

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT  
MINUTES OF BOARD MEETING  
July 18, 2019**

A public meeting of the Directors of the Skyline Improvement and Service District was held on July 18, 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.

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

**1. Review and approval of Board minutes of June 13, 2019 meeting.**

Jim asked that the minutes as drafted on page 3 after the first paragraph be amended for greater clarity to read:

**“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. “**

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

**2. Adoption of Agenda-**

**Action:** Kurt made a motion to approve the agenda as presented. Jim seconded. The motion passed unanimously.

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

Mr. Worthy Johnson wished to provide a brief update on the gas line project. Kurt asked that it wait until other business.

**4. Review correspondence/docs presented by Carly-**

Carly presented notice of Skyline's Public budget hearing in the form of the July 3, 2019 advertisement in the JHNG. Kurt introduced Dave Adams who will be taking over from Carly on August 31<sup>st</sup>.

**5. Review FY Amended Budget vs. YTD 12mo. 6/31/19 actuals.**

Jim said that we are finished the year with a modest positive variance on revenues within all our major amended budget expense categories and overall. Copies of the spreadsheet were handed out to attending homeowners.

**6. Review Treasury Report, pay bills**

As of June 30, 2019, total District reserves were \$445,462.58, of which \$190,315.06 was in the operating account. During August a portion of these funds will be transferred to the road and water reserves.

A copy of the Treasury Report was handed out to an interested homeowner.

Invoices totaling \$4,582.19 were reviewed.

**Action:** Kurt made a motion to approve all the invoices. Jim seconded. The motion carried unanimously 3-0.

**7. Motion to suspend the regular Board meeting.**

**Action:** Kurt made a motion to suspend the regular meeting. Jim seconded. The motion passed unanimously, 3-0.

**8. Call the Public Budget Hearing to order and ask for public comment on the proposed FY 2019/20 budget.**

Mr. Machol made public comment on some of the color-coded budget categories, as some of the colors didn't print clearly.

Mr. Machol asked how the water user fees in the water budget were calculated to which Jim responded.

Mr. Machol asked if the board was aware that based on the water rates, the higher water users effectively paid proportionally more for repairs. The board was aware. Jim said that looking at other ISD, Melody was \$1.40/1000, Rafter J \$1.50/1000 and Teton Village \$2.06/1000, and while one can't compare water rates as many things go into the determination of the rate, including debt service if applicable, the common denominator for all of them, is that they all use a Uniform Rate methodology for residential users, where the rate applies equally to everyone, regardless of whether they are a low or high water user. Additionally, as part of the WWDC's RFP to engineering companies one of the deliverables is a review of Skyline's water rate methodology.

Jim said that Skyline has used the Uniform Rate methodology since the ISD was formed 25 years ago in 1994 and the District will continue to use this methodology until such time as we have had a review from unbiased 3<sup>rd</sup> party experts including the WWDC.

Mr. Machol said that he believes that \$1.10 of the \$1.30, should not be included in the water rate.

There was no other public comment.

**9. Adjourn the Public Budget Hearing**

Kurt adjourned the budget hearing.

**10. Motion to reopen the regular Board meeting**

**Action:** Kurt made a motion to reopen the regular board meeting. Latham seconded and the motion passed unanimously.

**11. Motion to adopt the advertised FY 2019-20 ISD Budget and posting to ISD Website.**

**Action:** Kurt made a motion to adopt the advertised budget and posting to the website. Jim seconded. There being no additional comment, the motion passed unanimously, 3-0. The budget was signed.

**12. Motion to approve the Water Services Policy for FY 2019-20 in line with the budget and communication of same to all homeowners by mail and posting to the ISD website.**

**Action:** Kurt made a motion to approve the Water Service policies. Jim seconded. The motion passed unanimously 3-0.

**13. Motion to approve SSID General Guidelines Regarding Water for FY 2019-20.**

**Action:** Kurt made a motion to approve the SSOD General Guidelines regarding Water for FY 2019-20. Jim seconded.

Board comment: Jim said that since there are new homeowners in Skyline, these guidelines are general in nature, and provide background to Skyline's water management. These are not new to established residents, but would be new to new Skyline residents. This document will be updated annually and will be sent to all homeowners along with the Water Services Policy, concurrent with the annual preparation of the budget.

Ms. Ann Dwan suggested that the board should recommend a preferred water meter for homeowners who are building or renovating homes or changing water meters.

With no further comment, the motion carried unanimously, 3-0.

**14. Motion to approve RFP for snowplowing contract**

**Action:** Kurt made a motion to approve the draft RFP for a snowplowing contract. Jim seconded.

Board comment: Jim explained that the draft RFP includes mention of not storing snow against our neighbor, Mr. Ryan's new fence, due to potential damage. The deadline for responses is August 16<sup>th</sup>, in time for our August 22<sup>nd</sup> meeting. The RFP will be sent to Evan Construction, Yellow Iron, Ridgeline Excavation, Wyoming Landscaping, Fish Creek Excavation, and Schupman Excavation.

