

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT  
MINUTES OF BOARD MEETING  
May 21, 2020**

A public meeting of the Directors of the Skyline Improvement and Service District was held on May 21, 2020, via Zoom, due to the Town of Jackson, Teton County and State of Wyoming public health directives about public distancing.

Kurt Harland, Latham Jenkins and Jim Lewis constituting a quorum were present. Dave Adams, District bookkeeper was present. Homeowners present with Ann Dwan, Worthy and Maria Johnson, and joining later, Warren Machol.

Kurt, serving as Chairman, called the meeting to order at 4:05 pm.

**1. Review and approve of Board minutes of April 16, 2020.**

**Action:** Kurt moved to approve the minutes as drafted. Jim seconded. There being no discussion or comment, the motion carried unanimously, 3-0.

**2. Changes to agenda.**

There were no changes to the agenda.

**3. Adoption of agenda**

**Action:** Kurt made a motion to adopt the agenda as presented. Jim seconded. The motion passed, 3-0.

**4. Public comment on items, not appearing on agenda**

Ann Dwan brought up the issue of either the District or homeowners paying for remote reading water meters to eliminate the time required in obtaining reading twice a year from all the homeowners. Kurt said that we should wait until the WWDC's study is completed in order to get their recommendations, and then reach out to other Districts who have done this. Jim said that Rafter J is doing a multi-year project to install remote readers which cost, on average \$800 per house, including plumber installation. In addition, there's a \$10,000 software that interfaces with the readers and their billing system. While the Rafter J District is doing it slowly overtime to their 500 homeowners, the recovery of the cost, is built into each homeowner's water maintenance fee. We'll look into the Spring Creek and Rafter J process.

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

Dave said that he had received verbal approval from SLIB that they had approved our payment request totaling approximately \$26,600 and that we should expect their check next week.

Jim said that on May 18<sup>th</sup>, Warren Machol sent an email to [info@skylineranch.com](mailto:info@skylineranch.com) wanting to know about:

- water system back-up power
- allocation of costs
  - fixed vs variable
  - last year’s repairs and maintenance allocation.
- and a specific issue relating to his water heater in his barn.

**6. Status-Water meter readings due April 30, 2020 and 5/15/2020**

Between Latham and Dave all homeowners were advised that readings were needed by April 30. Jim has reached out personally to those still not responding. As of May 21<sup>st</sup>, there were still 6 homeowners who had not yet responded to the 3 communications.

**7. Review draft of communication to homeowners regarding receiving email statements versus US mail.**

The ISD send out the communication to the 40+ homeowners who still receive paper statements by US mail, instead of email. All but two agreed, either explicitly, or by not responding, to convert to email from paper statements. A couple asked that if an actual invoice was sent, they would still like paper statements, however for District correspondence on notices, meter reading, etc. emails would be fine.

**8. Review 10 months April 30 YTD actuals vs. full year FY 2019-20 amended budget.**

Jim said that the ISD is well within budget. For the 10-month period the ISD collected approximately 72.5% of budgeted income vs. budget with the balance expected when the May 15 property taxes are paid. Expenses are approximately 80% of budget although some of these expenses relating to fixed asset acquisition, e.g. pump house rebuild, bollards and fire hydrants, have been capitalized and are balance sheet items. Clerical contract services are trending high, as this, Dave’s first year with us, and doing the budget, and with permission, he has contacted Carly to find out about some things.

**9. Review April 30, 2020 Treasury Report and approve payment of invoices.**

As of April 30<sup>th</sup> month-end, total funds in all Districts financial accounts total \$411,009.34 down from the previous month of \$443,908.26 due to our usual monthly expenditures, but also large payments Voorhees Construction relating to the Pumphouse. The expenses were reviewed and are listed below:

**Action:** Kurt made a motion to approve all the expenses listed below and which were read out at the meeting. Jim seconded the motion, which carried 3-0.

