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**SKYLINE IMPROVEMENT AND SERVICE DISTRICT  
MINUTES OF BOARD MEETING**

**September 13, 2017**

A public meeting of the Directors of the Skyline Improvement and Service District was held on September 13, 2017, at the office of Berkshire Hathaway in Jackson. The following Directors, constituting a quorum, were present: Kurt Harland, Latham Jenkins and Jim Lewis. ISD bookkeeper Carly Schupman also attended. Homeowners John Goldstein, Lee and Mary Cutler, Arne Johansen, Susan Dong, Renee Glick, Will Garson, Martha McCravey, and Jim Hunt were in attendance.

Kurt served as Chairman, Latham served as Vice-Chairman and Jim as Treasurer/Secretary.

Kurt called the meeting to order at 4:00 pm.

**1. Approval of 8-10-17 regular board-meeting minutes**

Jim made a motion to approve the minutes as submitted. Latham seconded. The motion passed unanimously.

**2. Changes to the Agenda**

Jim said there was a correction on item #4, where it should read "2 months August" not "1 month".

**3. Review correspondence/docs presented by Carly**

Carly brought the directors up-to-date on various miscellaneous correspondence, including the 3 nominations received for Kurt Harland for the pending open director position.

**4. Review FY budget vs. 2-month August 31 actual**

Jim commented on being over-budget in advertising, and close to the annual budget for office supplies. Carly confirmed that there's so need to do a budget amendment unless we anticipate exceeding our full year budget in total, rather than an excess in one particular budget category.

**5. Review Treasury Report, pay bills, A/R's /meter photos**

Jim advised the board that previously, the Treasury Report was prepared as of the date of the Board meeting, but that starting with the August report, the reports would be prepared as of the month-end prior to the board meeting. As our budgets are prepared as of month-end, as well as our banking statements, it's simply easier to consistently prepare month-end Treasury reports. Latham asked about the Clearwater invoice as it appeared larger than usual. Kurt responded that we have asked them to conduct a mapping of all curb-stops in the ISD, and Jim said there were some additional Clearwater charges relating to both the Hunt and Engle

projects given problems encountered in 1) locating the main (Hunt) and 2) locating the curb-stop (Engle). Clearwater has broken out these charges separately.

Carly said that she would redo the July Treasury report based on a July month-end date, so we'll start the fiscal year using the same format. Carly also advised the board that the large water invoice for the home on Tanager was paid.

Jim stated that as of August 31, total funds in financial institutions, including our operating account, our road and water reserve accounts and our C/D's amounted to \$368,087.13, broken down as follows:

- Road Reserve: \$ 24,545.11
- Water Reserve: \$ 292,332.28 (including accrued interest)
- Operating a/c: \$ 51,109.74
- Checking a/c: \$ 100.00

Kurt made a motion to approve all the invoices. Jim recused himself as one of the bills was a reimbursement to him for his \$1,200 payment of the Bud Hill Security Services invoice for the 48-hour security provided during the prior to and during the eclipse. Latham seconded the motion and it was approved 2-0.

#### **6. Hunt's difficulty & cost in locating the main water line, and request to dig roadway**

Jim stated that the board had received an email from the Hunt's outlining the difficulties and expense of locating the main water line, so they could connect to their property. The problem is that the ISD does not have "as-built" plans showing the final placement of the water line after it was laid. What the ISD has are earlier maps showing approximate location. As a result, the Hunt's have incurred considerable expenses in trying to locate the line, and will now have to cut the road in order to try and find it. The Hunt's are the first homeowner's to pay the recently approved "connection fee" of \$3,500 under our new water policy and no one anticipated that the Hunt's would be unable to readily locate and connect to the main without incurring thousands of dollars of expense in the "search" mission. This is one issue. The second issue is that the Hunt's are requesting approval to cut into the road (one-half of the road at a time) in another attempt to locate the main. Jim Hunt added that they think they know where the main is now, but the issue is at what depth. So far they have spent \$10,000-\$12,000 in looking for the main, including bringing in a seismic firm from Utah to locate the main thru sound. In this process, they received the kind approval of the McGraths to bang on their curb-stop, so that the seismic crew could locate the sound location traveling under the road in front of the Hunt's property. As it's an old system, the banging on the curb-stop caused a leak on the McGraths property, resulting in the water having to be turned off for part of Skyline until the repair was made.

Kurt said that we do have an old system and we've commissioned a complete mapping of the curb-stops in Skyline as it's important that we know where they are.

Jim said that it's the responsibility of the ISD to know where its main water line is so that homeowner's can rely on maps to readily connect. Therefore, given the difficulty and cost that the Hunt's have incurred, Jim made a motion to refund the \$3,500 connection fee that the Hunt's have already paid. Kurt seconded the motion. For the record, Kurt asked for a show of hands from the attendees who were in favor of the refund. It was unanimous from the attending public (9). Lee Cutler asked that the motion be amended to state that the connection fee that was paid, would be refunded, and they the Hunt's would not have to pay a connection fee subsequently when they connect.

