

# Saddle Mountain Service Corporation Board Meeting Minutes

August 18th, 2025

MT City Fire Station #2

## **Attendees:**

Tom Hillesland, President

Mike Johnson, Vice President

Linda Kindrick, Treasurer

Josh Ault, Secretary

Joanna Haddon, Director

Matt Weber, Backup Operator

Mark Zitzka, Operator

Meeting called to order at 6:32 PM

**New Director:** Joanna Haddon has agreed to fill the remainder of the term for the open position on the board. The term ends in 2027. Linda Kindrick motions to nominate Joanna Haddon as a Board Director, Mike Johnson seconded. Motion passed unanimously.

**Minutes from last month's meeting:** The meeting minutes from July were reviewed by board members. No further changes were noted. Mike Johnson moved the monthly meeting minutes be approved. Linda Kindrick seconded. Motion passed unanimously.

**Operator's report:** Mark Zitzka presented the operator's report dated August 18<sup>th</sup>, 2025. The report is attached and becomes part of the meeting minutes. The upcoming system repair was discussed, including timing for homeowner notification, filling reservoirs, and necessary tools. It was decided that Josh Ault would send out a notification to homeowners on Tuesday evening and Mark Zitzka would check for adequate water levels on Wednesday night. It was also noted that our hydrant wrench was misplaced, and Mark will call the fire department to make sure one is available in time for the repair. Joanna Haddon moved the report be approved with a small date correction. Mike Johnson provided the second. Motion passed unanimously.

**Treasurer's report:** Linda Kindrick presented the treasurer's report dated August 15<sup>th</sup>, 2025. The various reports were reviewed by the board. This month it was noted that SMSC's long term financial levels have been met. Mike Johnson moved the report be approved. Joanna Haddon provided the second. Motion passed unanimously.

## **Old Business:**

1. **Election of a new Director:** Done at today's meeting.

2. **Maintenance Project Officer:** Kirk Fandry has offered to take on this position. Linda Kindrick motioned to elect Kirk Fandry as Maintenance Project Officer. Josh Ault provided the second. Motion passed unanimously.
3. **Stub Pipe Connection Removal Bid:** This was discussed during the operator's report. Tom Hillesland made the motion to accept the \$16150 bid for this work with 3 Brothers. Linda Kindrick seconded. Motion passed unanimously. It was noted that as this is a repair, DEQ paperwork is not required.
4. **Resolve Water Hammer Issues:** Currently waiting on a response from the DEQ, and the stub pipe connection removal repair to be completed.
5. **Evaluate Bid on VFD Installation for 50 HP Water Pump:** On hold for now. Will re-evaluate once the stub pipe removal repair is complete, and we hear back from the DEQ.
6. **Status on Inoperative Meters:** Majority of meters are fixed. One new meter was installed. Mike Johnson will check to ensure compatibility with the meter base and evaluate it as an option for replacing aging meters in the future.
7. **Setup walk through of water system for new Board members:** Mark will set up a walkthrough for Josh Ault.
8. **Develop Operations Manual & Maintenance Schedules:** Draft has been completed.
9. **RMD for Saddle Mountain 2:** Tom will discuss with the roads department and contact the new commissioner.
10. **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.
11. **Rotometer Rate Control Tube Annual Cleaning:** Mike will work with operators on this. Mark will check if we have a spare, so we can keep things functional while the old is cleaned and/or repaired.
12. **Chlorine Regulator and Injector 5 year recommended rebuild kit and service:** Mike will work with Mark on this.
13. **Annual hydrant flush:** Matt will work with Mark on this to complete in the next few months. Last one was in October of 2024.
14. **Draft Improvement List from Great West Engineering:** Tom provided the report to the board, and will update after reviewing further.

#### **New Business:**

1. **Water operator coverage:** Tom noted that to ensure adequate coverage for water operators, we need to evaluate current and future standing. Alternatives included hiring a third operator, or having a contract as a backup. It was decided that Tom will add a note in the next Notes from the Pump House to see if any homeowners have recommendations for operators.

With no further business noted, Linda Kindrick moved to adjourn. Mike Johnson provided the second. Meeting adjourned at 07:43pm.

Submitted by: Josh Ault, Secretary

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