

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT
MINUTES OF BOARD MEETING
November 14, 2019**

A public meeting of the Directors of the Skyline Improvement and Service District was held on November 14, 2019, at the Live Water Properties office, 802 W. Broadway.

Kurt Harland, Latham Jenkins and Jim Lewis (via Skype) constituting a quorum were present. Homeowners and Maria & Worthy Johnson were in attendance for part of the meeting. Dave Adams, the District bookkeeper was also present.

Kurt, serving as Chairman, called the meeting to order at 4:02 pm.

1. Review and approve of Board minutes of October 9, 2019.

Action: Kurt made a motion to approve the minutes of October 9, 2019. Jim seconded. There being no other comment, the motion carried 3-0 and the minutes were signed.

The signed minutes will be posted to the website.

2. Changes to Agenda- There were no changes to the agenda.

3. Adoption of agenda

Action: Kurt made a motion to adopt the agenda. Jim seconded. There being no additional comment, the motion passed, 3-0.

4. Public comment on items not appearing on agenda.

There was no public comment.

5. Correspondence received by District office (Dave)

Dave said that we had received a check from a homeowner for the assessments and water charges for which we also received an identical payment from the TC treasurer when the homeowner paid his property taxes. Jim advised Dave to contact the homeowner and return the check. Kurt added that a homeowner sent the District 5 postage stamps to cover her future mailings.

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

Jim said that only 5 homeowners out of 84 have yet to submit a meter reading. Communication has gone out to these 5, saying if readings aren't received by November 30th, the District will charge the homeowner \$25, consisting of a \$15 no meter reading fee and a \$10 administrative fee as previously communicated in the District's Water Service Policies for FY 2019-20.

7. Review 4-months YTD actuals vs. full year FY 2019-20 budget.

As the income was reflected on an accrual basis vs. cash and some of the expenses where not placed in the correct expense category, Jim will work with Dave to get things placed in the right expense bucket by the January meeting.

8. Review Treasury Report as of October 31 and approve payment of unpaid invoices as of November 30.

Latham reported that as of October 31st total reserves and operating funds of the District were \$372, 774.75.

The unpaid bills report for November 30 were reviewed by the Board and are listed below:

Clearwater Operations & Services:	\$ 985.00
Evans Construction:	\$9,766.00
Hess D- Amours & Krieger LLC:	\$ 420.00
Jorgensen Inc.:	\$ 247.50
Lower Valley Energy:	\$ 376.81
Teton County Environmental Health:	\$20.00
Teton Financial Consulting, Inc.:	\$1,852.50
Western States Cat	\$1,148.69
Latham Jenkins	\$ 26.99
TOTAL	\$ 14,843.49

Action: Kurt made a motion to approve the unpaid bills as of November 30, totaling \$14,843.49. Jim seconded the motion, which passed unanimously 3-0.

Kurt and Latham then signed the checks and vouchers for the November invoices.

The board discussed invoices from Clearwater that included calls from homeowners to Clearwater or from homeowner's contractors to located curb stops. The board agreed that calls from homeowner's to Clearwater that benefit the particular homeowner's property, that these charges should be for the account of the homeowner and the ISD should bill the homeowner for reimbursement.

9. Approve Board resolution 2019-5 regarding setting up auto-pay for LVE monthly payments.

Jim reported that given the timing of our Board meetings and the timing of the LVE invoices, the District has been incurring late charges, as we seem to be running at least one month late and in some cases longer when we don't have board meetings. Jim said that he contacted the Dept. of Audit about a board resolution to regularly pay, via auto-pay the District's regular and normal energy bills from LVE. The auditor agreed with Jim's suggestion, adding that the Board should carefully review

those invoices at the next subsequent board meeting to ensure proper payments were made.

Jim recommended that the following board resolution #2019-5 be approved by the board, reading the resolution into the Minutes:

“We, the undersigned, being all the directors of this corporation consent and agree that the following corporate resolution was made on November 14, 2019 at _____ (time), at the First Interstate Bank building, 2nd floor, 802 E. Broadway.

