

Saddle Mountain Service Corporation Board Meeting Minutes

July 15, 2024

MT City Fire Station #2

Attendees:

Tom Hillesland, President

Mike Anderson, Vice President

Linda Kindrick, Treasurer

Keith Stark, Director

Amy Teegarden, Secretary

Matt Weber, Backup Operator

Meeting called to order at 6:30 PM

Minutes from Annual meeting: The meeting minutes are attached and become part of the minutes. Mike Anderson moved the minutes be approved. Keith Stark provided the second. Motion passed unanimously.

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

Operator's report: Report dated July 14, 2024, is attached and becomes part of the meeting minutes. Keith Stark moved the minutes be approved. Mike Anderson provided the second. Motion passed unanimously.

Treasurer's report: Treasurer's report dated July 15, 2024, is attached and becomes part of the meeting minutes. The various reports were reviewed with the board. Mike Anderson moved the minutes be approved. Keith Stark provided the second. Motion passed unanimously.

A discussion followed about the recommendation that was made by Jim Pearson at the Annual Meeting regarding the use of QuickBooks. The Board, led by the Treasurer will outline the advantages and disadvantages in making a decision. There was agreement that the use of QuickBooks would at least require a bookkeeper in addition to a treasurer. At first glance, the Directors think it will require more time from the Treasurer, which is a lot to expect from a volunteer.

Keith Stark activities: Keith's report does not require board approval. Keith outlined several activities including #1 Big Dipper, pump assist in crawl space; there was a leak that blew. Keith tried to turn water off at the curb stop but couldn't locate the curb stop. Finally, the property owner was able to locate it and turned it off with the help of a plumber. It was dug up and capped in an effort to find it easier in the future. Costs were reimbursed by owner.

Old Business:

1. #2 Big Bear Home building request has started. Keith contacted committee members. We have received first email with plans, returned requesting corrections and addition of missing information. Received second email with plans. Tom requested that Keith contact the property owners and set-up a meeting. The property needs to be pinned to clearly identify boundaries. The septic information from Jefferson County is not very helpful so the proposed septic location needs to be drawn on a map. Tom suggested we get quotes from plumbers to decide which road to come in on for the water line.

2. **990 Tax Form for SMSC:** Linda reported that the taxes have been completed.
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. Tom will contact Bruce. Focus should be on getting well #3 functional. Well #1 has dropped. Wells #3 & 5 might be able to run together. Need to make sure we don't get air into the water (sulfur smell).
4. **Update First Interstate Bank signatory accounts with new Board members.** On hold until we have a new Board member replacement for Mike when he resigns.
5. **Copy of Appropriate Job Descriptions and fiduciary responsibility to new board members and board members in new positions.** Tom asked board members to review what was sent out.
6. **Review Draft Improvement List from Matt M at GWE, for the final part of the ARPA project. Attached to this agenda.** Tom reviewed the list, general discussion. List will be updated.
7. **Develop operations manual, maintenance manual, and maintenance schedule, maintenance records and system history – documentation of system and maintenance repair/replacement.** Matt reported that he has not had the time to do this. He has developed a monthly maintenance list. The document should be organized by Annual and Monthly activities.
8. **The Hydrant on Ruby Mtn has a Hard internal stop not working.** Heath LaFromboise could not repair. Heath 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. Keith is planning to look at the hydrant with a consultant on July 18th.
9. **Lead Service Line inventory for lead pipes.** Linda will update the inventory list and give to Tom. This list will also be sent to Matt Weber for follow-up.
10. **The flowmeter at mid station indicates it pumps more water out than comes in.** This issue is being monitored. Marty Logan was to contact the manufacturer after installing the recommended supplemental ground at all three locations. Keith will contact him and find out what he did. It's speculated that there is a problem with the valve or a floating current (over voltage to the ground).
11. **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. ON HOLD.
12. **& 13 Well 1 discharge piping is 2" on a 3" well casing with eight 90 degree elbows.** Discussion led to the recommendation that as isolation valves are found, they should be raised so they are easily identified and located in the future.
13. *See above.*
14. **ARPA funds-** Linda is monitoring these funds (expenses and reimbursements).
15. **Nancy Cobble's letter to the board.** Linda drafted a letter to be sent to the Planners outlining complaints and non-compliance with covenants. The Board discussed and made suggestions. Linda will re-draft and Amy will assist. It was agreed that Annie Goodwin should also review the second draft. Tom will email Nancy and let her know the actions that are being taken.

16. **Make copies of original plans for wells 1 & 3 diagrams and schematics, and also digitize for electronic records.** Keith reported that this is not completed yet.
17. **Annual Spring hydrant flush-** Status is unknown. Matt will follow-up with Mt City Fire Department.
18. **Phil Inman, #2 Grassy Mtn Rd-** Matt will take a spare cap for him to put on shut-off valve.
19. **Bylaws Committee-** Amy made the motion to dissolve the existing bylaws committee and to incorporate the recommended changes and edits that were identified by the committee to the 2023 Bylaws. Keith Stark made the motion to approve, and it was seconded by Amy. Motion passed. Amy will send the recommended bylaw edits and changes to Tom.
20. **On Hold**

New Business:

1. **Board Contact Information:** Amy will update the website with new contact information. This will also be included in the next issue of the Notes to the Pumphouse.
2. **Arrange for system walk-thru with Kirk.** (Mark & Kirk)
3. **New Homeowners Letter-** letter go out to new homeowners.
4. **System review tour-** in the next issue of Notes to the Pumphouse- offer a tour of the system to any member that is interested.
5. **Volunteer offer-** SMS member, Josh Ault was in contact with Linda and has offered his IT services as a volunteer. Linda and Amy will meet with him and discuss needs and opportunities.
6. **Output pressure on PRV:** Keith and Matt need to pop the manhole cover and check the PRV pressure. It might need to be adjusted.
7. **Proposed Hillesland Shop:** Tom Hillesland recused himself as a board member. He presented plans with profiles for a new shop. He plans on moving his existing shed and constructing a new shop adjacent to the relocated shed. The shop will be located 12' away from the property line. He has presented his plans to his neighbors who can see it, there are no concerns. They declined to fill out the *Impacted Neighbor Statement*. He filled out the required building form. Keith Stark made a motion to approve Tom's shop plans. Amy seconded the motion. Motion passed.

With no further business noted, Amy Teegarden moved to adjourn. Linda Kindrick second the motion. Motion passed unanimously. Meeting adjourned at 8:47 PM.

Submitted by: Amy Teegarden, Secretary

Next meeting – August 19, 2024 at the old firehouse on Mission Mountain Road at 6:30 p.m.