

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT
MINUTES OF BOARD MEETING
August 22, 2019**

A public meeting of the Directors of the Skyline Improvement and Service District was held on August 22, 2019, at the Berkshire Hathaway office at 138 N. Cache. Latham Jenkins and Jim Lewis constituting a quorum were present. Kurt Harland was absent. Homeowners attending were Ann Dwan and Maria and Worthy Johnson. Carly Schupman and Dave Adams, the District's bookkeepers were present.

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

1. Review and approval of Board minutes of July 18, 2019 meeting.

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

2. Adoption of Agenda-

Action: Latham made a motion to approve the agenda as presented. Jim seconded. The motion passed unanimously, 2-0.

3. Public comment on things not appearing on agenda-

There was no public comment.

4. Review correspondence/docs presented by Carly and Dave-

There was no correspondence. Jim gave Dave a completed insurance renewal form for HUB insurance to be returned to HUB.

5. Review Treasury Report, pay bills

As of July 31, 2019, total District reserves were \$441,243.49, of which \$185,758.44 was in the operating account. During August or September a portion of these funds will be transferred to the road and water reserves with a balance left in the operating account for check writing purposes.

Invoices totaling \$12,909.80 were reviewed. One of the expenses reviewed was a \$64.00 reimbursement to Latham for a payment he made on behalf of the District for the annual renewal of our ListServe. Another expense was a \$26.45 reimbursement to Jim for the purchase of 5 flash drives from Staples, on which were downloaded the Districts maps of the water system and engineering drawings of the pump house. These flash drives were given to each of the 4 engineering companies who will be submitting proposals to the WWDC/Skyline as well as one to the WWDC project manager.

Normally, with 3 directors present, if any expense item relates to a reimbursement to a director, that director recuses himself from the vote. In this case, with only two directors present and both having reimbursable items, the recusal could not take place as two directors must approve and sign checks. As the two amounts totaled less than \$100, the decision was made to proceed.

Action: Latham made a motion to approve all the invoices. Jim seconded. The motion passed unanimously.

6. Award snow removal contract

Jim said that RFP's were sent to 6 snow plowing companies, specifically:

- Evans Construction
- Yellow Iron
- Wyoming Landscaping
- Ridgeline Excavation
- Schupman Excavation
- Fish Creek Excavation

Submissions were received from Evans Construction and Fish Creek Excavation. The Evans proposal was for a 3-year contract, with a fixed amount \$29, 298.00 for the 1st year (winter 2019-20), with 2 annual increases based on the CPI index.

Fish Creek's submission was a time and material rate sheet, showing a per hour charge based on different types of equipment/drivers and laborers. There was no way to determine what the District's snow removal costs would be with Fish Creek's submission.

Action: Jim made a motion to award the snow removal contract to Evans Construction. Latham seconded. The motion passed unanimously, 2-0.

7. Farewell and thank-you to Carly Schupman for her 11 years working with the District.

Latham read a letter of appreciation into the minutes and presented the letter to Carly along with a gift from the directors and another from a homeowner.

Quote:

Dear Carly:

It gives us great pleasure to write an appreciation letter for the time, talent, dedication and expertise you have provided to the Board and Skyline homeowners these past 11 years.

You have not only functioned at the important role of Skyline's bookkeeper, but you have also been the institutional memory to those directors you've worked with since 2008, specifically, Bob Norton, Fred Staehr, Josh Thulin, Renee Glick, and more recently, the three of us.

Your ideas and input have been most helpful and have assisted the District in making improvements to our billing and revenue collection procedures.

Again, we thank you for your contributions, time and efforts through serving as the District's bookkeeper.

We will miss you.

Sincerely,

**Kurt Latham Jim
Unquote**

8. Update on Tank house roof repair estimates and status of emergency grant request for partial cost of repair.

Jim said Kurt has been trying to get two estimates so that our application for an emergency grant can be submitted in time for the State's next meeting on October 3rd. So there is urgency to this, as other documents are needed as well, from both the County Assessor and the County Commissioners.

9. Update on WWDC Skyline project

Jim provided the following timeline:

- July 23rd WWDC sent out RFP's to Nelson Engineering, Jorgensen Engineering, Rendezvous Engineering and Y2 Consultants.
- August 1- Pre-proposal meeting took place from 9am-11am in Skyline with reps of the engineering companies and Kevin Boyce, WWDC project manager. Kurt, Jim and Emily Hanner attended and gave the engineers a tour of our water wells, pumps, and tank house.
- August 23rd- Engineering company proposals are due back to the WWDC.
- August 26th- Proposals are forwarded to Skyline ISD by WWDC
- August 29th- ISD Special Board meeting to review proposals.
- September 9th- ISD Special Board meeting for final determination of proposal rankings.
- September 16th- ISD's rankings to be submitted to WWDC
- October 2nd- 7:30am-12: 30pm in Cheyenne. Consultant interviews and Sponsor briefing. Kurt will attend. Jim will be available as back-up, if necessary, as Skyline's attendance is mandatory and the District, as Sponsor, has one of 5 votes in the selection process. This is a very important meeting.

10. Review status Board's objectives for FY2019-20

The objectives that need focus on are the following:

- Ordering and placement of parabolic mirrors at Killdeer & NW Ridgewood and at the curve on upper NW Ridge road. – **Kurt** (Can Opps install once ordered?)
- Order and placement in first filing of two temporary speed bumps- **Kurt** (Can Opps install once ordered?)
- Removal of yield sign on right-**Kurt** (Can Opps handle?).

- Painting of bollards before winter. (Latham-Can Opps handle?).

A discussion took place about the next steps for the proposed gas line extension to the 2nd filing. Since the number of 2nd filing homeowners who support the extension was about 55%, it is not sufficient to warrant a formal ISD vote on an additional ISD assessment for the second filing, where 70% would need to approve. Therefore a syndication of the costs would need to be done amongst those homeowners wanting the line. The balance would need to be financially supported by an underwriter (homeowner) so that the total funds could be made available to the ISD, and held in a segregated ISD bank account. The reason that the ISD would be involved is that LVE wants to have a contract with the District rather than a group of private homeowners.

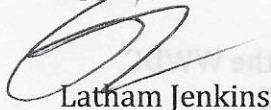
11. Other business

- Special Board meetings on 8/29/19 and 9/9/19 at Berkshire Hathaway offices, 12pm-2pm to review WWDC RFP engineering firm submissions and make final decision on proposal rankings.
- No board meeting in September
- Next regular Board meeting, Thursday, October 10th, Berkshire Hathaway office 4pm.

12. Adjournment

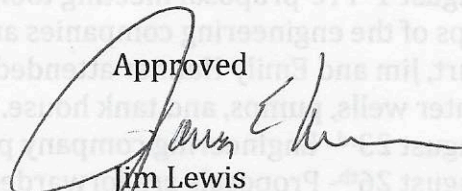
The meeting was adjourned at 5:19pm.

Approved



Latham Jenkins
Vice-Chairman

Approved



Jim Lewis
Secretary/Treasurer