The motion was so amended. The amended motion passed unanimously 3-0. Kurt added that in the future, when the total cost of the Hunt's water connection effort is known and paid, that the ISD should consider what it's responsibility is regarding a "readiness-to-serve" system. and that we should have a conversation at that time.

Kurt then made a motion to approve a half-road cut on NW Ridge Road, allowing traffic to move while the work is being done. Jim seconded the motion. Latham queried Jim Hunt to ensure that there is adequate safety signage, to address any liability of someone falling into a hole. Kurt also asked that notice be given when the water needs to be shut off. The motion passed unanimously, 3-0.

#### **7. Engle property curb-stop issues as well as water line to property**

Kurt said we have a similar situation with the curb stop at the Engle property as we do with the Hunt's, and this may involve another road inconvenience and water shut-off and Kurt will be following up with the excavator. In Kurt's view, this could be another instance where the ISD may consider absorbing some of the cost of this, as a "readiness-to-serve" means that a homeowner should be able to tap-in to the main easily, without additional cost. This was not the case with either the Hunt's or the Engle's. The ISD has the responsibility to put in all curb-stops, so that they are placed in the easement and are owned by the ISD. Kurt's stated that it's his view that the ISD should consider paying for the cost of getting the water from the main to the curb stop, and we should consider this at a subsequent meeting when more facts become known with the Engle's and the Hunt's.

#### **8. Discussion & next steps- TSS letter re Indian Springs easement restrictions**

Jim stated that Laurie Andrews, a Skyline homeowner, and Executive Director of the Land Trust, has offered to arrange a meeting with the TSS and Indian Springs, to see if we could discuss ways to resolve this issue, so that Skyline residents could continue to use the trail.

Kurt added that Skyline residents are now better informed about the easement and hopefully a resolution can be found. Kurt said that when a meeting is arranged we will solicit the input from our homeowners, via list serve, regarding possible solutions that Indian Springs might find acceptable.

## **9. Road safety discussion, including homeowner's suggestions**

- Review of Board decision at July 2016 meeting regarding signage.
- Review of recent recommendations of County Road & Levee official
- Consideration of homeowner Gillette's 9/5/17 notification/request to board regarding:
  - (a) placement of a "Dead End" or "No outlet" sign on Killdeer.
  - (b) construction of a cul-de-sac/turn-a-round at the end of Killdeer.
- Reconsider homeowner Cutler's request for a new speed limit sign on the SE side of the Mallard Road loop, specifically on the south side of the road at the easement path between 3105 Mallard and 3115 Mallard.
- Consideration of homeowner Goldstein's request /notification of placing a stop sign at the intersection of NW Ridge and Teal. There is currently a yield sign there but most cars do not yield.

Latham kicked off the discussion by presenting a his notes from his tour/meeting on August 18<sup>th</sup>, with Dave from County Road & Levee official, specifically:

### **"General Comments**

- Consider a traffic study with one of the engineering firms to understand volume & flow
- Lack of speed limit signs posted
- Consider a Fog Seal to dampen the noise and make it a smoother ride
- People can be "blind" to signage
- Consider a radar sign (told him we did). Teton County will lend one for up to two weeks. No sure this had long-term value for us.
- The speed bump we have on NW Ridge Road is a great example of a one well done that works annually. It has signage on the approach we need for any others.
- Only place speed bumps on straight-a-ways
- If Road & Levee gets a call from a concerned homeowner they always end up signing the area to be safe
- Put up more signs where we have kids "Slow Kids Playing."

### **Specific Actions**

- Keep the vegetation clear of the signs (Tanager/NW Ridge)
- Entrance - Put a stop sign on the entrance road to slow the inbound traffic
- West side of Mallard road - put in a speed bump in front of the old Ellis/Nunn residence which slows the traffic through the merge
- Put a yield sign on west side of Mallard, so both lanes need to pay attention with the right (east) lane having right of way because you always yield to the car on your right
- Put a stop sign at Mallard/Teal. Presently nothing exist
- Put up the stop sign at Killdeer/NW Ridge (as we have discussed)
- Consider a speed hump on the flat section in front of the McGraths."

Latham said that the Board had, at its meeting in October 2016 approved a stop sign at the entrance off Highway 22, and a stop sign at the intersection of NW Ridge and Killdeer.

Renee suggested that at the intersection of Killdeer and NW Ridge Road, in addition to the stop sign that a mirror be installed so that folks coming up Killdeer can see any traffic approaching on NW Ridge, and visa versa. This could help given the grading/slope of the two approaching roads, and provide better visibility. Latham stated that the Gillette's had made a similar request.

A speed hump on the south side of Mallard was discussed as was, making the current seasonal composite speed bump on Mallard permanent. While discussed, no decision or motion was made.

Emails received from homeowners regarding signage and speed bumps:

The Stockhouse's are strongly opposed to replacing the yield sign with a stop sign at the intersection of NW Ridge and Teal, as there are only 8 houses up on Teal. (According to Dave of County Road and Levee, the stop sign should on NW ridge as you always yield to the right.

There was general discussion about speeding particularly commercial vehicles. Jim said that according to our legal counsel, as the ISD is responsible for health and safety we could consider "enforcement" of speed limits, if we chose to go down that path, but it would require being adopted in our bylaws.

