Linda Kindrick, Treasurer
- Amy Teegarden, Secretary
- Keith Stark, Director
- Kirk Fandry, Director

### **New Business:**

1. SMSC Website renewal DONE
2. Nominate and elect Board Director for Vice President position. Tom called for nominations for the vacant vice president position. Linda nominated Mike Johnson. Keith seconded the motion. Motion carried. Mike accepted the nomination.
3. Open Item 2 Big Bear Curb stop installation: Work was put on hold at request of homeowner.

### **Additional Discussion Items:**

1. Lead line certification: Tom recognized the amount of work that Linda put into documenting responses and organizing results. Tom stated that survey responses and some inspections indicate that there are no galvanized or lead lines in any of the SMS I and II homes. And there are no “unknowns”. The “pigtail” issue may come up sometime in the future. The pigtail is the main service line to curb stop. It is required that we provide notification of the results. We will do this in the newsletter as well as the CCR.
2. Capital Repairs: many items have been closed out.
3. Recommended Improvement Lists: Tom has asked the board to review and comment on the list. It was agreed that the fire hydrant replacement item is not necessary.
4. Bylaw complaint letter: The most recent complaint letter from Mr. McClusky states concerns that SMS is not following state laws. Tom expressed his reasons for why he asked SMS legal counsel to review and advise on the letter. There were concerns and comments about the need to spend additional time and money on this complaint. Due to the seriousness of the acquisition of the complaint, it is necessary to have legal guidance to respond and resolve the complaint. Once this has been resolved the board will be less likely to respond and include legal review of any additional complaints

With no further business, the meeting was adjourned at 8:07 PM.

Submitted by: Amy Teegarden, Secretary

Next meeting November 18, 2024 via Zoom