Mr. Machol asked if the RFP mentions that the selected firm can approach individual homeowners for their private driveways. Jim confirmed that is written into the RFP.

Ms. Dwan asked if there was some way the selected firm could offer services to all homeowners, as Evans refused to do plow her driveway.

There being no further public or board comment, Kurt called for a vote to approve the RFP as written, which passed unanimously.

**15. Motion to approve firm for installing bollards around 2 exposed fire hydrants.**

Action: Kurt made a motion to approve a firm for installation of the bollards. Jim seconded.

Board comment: Jim said there were two bids received, \$2,100 from Westwood Curtis and \$4,984.00 from Yellow Iron. Both included repairing the bent bollards at Meadowlark & NW Ridge and Tanager & NW Ridge.

Public comment: Mr. Machol suggested a concrete footer for added protection for the entrance hydrant.

Following comment and discussion, Kurt called for a vote, which passed unanimously, 3-0. Kurt will contact Westwood Curtis.

**16. Update on pump house roof repair and replacement**

Engineered and stamped drawings are in hand, but before granting a permit, the County wants a contractor to be identified. Contractors are busy and this is a small project and it's been difficult to get someone to look at the plans. The search for a contractor continues, following which, a permit will be obtained.

**17. Update on WWDC project status**

WWDC has advertised all the 2020 planning projects, including Skyline's, in the June 7, 14, and 20 Casper Star Tribune.

On July 23, the WWDC is issuing a 23 page RFP for the Skyline project to interested engineering firms with a deadline for responses on 8/23. These will be forwarded to the District on 8/26 for review and ranking, at the special board meeting on 8/29. Project interviews will take place in Cheyenne on a day to be determined between Oct 1-3. As a District director must attend, Kurt has volunteered to go.

The RFP will be posted to the Skyline website under the Water tab.

**18. Board's draft objectives for FY 2019-20**

Some of the listed objectives were discussed in more depth:

1. Getting parabolic mirrors for upper NW Ridge Road, and the intersection of Killdeer and NW Ridge.
2. Another seasonal speed bump in the first filing.

Public comment was received from homeowners about speeding in the first filing.

Jim said we have earmarked \$5,000 in the budget for road signage, which could be allocated towards road safety issues (speed bumps and parabolic mirrors).

Kurt will call Idaho Roads ordering 3 parabolic mirrors and either one or two seasonal speed bumps.

The additional item that needs attention is the potential easement with the owner of lot 40, as that's been an objective for a long time. Kurt said he'd talk with the Planning Dept. when he see's them on the tank house roof permit.

### **19. Update Skyline Emergency Preparedness- Arne Johansen**

Fuel management (deadwood)- Each homeowner is responsible for their own property.

The District can clear the easement along the roadway of fuel in accordance to fire safety guidelines. More importantly, if there is a fire on a property, and with the fuel along the easements cleared, people could more easily exit their neighborhood using the roads.

Arne said that it's important to pre-identify the fuel on the easements and discuss it with the homeowners. Grants are available for both the easement clearing, as well as for homeowners through the Teton Conservation District.

Arne is still meeting with fire officials, but he doesn't think our project would be that extensive. He is still looking for a fire official who will help us identify what should be removed.

Ms. Dwan made public comment suggesting changing the By-laws.

Mr. Machol made public comment suggesting having a Road Policy.

Jim asked Arne to draft a letter to the appropriate fire agency and we'll put it on Skyline stationary and send it.

The Board thanked Arne for his work.

### **20. Other business**

- Worthy Johnson provided an update on the gas project. He will be meeting with Paul D'Amours next week. He also said that gas prices have dropped to the lowest level since 1999.

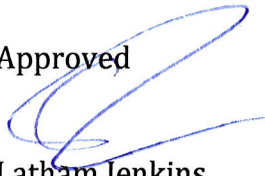
The next board meeting will be on August 22nd at 4pm at the Berkshire Hathaway Office.

A Special board meeting will take place on August 29<sup>th</sup> at 12:00pm-2pm at the Berkshire Hathaway Office. The sole agenda item will be to review and rank the engineering firm responses, which responded to the WWDC's RFP.

There is no board meeting in September.

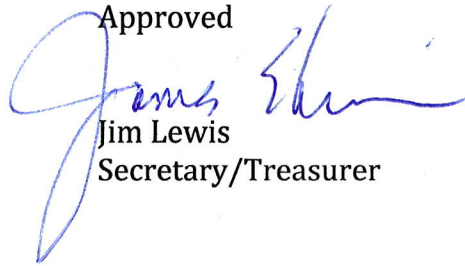
**21. Adjournment.** The board meeting was adjourned at 5.40 pm.

Approved



Latham Jenkins  
Vice-Chairman

Approved



Jim Lewis  
Secretary/Treasurer