

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT  
MINUTES OF BOARD MEETING  
October 11, 2018**

A public meeting of the Directors of the Skyline Improvement and Service District was held on October 11, 2018, in the Training Room of the main Jackson branch of the First Interstate Bank. The following Directors, constituting a quorum, were present: Kurt Harland and Jim Lewis. Latham Jenkins could not attend.

Also attending was Carly Schupman, ISD bookkeeper.

Homeowner's present: Bill and Pam Racow, and Arne Johanson.

Also attending by board invitation: Erik Wachob, Nelson Engineering and Shawn O'Malley, Jorgensen Engineering.

Kurt, serving as Chairman, called the meeting to order at 4:00 pm.

**1. Review and approve of Board minutes of 9-13-18**

**Action:** As there were no changes, Kurt made a motion to approve the minutes as submitted. Jim seconded. The motion passed unanimously, 2-0, and the minutes were signed.

**2. Changes to the Agenda**

There were no changes.

**3. Public comment on things not appearing on the agenda**

Bill Racow mentioned that there were overhanging branches on the willow tree on the inside corner of Dragonfly. Kurt said he'd call Frontier landscaping and have them trim the tree back, as it shouldn't overhang the right of way.

**4. Nelson Engineering- Killdeer/Tanager cul-de-sac recommendations and next steps.**

Erik Wachob spoke about the possible improvements in the cul-de-sacs on Killdeer and Tanager using Fire Department guidelines for emergency vehicle turnarounds.

Handouts were provided to the group.

Tanager Lane is the simpler of the two as it would only entail a small cut into the hillside on the east side (on the left at the end of Tanager) and relocating some telephone boxes. All the work could be done within the existing right-of-way. No additional easements would need to be obtained. There would need to be some coordination with the homeowner of Lot 3-8, as there's a gravel walkway and a buck and rail fence within the right-of-way. Erik referred to drawing C2.1. Kurt asked a question about the possible culvert to keep the flow of water moving. Jim asked about the timing, and Erik said it could be done in a couple of weeks once the equipment is on site. The estimated cost of the Tanager work is estimated at

\$29,221 plus it's share of the total project wide cost. Total project wide costs, which would be shared between the Tanager and Killdeer projects, are estimated to be \$26,701.

Moving onto Killdeer, Nelson looked at two alternatives, Option A would require both construction easements and a permanent easement (Sheet C2.2), and Option B being an improvement within the existing right-of-way, (sheet C2.3). Erik didn't think the first option gives significant practical benefits over option B, other than being about \$10,000 cheaper. Erik's recommendation is to go with option B, as additional easements would not be required from a homeowner and everything could be done within the existing right-of-way.

**Next steps-**

1) Contact Paul D'Amour re plan for improvement's and whether that's a Skyline wide assessment, or just those on Killdeer and Tanager who are receiving the benefit. Both Kurt and Jim's view was something that should have been done a long time ago, so that emergency vehicles, etc. could have a proper space, and that for safety reasons, this expense should be borne through a Skyline wide additional assessment. However, we must a legal opinion on this and proper procedure to follow. (Jim will follow-up with Paul)

2) Contact the homeowners on Killdeer and Tanager and discuss the board's decision, whatever that is. Kurt said he did get a call from Nick Houfek who said that his grandfather was in favor of either option. Kurt would contact the other homeowners on Killdeer and Jim said he'd contact the homeowners on Tanager.

Kurt said that staying within the right-of-way for both roads seems to be the preferred option and we should ask Nelson to prepare final construction documents. Erik said that in terms of timing and to give us the best value, it would be good for Nelson to complete the final documents during the winter, so that the Board could go out for bids in the spring. Kurt agreed with Erik's assessment.

Kurt made a motion to have Nelson Engineering continue with the preparation of final construction documents. Jim seconded. There being no additional board or public comment, the motion passed unanimously.

Jim asked Erik for a timeline and Kurt asked for an additional scope of services taking us through the bidding process and final selection of the contractor.

**5. Jorgensen Engineering-Review 10-5-19 Submission to Teton Conservation District.**

Shawn O'Malley said that most of the Level 1 work has been done and Emily has reviewed it and we're in good shape for a March submission. Some additional information is needed from the board. This is separate from the submission to the TCD which is for a grant up-to \$35,000. The material is generally the same for both

submissions, so if we don't get anything from the TCD, we'll still have an option to get something for the fire hydrants from the State. The submission to the TCD also had the endorsement from the Fire Marshall.

The draft of the Level 1 study should be ready for the January board meeting for review.

## **6. Report from Clearwater on shut-off valves that need repair and any project updates.**

**Valves-** Of the 15 valves, four need repair. Westwood Curtis will repair valve #4, located at NW Ridge Tank going south (will not fully close), #5 at Tanager and NW Ridge (broken and in open position) and #14 at the Entrance east (valve bent and can't get the key on the valve and the well is full of water). The fourth repair on valve #12 at Mallard and Teal at lot 29 (Can't get the key on the valve). The riser is bent and will need to be dug out by Westwood Curtis. It was agreed that if we can get WC in before winter, all four should be fixed. Jim said that since we've gone through our budgeted for the year with the 3 leaks we've had so far, an amended budget may be necessary.