Alpine Aspens, LLC	150.00
Clearwater Operations & Services	3,093.98
Hess D'Amours & Krieger, LLC	420.00 (reimbursed by homeowner)
Latham Jenkins	132.00 (
Powers Excavating, Inc	1,750.00
Teton County Environmental Health	20.00

Teton County Environmental Health	20.00
Teton Financial Consulting, Inc.	2,648.75
Voorhees Construction	5,450.00
<b>TOTAL</b>	<b>\$ 13,664.43</b>

### **10. Review and approve initial proposed FY 2020-21 Budget**

Jim said this was the **preliminary** proposed budget that has to be prepared and submitted to the Wyoming State Department of Audit no later than June 1. This is still subject to change by our June 11<sup>th</sup> meeting based on one addition month (May) of actual expenses and our June forecast, but this budget needs to be approved so we can submit it to the Dept. of Audit.

Jim explained the Road and Water budgets separately, with the colors in the revenue cells on the spreadsheet corresponding to the sum of the colors on the respective expense lines. These expenses flow over to the 2<sup>nd</sup> page where the various road assessments (road maintenance, road overlay, road chip seal, and road overhead) and Water charges (Water Maintenance and Water overhead).

For this preliminary budget, road assessments in total will decrease approximately \$70/ home & lot owner in Skyline West and approximately \$40/home & lot owner in Skyline East. Water overhead and water maintenance combined will increase to approximately \$485 per home & lot owner, a \$10 increase from \$475. Again, these are preliminary budget numbers and subject to change.

The additional revenue category is Water System User charges which will increase from \$1.30/1000 gallons to \$1.40/1000 gallons.

Jim added that the WWDC/Nelson Engineering Level 2 study, which is expected to be completed by April/May, it will include a review of our water pricing methodology and water reserve adequacy, in addition to making recommendations on capital improvements to Skyline's water system.

Worthy Johnson asked about maps of the pipeline and those would be included as part of Nelson's scope.

Warren Machol asked if his comments submitted were added to the Board agenda, and Jim said they were not. Warren queried why the water users, are being charged for the repairs when, in his opinion, it should be charged pro rata. He feels it is not fair and equitable to the higher water users. Jim disagreed. Kurt added that this will be covered in the WWDC study which has studied 100's of water districts. Kurt tabled the discussion as the district will have the WWDC's recommendations in the Level 2 study in 2021.

**Action:** Kurt made a motion to approve the initial proposed FY 2020-21 budget. Jim seconded. The motion passed 3-0.

**11. Update on payments under SLIB's \$27,500 grant for pump house repairs**

Jim said that approximately \$26,600 in pumphouse related invoices have been approved by SLIB and reimbursement will be made to the District's account at FIB.

**12. Update on WWDC/Nelson Engineering Level 2 study**

Nelson has started work which initially, is to assemble and review all existing data on Skyline's water system including what the District has provided to the WWDC supplemented with data that Clearwater has. 100% of the funding for this study, approximately \$94,000, was approved in the WWDC's budget by the Wyoming State Legislature.

**13. Update and next steps gas pipeline- Worthy Johnson**

Worthy provided an update which differed from the previous iteration, now suggesting a private excavator be involved to dig a trench with LVE simply laying the line in the trench. Jim felt uncomfortable that, under this scenario, the District would be signing a contract with an excavator and a separate contract with LVE, as the District would not manage it. Worthy said a manager could be hired and the cost of that would be added to the total cost shared by the participating homeowners. Warren Machol expressed concern about trenching and the damage that could occur to trees, etc. versus boring which was what was done in the 1<sup>st</sup> filing. Worthy said he'd revert to LVE to get a cost of boring, from the current terminus in the 1<sup>st</sup> filing to and down Meadowlark.

**14. Board's objective status for FY 2019-20**

The status and time-line of various tasks/objectives were discussed with those highlighted in green needing attention. Kurt said he and Latham would be meeting with the County to discuss the lower pump house easement.

**15. Other business**

**-Next Board meeting- June 11, 2020 4pm-6pm via Zoom. Connection details <https://us04web.zoom.us/join> ID: 423 001 218**

**16. Adjournment**

The meeting was adjourned at 5:52 pm.

Approved  
DocuSigned by:  
  
Kurt Harland  
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Chairman

Approved  
Latham Jenkins  
Latham Jenkins  
Vice-Chairman.

