**SKYLINE IMPROVEMENT AND SERVICE DISTRICT**

 **MINUTES OF BOARD MEETING**

 **February 20, 2020**

A public meeting of the Directors of the Skyline Improvement and Service District was held on February 20, 2020, at the Live Water Property offices, 802 West Broadway, Jackson, WY.

Latham Jenkins and Jim Lewis (via Skype) constituting a quorum were present. Kurt Harland was absent. Dave Adams, District bookkeeper was present. There were no homeowners present.

Latham, serving as Chairman, called the meeting to order at 4:02 pm.

**1. Review and approve of Board minutes of January 9, 2020.**

**Action**: Latham moved to approve the minutes as drafted. Jim seconded and the motion carried unanimously, 2-0.

**2. Changes to agenda.**

Jim requested two items to be added. The first, new item #8, would be to approve a motion to increase the FIB minimum balance in the checking account from $100 to $750 and the second, new item #11, would be to approve and sign the SLIB Grant Agreement and Certification Statement.

**3. Adoption of agenda**

**Action:** Latham made a motion to adopt the agenda with the changes. Jim seconded. The motion passed, 2-0.

4. **Public comment on items, not appearing on agenda- none**

1. **Correspondence received by District office (Dave)**

Dave received the renewal notice from LPLG for our Directors insurance.

1. **Review 7 months January 31 YTD actuals vs. full year FY 2019-20 amended budget.**

Jim said that given the amended budget, the ISD is well within budget, although there continues to be pressure on Clerical Contract Labor, as we didn’t budget for the overlap between Carly and Dave, and the training that Carly needed to do to bring Dave up-to-speed.

Jim said we have not received any invoices from Voorhees Construction yet. Jim reiterated that the Voorhees invoices must be very granular, specifically the expenses incurred prior to January 16 must be identified, as those will not be included in the reimbursement from the Grant, as they were incurred prior to the board date of the SLIB board approval.

1. **Review January 31 2020 Treasury Report and approve payment of invoices.**

The expenses were reviewed and are listed below:

**Action**: Latham made a motion to approve all the expenses listed below. Jim seconded the motion, which carried 2-0. Latham will obtain Kurt’s 2nd signature on the checks.

Clearwater Operations & Services 578.75

Evans Construction (fixed contractual) 4,883.00

Lower Valley Energy 513.90

Teton County Environmental Health 20.00

Teton Financial Consulting, Inc. 716.10

**TOTAL $ 6,711.75**

**8. Motion to approve increase in minimum balance in FIB Checking A/C from $100 to $750.**

Jim said that after we put our Lower Valley payments on auto-charge, we had a few instances where we incurred unexpected overdrafts as sufficient funds hadn’t been transferred from our core savings account to the checking account. These overdraft charges were repaid personally by our bookkeeper Dave Adams.

**Action**: To avoid these overdraft charges in the future, Jim made a motion to increase the minimum balance from $100 to $750, which will provide sufficient cushion for the regular monthly LVE auto-payment. Latham seconded the motion, which passed 2-0.

Dave will make a one-time transfer of $650 from the savings a/c to the checking a/c to bring it up to the $750 minimum.

**9. Update on State Land & Investment Board $27,500 Mineral Royalty Grant request.**

Jim said we had received official notification regarding our grant. There is a Grant Agreement to be signed along with a Certification Statement. As will any State monies, there is a detailed procedure to follow when requesting our 50% expense reimbursement request for pump house related repair expenses incurred on or after January 16, 2020.

It should be noted that the District needed to start work on the repair, including the engineering designs, well before we knew if a grant would be approved. Consequently, these earlier expenses will not be permitted to be reimbursed under the grant .

**10. Sign the SLIB Grant Agreement and Certification Statement.**

Jim discussed the key points of the Grant Agreement and asked Latham to get Kurt’s signature on it and send it back to Cheyenne. Jim said he needed to call SLIB on a couple of questions he had on the Certification Statement before it was signed by thet District and returned.

**11. Update on progress of pump house roof replacement**

Jim said that Voorhees advised that he lost the roofer he had lined up, and had to find another. This, coupled with the very cold weather, will push back the completion to mid-March.

**12. Update and next steps gas line**

Latham reported that a number of responses had been received from the 2nd/3rd filing homeowners but we still need to identify those who either aren’t on list serve or receive paper communication. Latham, Jim will work to identify those and which filing they’re in, so that they can be approached. Latham did indicate time is running short plus he remains worried about the ISD getting involved in a project where less than a super majority are in favor of. Jim said that he’d only feel comfortable is there was zero liability on the part of the ISD, and those homeowners who are supportive of the line would need to fully fund, to the extent of 110%, of any costs not borne by LVE, with said funds placed is a separate restricted account. Jim said we still need, as directors, to ensure that our legal counsel is fully on board if this project moves forward, and reviews any draft contract with LVE and any written agreement with the sponsoring homeowner(s). All legal fees would be the responsibility of the sponsoring homeowner(s).

**13. Board’s objective status for FY 2019-20**

Jim presented the objectives and he and Latham discussed placing the WWDC’s RFP and Nelson Engineering’s winning official response to the RFP on the Skyline website for the information of interested homeowners. Also discussed was cleaning up the website, and incorporating drop down boxes to tidy up the listing of Treasury Reports, Minutes, etc. Jim will contact Melody Ranch ISD to find out who they used for their website.

**14. Other business**

 **-Next Board meeting- March 19, 2020 4pm-6pm Live Water Properties office, 802 W Broadway, FIB building, 2nd floor.**

**15. Adjournment**

The meeting was adjourned at 5:24pm.

Approved Approved

Latham Jenkins Jim Lewis

Vice-Chairman Treasurer/Secretary