**Hydrants-** Westwood Curtis is still working on a project at Snow King, but we're next on their list. No date known. The four hydrants will be located in 1) in front of the tank building; 2) at the end of Meadowlark; 3) at the T at the entrance to Skyline; and 4) one in the low spot near the speed hump across the street from the barn at 100 NW Ridge.

### **Meters/Irrigation**

Clearwater has identified 3 properties for certain where the irrigation doesn't go through the meter, these being lot 2-8 (Houfek), 3-9 (Willott) and 3-16 (Long). Additionally, possibly lot 2-7A (Bunnet) may not go through the meter as the irrigation lines are located on the other side of the house and nearer to the curb stop than the meter. Also lot 3-24 (Barrett) may not go through the meter, but Emily has not been able to get ahold of anyone. Jim has already spoken to John Willott and he will have a plumber in after they get back into town 10/15. Kurt will contact Houfek and Jim will contact the rest.

### **Curb stops**

Emily provide a multi-colored sheet which showed that in the entire ISD, eleven curb stops cannot be located, and an additional 12, where she thinks she's found them, but in nearly all cases they are buried under earth or asphalt. All others have been found and have GPS coordinates. Kurt feels that we need to locate and inspect all curb stops, since the ISD owns them. Finding the remainder may be a project for next summer, but this will have to be budgeted for. Shawn's recommendation was to fix what we know about, and eventually, the one's we can't find will show themselves through leaks given the age of the system. Also, our annual leak detection should help locate these. Jim will talk further with Emily.

**7. Review correspondence/docs presented by Carly.**

Carly said there was no correspondence to comment upon. She did say that there would be a mailing going out which would cover 1) keeping easements clear for snowplowing, 2) the meter readings due by Oct 31, 2018 and April 30, 2019, and 3) if any homeowners wanted a mailbox at the entrance.

**8. Review Treasury Report, pay bills, outstanding A/R from homeowners**

As of September 30st, ISD fund balances, including operating accounts and the road and water reserves totaled \$382,426.79. Jim said that the breakdown was:

Water reserves-\$284,578.77  
Road reserves- \$ 49,230.44  
Operating a/c- \$ 48,517.68  
Checking a/c- 100.00

Jim said that looking at our contract labor water expenses of approximately \$38,000 for the first 3 months, given the 3 leaks early in the fiscal year, we're slightly exceeding our full year budgeted amount of approximately \$37,000 for that expense category.

Jim commented that the one long-standing A/R has been paid-in-full.

**Action:** Kurt made a motion to approve the unpaid invoices as of October 11th, totaling \$9,838.18. Jim seconded the motion. The motion passed unanimously, 2-0.

**9. Inventory of homeowners who do, and do not have mailboxes, but want one.**

Jim said that due to some resent requests for mailboxes, we should probably find out the demand for mailboxes from those homeowners who currently do not have one. Jim said that we currently have 61 mailboxes in varying sizes in the 3 wooden spines at the entrance. Each spine has between 19-21 boxes depending on the size configuration. One homeowner has two boxes. Once we can determine the demand, we can then decide on the need for an additional spine being built. A note will go out to homeowners to determine, 1) who has a box and wishes to keep it, 2) who has one (or two) and doesn't wish to continue having one, and 3) who doesn't have one, but wants one.

**10. Review Status of Board's objectives for FY 2018-19**

Jim reviewed the draft objectives this fiscal year, which included the objectives for the last year. Those in blue text have been completed. Those highlighted in yellow are carryovers from last year and have not yet been completed. Those in black text are the new objectives for this current fiscal year. This will be a document that we will continue to review at each board meeting and add new objectives as needed.

Jim said that the one stop sign still needs placement that being, coming off Teal onto Mallard. Kurt said a post will be needed to affix the sign to and we have a post at the entrance and that we have time before the ground freezes.

The 4 fire hydrants may or may not be done depending on Westwood Curtis' completion of a project on Snow King and we're next in the queue. The irrigation project is substantially completed, as is the curb-stop project. The pump-house roof is sealed and we should have the heater installed by end October.

**11. Other business**

Next board meeting- Tuesday, November 13, 2018, Berkshire Hathaway office.

Tentative board meeting dates for 2019 (to be confirmed at next meeting).

- January 10
- March 14
- May 9
- June 13
- July 11
- August 10
- October 10
- November 14

**12. Adjournment**

There being no other business, Kurt adjourned the board meeting at 5:23 pm.

Respectfully submitted:

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Jim Lewis  
Secretary

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Kurt Harland  
Board Chair

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Jim Lewis  
Director

