

SKYLINE IMPROVEMENT AND SERVICE DISTRICT
MINUTES OF BOARD MEETING
June 13, 2019

A public meeting of the Directors of the Skyline Improvement and Service District was held on June 13, 2019, at the First Interstate Bank, training room, 802 W. Broadway.

Kurt Harland, Latham Jenkins and Jim Lewis constituting a quorum, were present. Carly Schupman, the District's bookkeeper was present. Homeowners attending the meeting were Arne Johanson, Maria and Worthy Johnson, Mary Lohuis, Mike Minter, and Ila Rogers.

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

1. Review and approval of Board minutes of February 7, 2019 meeting.

Action: Kurt made a motion to approve the minutes as submitted. Latham seconded. The motion passed unanimously, 3-0. The minutes were signed.

2. Changes to agenda- Jim said that a new agenda item #17 would be added, i.e. "Discussion of LVE Natural Gas Pipeline and Next Steps". Worthy Johnson would be presenting this item. The three subsequent agenda items would be renumbered, 18, 19, and 20.

3. Public comment on things not appearing on agenda- none

4. Review correspondence/docs presented by Carly- no correspondence

5. Review FY Amended Budget vs. YTD 11mo. 5/31/19 actuals.

Jim said that we are well within our amended budget in all major expense categories.

6. Review Treasury Report, pay bills, A/R's

The invoices were reviewed. Two of the invoices related to 1) Jim's travel expenses to the WWDC meeting in Cheyenne and 2) Kurt's out of pocket material costs for the emergency shoring up of the collapsed roof.

Kurt made a motion to approve all the invoices except his own. Latham seconded.

The motion carried 2-0 with Jim abstaining. Jim made a motion to approve Kurt's invoice for reimbursement of out-of-pocket expenses relating to the emergency repair at the pump house. Latham seconded. The motion passed 2-0 with Kurt abstaining.

The Board thanked Kurt for jumping in that morning to stabilize the roof situation.

7. Approve contract for new bookkeeper, Dave Adams

Jim made a motion to approve the contract. Latham seconded. There being no other board or public comment, Kurt called for a vote, which passed unanimously, 3-0.

8. Placement location of seasonal speed bump on Mallard

Kurt made a motion to approve the installation of the seasonal speed bump at the WNW side of Bert Raynes property, at the property line, but within the ISD easement. Latham seconded. The motion carried 3-0.

9. Skyline "Garage Sale" designated day this summer- (request of homeowner Lisa Samford)

The Board agreed and asked Lisa to organize it and that the Board would assist in communications to those homeowners on list serve.

10. Update on pump house roof repair and replacement

Kurt provided an update that before a county permit could be received an engineering drawing was needed by the planning department, which is in process.

11. Update on WWDC project status since 5/17/19 application approval

Jim said that Kevin Boyce, the assigned WWDC engineer to our project is preparing an RFP for the Level 2 study and will have a draft to us in the next two weeks. They will be advertising in the Casper Star Tribune- 6/7, 6/14 and 6/21, all 2020 planning studies to solicit Statements of Interest/Qualifications which the WWDC will shortlist to receive RFP's.

Skyline's involvement will begin in late August when WWDC receives the proposals (8/23) and forward on 8/26 to the District for ranking. He recommended we call a special board meeting at the end of August to review proposals. Project interviews will be scheduled for a day, sometime between October 1-3 and a District board member must attend.

12. Approve Board Resolution 2019-2 authorizing submission of a Federal Mineral Royalty Capital Construction Account Grant Application to the State Loan and Invest Board (SLIB)

Kurt made a motion to approve the Board resolution #2019-2 requesting a grant in the amount of \$12,500 to assist in the funding of the Tank House Roof Replacement Project. Latham seconded and the motion passed unanimously 3-0.

13. Review Application checklist and determine responsibilities

This topic was discussed in the previous agenda time, with Kurt, Latham and Jim being responsible for parts of the information needed for the application submission.

14. Review proposed FY 2019-20 Budget and indicate intention to approve the budget at the July 18 annual general meeting.

Jim said that two things happened since the last board meeting when the proposed budget was approved. The first was the collapse of the tank house roof, and based on Kurt's estimate of \$25,000, we increased the transfer from water reserves from \$10,000 to \$35,000. Although we will be submitting an emergency grant request for match funding of \$12,500, we don't know if we'll get it, so the full \$25,000 is budgeted. The second item impacts are road budget. We had estimated \$25,000 for

snowplowing as our multi-year contract with Evans ended this winter. Previously it was \$16,605/year. After the last board meeting, we received a notice from Evans that a new contract would be slightly more than \$29,200, which includes road sweeping. As this is a hard number we've received, and although we will still issue an RFP, we felt it prudent to increase the budget for snow plowing from \$25,000 to \$30,000.

