

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT
MINUTES OF BOARD MEETING
JANUARY 9, 2020**

A public meeting of the Directors of the Skyline Improvement and Service District was held on January 9, 2020, at the Live Water Property offices, 802 West Broadway, Jackson, WY.

Latham Jenkins and Jim Lewis constituting a quorum were present. Kurt Harland was delayed and would be joining later. Homeowner Ann Dwan was also present as was Dave Adams, District bookkeeper.

Latham, serving as Chairman, called the meeting to order at 4:05 pm.

1. Review and approve of Board minutes of December 26, 2019.

Action: This item was deferred until later in the meeting when Kurt was present, as Latham was absent from the December meeting.

2. Changes to agenda.

The only agenda change was to defer the approval of the December minutes until Kurt arrived.

3. Adoption of agenda

Action: Jim made a motion to adopt the agenda with the deferred Board minute approval. Latham seconded. The motion passed, 2-0.

4. Public comment on items, not appearing on agenda.

Ann Dwan requested information on our snowplowing contract with Evans and wanted to talk about meter reading frequency. It was agreed to add these to the end of the agenda.

5. Correspondence received by District office (Dave)

Dave received the water quality report and posted it to the website. The District received a check from LVE for it's equity distribution and that will be deposited in the bank.

Jim gave Dave a copy of the 2019-7 signed board resolution, the original of which was sent to SLIB, and a signed amended budget.

6. Review list of homeowners who have not submitted a water meter reading.

Dave said that all readings are accounted for except those few where there is a justifiable reason. Latham's meter is broken and is being replaced next week with a Neptune meter. The Matthews reading needs to be looked into by Kurt as the readings from both their old and new meters (photos were provided) need to be reconciled.

7. Review 6 months December 31 YTD actuals vs. full year FY 2019-20 amended budget.

Jim said that given the amended budget, the ISD is well within budget, although there is pressure on Clerical Contract Labor, which is trending higher than it should at this time. Jim said we have not received any invoices from Voorhess Construction yet, but they should be coming in shortly. Jim reiterated that the

Voorhess invoice must be very granular, specifically the expenses incurred prior to January 16 must be identified, as those will not be included in the reimbursement from the Grant, as they preceded the date of the SLIB board approval.

8. Review December 31 2019 Treasury Report and approve payment of invoices.

The expenses were reviewed. Jim commented that the Westwood Curtis and Powers Excavation invoices specifically related to the two leaks on NW Ridge Road. Clearwater’s is higher than usual due to their oversight of the repair of the two leaks. Jim said that the \$7.35 for him was for reimbursement of a US priority mail envelope to the SLIB in Cheyenne.

Action: Latham made a motion to approve all the expenses. Jim noted that while he should not be approving his own invoice, but as the item is small, and Kurt is not in attendance, he seconded the motion. The motion carried 2-0 and the checks were signed.

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|-------------------------------------|--------------------|
| Alpine Aspens, LLC | \$ 100.00 |
| Clearwater Operations & Services | 4,700.00 |
| Energy Laboratories | 1,297.00 |
| Evans Construction | 4,883.00 |
| Frontier Landscape Maintenance, LLC | 400.00 |
| Jim Lewis | 7.35 |
| Lower Valley Energy | 358.02 |
| Powers Excavating, Inc. | 6,648.25 |
| Teton County Environmental Health | 130.00 |
| Teton Financial Consulting, Inc. | 2,242.50 |
| Westwood Curtis Construction, Inc. | 4,218.02 |
| TOTAL | \$24,984.14 |

9. Update on SLIB grant request

Jim said that he received an email from the SLIB today, which included the agenda for SLIB’s January 16th board meeting. The agenda showed that Skyline was one of the 15 grants recommended by staff for approval. There were 3 projects that received partial funding and 2 were not approved.

10. Update on progress of pump house roof replacement

Jim said it was a slower than expected start as Voorhess had to finish a couple of pre-existing projects first, but it looks like things should be wrapped up, at least on the construction by end-January. There will be some electric work that will take additional time and inspections.

11. Timeline for WWDC funding decision for Nelson Engineering’s Level 2 study.

Jim said it looks like the funding for the Level 2 study will be submitted for funding approval in April 2020 and once approved Nelson could begin their work. Latham said he can place the WWDC’s RFP on the website, and if we get approval from the WWDC, we can also upload Nelson’s response to the RFP onto the website.

(Kurt Harland joined the meeting at 4:43pm with Latham continuing as acting chair)

Ann asked about the scope of the level 2 study to better understand the project and if the District has the budget to put in remote readers. A discussion of the project and the cost of remote readers at the curb-stops ensued, as well as other aspects of the level 2 study including water pricing.

12. Approval of Minutes of 12/16/19

Action: Kurt made a motion to approve the minutes of December 26 2019, as drafted. Jim seconded. There being no other comment, the motion carried 2-0. Latham abstained, as he was absent from that meeting. The minutes were signed and will be posted to the website.

13. Update and next steps gas line

Homeowner Worthy Johnson was not present but he did submit a draft letter for the board's consideration to send out on Skyline letterhead to those homeowner's who have expressed interest in having access to gas. The wording for the questionnaire was provided by LVE. It was decided to run the draft letter by LVE to make certain that they agree in the District sending it out rather than LVE directly. Latham will contact LVE and decide on next steps with the Kurt.

14. Board's objective status for FY 2019-20

Jim presented the objectives and said that all objectives will have just one board point person responsible in order to have greater focus. Latham agreed to be the point person on the gas line. The items in red are the priority objectives.

15. Discussion of Ann Dwan's questions re snowplowing contract

Ann asked for details of our Evans contract, which Jim provided her a copy of our 3-year contract. She queried whether Meadowlark was being plowed similar to NW Ridge. Jim said that he's seen an Evan's pick-up truck with a blade on Meadowlark, but agreed with Ann that Meadowlark's plowing didn't appear to be as well done with NW Ridge and on Meadowlark has ruts in it. Latham will follow-up with Evan's.

16. Other business

-Next Board meeting- February 20, 2020 4pm-6pm Live Water Properties office, 802 W Broadway, FIB building, 2nd floor.

17. Adjournment

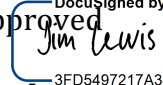
The meeting was adjourned at 5:23pm.

2/20/2020

2/20/2020

Approved by:

Latham Jenkins
Vice-Chairman

DocuSigned by:
Approved

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Jim Lewis
Treasurer/Secretary

