

Saddle Mountain Service Corporation Board Meeting Minutes

December 15th, 2025

MT City Fire Station #2

Attendees:

Tom Hillesland, President

Mike Johnson, Vice President

Linda Kindrick, Treasurer

Josh Ault, Secretary

Kirk Fandry, Director

Mark Zitzka, Operator

Matt Weber, Operator

Meeting called to order at 6:35 PM

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

Operator's report: Mark presented the operator's report. It was noted that the old chlorine regulator was too old and brittle to be rebuilt by Hawkins, so a new regulator will need to be purchased in the future. Linda motioned for the operator's report to be approved. Kirk seconded. Motion passed unanimously.

Treasurer's report: Linda Kindrick presented the treasurer's report. The various reports were reviewed by the board. With no further comments, Mike motioned for the Treasurer's report to be approved. Kirk seconded. Motion passed unanimously.

Maintenance & Repair Committee Report: This monthly report is provided for informational purposes and will be retained with the rest of the meeting minutes and related reports. The committee's primary focus is completing PRV maintenance and resolving the water hammer issue. In order to determine next steps for the water hammer, Mike requested help performing a test to determine if the check valve by the pump has failed. Matt offered to help complete this.

Old Business:

1. **Monthly Meeting Minutes Reports SOP:** The updated Secretary Duties & Monthly Meeting Minutes SOP were sent out for review ahead of the monthly meeting. With no additional comments, Linda motioned for the updated Secretary Duties & additional SOP to be approved. Mike seconded. Motion passed unanimously.

2. **Water operator coverage:** The Board is still looking for two additional water operators. Tom also put together a compilation of all the current water operator duties. Mark & Matt will review to ensure all operator tasks are represented.
3. **Prepare updated contract for water operators:** Tom will continue to prepare updated contracts, and draft a short term contract with Mark, while the Board seeks out additional operators.
4. **Verify cause of low meter readings over time:** Tom requested the cause of low readings be documented for future reference by the Board. Mark stated this is typically caused by the meter base, which is why manufacturers typically recommend replacing bases every 5 years.
5. **Renew ATS contract for accounting services:** Linda has sent the renewal to ATS for review & signature. This is on track to be completed.
6. **Develop operations manual, maintenance manual, maintenance schedule, maintenance records, and system history:** Mike met with Joe Steiner, who provided templates that Mike will use to update our manuals. This work will be ongoing and periodic updates will be provided.
7. **Complete PRV Annual Maintenance in Vault on Lone Mountain:** Mike heard back from Hardrock, and they only install, they do not perform PRV maintenance. Mike will continue looking for a company to perform this.
8. **Combined curbstop & other located items list:** Matt has made some progress and continues to add locations as they are found. This will be ongoing documentation and periodic updates will be provided.

New Business:

No new business was discussed for December.

With no further business noted, Linda moved to adjourn. Kirk seconded. Meeting adjourned at 7:58pm.

Submitted by: Josh Ault, Secretary

Next meeting – January 19th, 2025 at the fire house on Mission Mountain Road at 6:30 p.m.