Road assessments for FY 2019-20 will be \$1,618.37 for home and lot owners in Skyline West and \$1,079.83 for home and lot owners in Skyline East. For FY 2018-19, the respective road assessments for Skyline West and East were \$1,393.17 and \$883.00.

The water usage rate is reduced from \$1.40/1000 gallons to \$1.30/1000 gallons and the total fixed water maintenance charge remains unchanged at \$475/annum.

Kurt made a motion to approve the FY 2019-20 proposed budget. Latham seconded. Kurt asked for public comment.

Worthy Johnson offered public comment and asked about the reduced water rate.

There being no further board or public comment, and as there was a motion and second on the table, Kurt called for a vote, which passed unanimously 3-0.

15. Review proposed FY 2019-20 SSID Water Service Policies

Jim reviewed the proposed Water Service Policies for next fiscal year.

Mary Lohuis offered Wally Ulrick's written public comment to the Chair.

Kurt read the letter, which opposed the possibility of a flat rate for water usage.

16. Review proposed SSID General Guidelines Regarding Water

Jim reviewed the proposed General Guidelines, which would be informative to new Skyline homeowners.

(Latham left the meeting at 5:15pm).

Maria and Worthy offered public comment asking if the District has a recommended list of meters for homeowners.

17. Discussion: LVE Natural Gas Pipeline and next steps- Worthy Johnson

Worthy requested for the board's consideration completing the gas pipeline that LVE laid for free a gas pipeline in the first filing at the time LVE was upgrading the electrical line. He proposed for the benefit of all of Skyline the pipeline be completed and the approximate \$155,000-\$160,000 cost of finishing the pipeline should be levied across all 90 lots, and not the 48 lots where no pipeline exists.

Doing so in this manner, each property's assessed cost would be \$1,800-\$2,000. The benefits to the Community would be an upgrade to the entire Skyline community, enhance market value of each Skyline property irrespective of utilization and entice

prospective buyers with a 21st century choice of energy sources. Additionally, Skyline would be offering homeowners the opportunity to avail themselves of the lowest cost of energy, with natural gas being 22% below the cost of electricity. Worthy asked for the board's thoughts on the issue. The board had a number of questions to which Worthy responded.

It was agreed that the first step would be to get clarity from Paul D'Amours on what the process would be for any new special assessment for such a new infrastructure improvement. The board agreed that Worthy could initiate the communication with Paul, with the associated legal costs to be paid by the Johnsons.

18. Review board objectives FY 2019-10 and establish priorities

The list of objectives and key priorities were discussed.

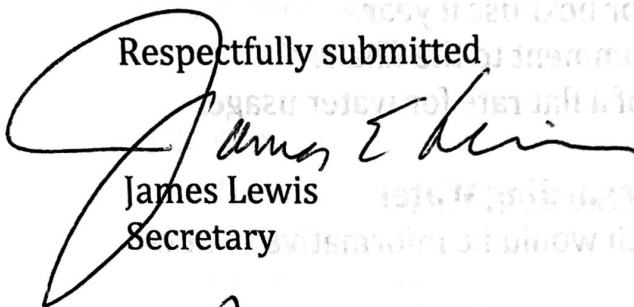
Kurt made a motion to have a special board meeting on August 29th to review the list of RFP respondents and shortlist them for further review by the WWDC. Jim seconded. There being no public or board comment, the motion passed unanimously 2-0.

19. Other business

The next board meeting and the Annual General Meeting will be on July 18th at 4pm at the First Interstate Bank building, 802 W Broadway.

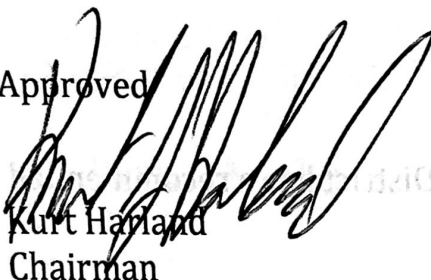
20. Adjournment. The meeting was adjourned at 6pm.

Respectfully submitted



James Lewis
Secretary

Approved



Kurt Harland
Chairman

Approved



Latham Jenkins
Vice-Chairman