We do hereby consent to the adoption of the following as it is adopted at a regularly called meeting of the board of directors of the ISD. By unanimous consent, the board of directors decided that:

Whereas- the board does not meet each month, and;

Whereas- the Board wishes to pay all monthly invoices on a timely basis to avoid late charges, notwithstanding the fact that meetings are not held each month and;

Whereas- the invoices from Lower Valley Energy are for the normal power used running the District’s water pumps for water distribution and front entrance lights for safety;

Therefore, it is resolved, that the ISD is:

- Authorizing it’s bookkeeper to establish an auto pay arrangement with Lower Valley Energy (LVE), and
- Pay all monthly LVE invoices, when received, up to an aggregate monthly charge not exceeding \$750.

It is further resolved, that at the Board’s next subsequent meeting, those LVE invoices that were paid, will be reviewed by the Directors for accuracy, and the vouchers will be signed and sent to LVE, post factum, for their signature.

The officers of this corporation are authorized to perform the acts to carry out this corporate resolution.

Action: Latham made a motion to approve Board resolution 2019-5. Kurt seconded. Dave commented that he has been in contact with LVE’s accounting department and has worked out a method to have vouchers signed via email. There being no other comments, the motion passed unanimously 3-0. The resolution was signed.

10. Approve Board resolution 2019-6 regarding payment of monthly Evans’ snowplowing invoice.

Jim said that since we’re not having a December board meeting, he contacted LVE and requested the December invoice early. Therefore since we today approved the November and December Evans invoices there shouldn’t be a need for this resolution and it was therefore withdrawn.

11. Update and next steps gas line - Worthy Johnson

Worthy recommended the ISD Board approach the Chairman and CEO of LVE and drafted a letter to LVE requesting that LVE consider sharing the cost of completing the gas line for the rest of Skyline. Worthy read the draft. The board agreed that since we weren't committing the ISD and merely asking LVE if they'd consider a sharing of the cost. Worthy said he'd polish the draft and send it to Jim. Jim said he had no problem with putting the draft letter to LVE on District letterhead and send it to Kurt and Latham for signature. Latham and Kurt agreed that the letter should be sent as it doesn't obligate the District.

Latham asked about whether we've gotten clearance from our counsel to how to insulate the District from liability and just act as a pass through entity. Discussion continued around this issue, but at this point, Paul has not been asked this more detailed question.

12. Update on pump house roof replacement

Voorhess will start as soon as his schedule free's up hopefully in December sometime. The neighbor to the north of the lot queried whether everything was being done within our easement. Kurt said we were well within our easement and we'll look at it in the spring and determine what landscaping might be needed for it to look better.

13. Board's draft objectives for FY 2019-20

Kurt said we're working on the objectives, and the parabolic mirrors and posts have been ordered and received. We also got the new speed bump and that's in the lower pump house. Latham said that Oops! is available next week to start work on the mirrors and if we can get the poles, they can place those as well.

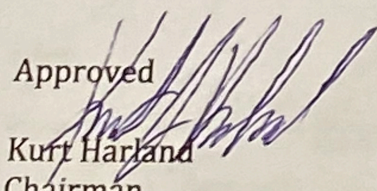
14. Other business

- No board meeting in December
- Next Board meeting- Thursday, January 9, 2020- Live Water Properties office; 802 W. Broadway, 2nd floor; 4pm-6pm.

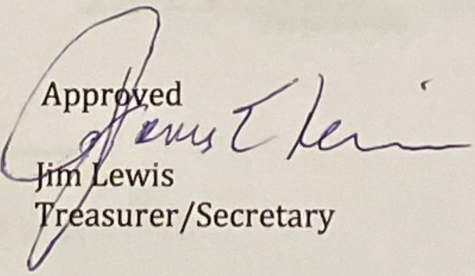
15. Adjournment

The meeting was adjourned at 5:15pm.

Approved


Kurt Harland
Chairman

Approved


Jim Lewis
Treasurer/Secretary