

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT  
MINUTES OF SPECIAL BOARD MEETING  
February 7, 2019**

A special public meeting of the Directors of the Skyline Improvement and Service District was held on February 7, 2019, in the Live Water Properties conference room, 2nd floor of the First Interstate Bank building; 802 W. Broadway.

Latham Jenkins and Jim Lewis, constituting a quorum, were present. Kurt Harland was absent.

Carly Schupman, the District's bookkeeper was present.

No homeowners were present.

Latham, serving as Chairman, called the meeting to order at 12:00 pm.

**1. Review and approve of Board minutes of January 17, 2019 board minutes**

**Action:** Latham made a motion to approve the minutes as submitted. Jim seconded. The motion passed unanimously, 2-0, and the minutes were signed.

**2. Amend FY 2018-19 District Budget**

Jim reiterated what he stated at the January meeting, that the reasons for the need for an amended budget are the greater number of water main leaks than we had budgeted for. We had budgeted for 3 leaks and currently, through January (7 months YTD), the District has experienced 4 leaks. The current amended budget recommendation assumes a total of 5 leaks at an \$11,000-\$13,000 repair cost per leak. Therefore "Contract Labor Water" was increased in the proposed amended budget.

The other item that is included in the proposed amended budget is the \$32,000 cost of installation of the 4 hydrants and risers to the water main, which was well in excess of what we had budgeted for the entire hydrant project. The hydrant's themselves cost about \$14-\$17,000 and the installation was \$32,000, so the project cost was grossly underestimated.

Since we were planning to amend the budget, other modest increases were made for professional fees +\$2,500; water general operations +\$7,600 due to the additional activities we've asked of Clearwater Operations, such as the curb stop mapping project, identifying and inspecting all irrigation lines for proper metered hookup, supervising the District contracted leak detection service from Boise, and supervising the leak repairs. Clearwater has been "on call" much more than anticipated. Also +\$100 increase in our insurance, from \$1,400 to \$1,500.

What this means is that we'll be transferring \$111,000 from water reserves instead of the originally budgeted \$41,000, into our operating account to pay for the increased expenditures.

Jim said that a homeowner did query him as to the need for a Special Meeting to amend the budget, since greater water leak repairs could be considered an emergency. According to the homeowner's understanding, by declaring an emergency, the District would not need to amend the budget.

Jim said he called the Wyoming Department of Audit (Maryanne) in Cheyenne and was advised that an emergency is defined as an event where there was the actual or imminent loss of life, and ex-budget expenditures would need to be made on an emergency basis. Even in those cases, an Amended Budget would be required after-the-fact. Clearly our situation is not an emergency.

**Action:** With no further comment, Latham made a motion to approve the Amended Budget for FY 2018-19. Jim seconded. The motion passed unanimously 2-0.

**Action:** Jim made a motion to transfer, in the next couple of weeks, allocated funds from our operating account to the road reserve account, and funds from our water reserve account to the operating account so that we have the appropriate amounts segregated between our water and road reserves. Latham seconded. The motion passed unanimously.

There being no other business Latham adjourned the board meeting at 12:10pm.

Next board meeting will be on March 14<sup>th</sup> and held at the Berkshire Hathaway office at 138 N. Cache St.