Martha McCravey said that her biggest concern is at the intersection of Teal and NW Ridge and commercial vehicles speeding and not obeying the yield sign.

Latham said that regarding the suggested speed bump on upper NW Ridge, Dave said the only place would be in front of the McGraths, in the straightaway. Latham talked to Angela McGrath, and she was not in favor. Renee said that it would need to be placed closer to her property, on the slope, as both down hill and uphill traffic speed.

Jim said he had received emails from the Jacobsen's, Minter's and Coosaia's who are not in favor of a speed bump at that location on NW Ridge. Jim also said that there's an undeveloped lot (Kelman's) across from the McGrath's and the Glick's, and at some point when there's a home built, there will be a driveway cut somewhere meeting NW Ridge, so if we consider a speed bump, we don't know how it will affect that property's ingress and egress, in the future.

There was discussion of the placement of a permanent speed hump in front of lot 22 (Matthews- 3075 Mallard) and another in front/near lot (Harland- 3195 Mallard). The latter would replace the seasonal composite speed bump. There was no decision on these speed bumps.

Latham said we should audit the existing speed limit signs and where they're located. Dave also said he didn't see many speed limit signs. There was no decision on the Cutler's request for a new speed limit sign.

Jim mentioned that he could only recall seeing one "Children playing" sign (at the entrance) and suggested we place a few more near/under some speed limit signs, like at the intersection of NW Ridge and Teal, and another at the speed limit sign in front of the Glick's.

Kurt said he'd do some research on the cost of various signs and possibly get some extra's in case of damage, and store them in the pump house.

Kurt also suggested we consider replacing our wooden signs with reflective signs that can be seen at night.

Lee Cutler asked about the homeowner request regarding a stop-light. Jim said he thought that the homeowner was talking about a light on 22, at the entrance, and that would be a WYDOT issue. Since there's no light on 89, traveling north, until High School road, where there is heavier traffic coming onto 89 from Melody Ranch and Rafter J, Jim didn't see much likelihood that WYDOT would consider a light at the entrance of Skyline

Kurt made a motion to:

1. Ratify the October 2016 board approval to place stop signs at the entrance of 22 (replacing the yield sign) and at the intersection of NW Ridge Road and Killdeer.
2. Place a stop sign at the intersection of NW Ridge & Teal;
3. Place a stop sign at Killdeer & Teal,
4. Place a stop sign on Teal, where the road merges with Mallard.

Latham seconded the motion. There was no further public comment. The motion passed unanimously.

Kurt made another motion that a second and "dueling" yield sign be placed on Mallard loop where it intersects, and we also purchase "dead end" signs for Killdeer and Tanager. Latham seconded the motion.

There being no public comment, the motion passed unanimously.

Kurt made another motion to purchase 10 "Children Playing" signs to be positioned at a later date. Jim seconded the motion and there being no public comment, the motion passed unanimously.

Kurt made a motion that he will do the research on 3-4 parabolic traffic mirrors and if they are not more than \$500 each, we purchase them. Jim seconded the motion and there being no public comment, the motion passed unanimously.

Kurt said that we should advise the homeowners where we plan to place signs on their property, but within the ISD's easement.

The lack of proper cul-de-sacs at the ends of Killdeer and Tanager were discussed. Kurt looked at the county GIS, and said that it looked like we could triple the size of the asphalt on Killdeer (to 60 feet) and make a larger cul-de-sac. Kurt suggested that we also consider widening the cul-de-sac's to 90 feet at the end of NW Ridge and Meadowlark when the Tanager and Killdeer cul-de-sacs are looked at. We'll need an engineering study.

Jim made a motion to prepare and issue an RFP for proper cul-de-sacs at the ends of Killdeer and Tanager. Latham seconded the motion. There being no public comment, the motion passed unanimously

**10. Update on Clearwater's curb-stop mapping project**

Jim handed out a map of what curb-stops have been mapped by Clearwater thus far. There is about 10% of the subdivision to go, and in some instances, additional work is required as they were unable to be located on the first pass. Eventually, all curb-stops will have GIS coordinates. Kurt said the location of all curb-stops was a top priority of the ISD.

**11. Update on Jorgensen Associates water infrastructure study.**

Jorgenson has advised that the start date has been delayed until November.

**12. Modification in board approval on fixed water usage fee for those homeowners having past 12-month usage in FY 2016-17 of less than \$100.**

Jim said that this issue was brought up to him, by a homeowner, who is here only in the summer, and has had historically low annual billings of less than \$100. Jim said that looking at all the historical data of all homeowners, there were approximately 18 who each had billings of less than \$100 for the last fiscal year. While this information needs to be updated based on Carly's most recent readings, Jim said that in retrospect, he made an error in recommending a flat charge of \$100 for those homeowners who demonstrably had annual water billings of less than \$100.

Jim said that if all 18 took the estimated refund, (determined by the difference between their last 12 months historical billing, and \$100), it would not exceed \$1000 in the aggregate. Latham made a motion to offer to those homeowner's, a refund of the difference between their past 12 months billings and \$100, or a credit. Jim seconded. There being no public comment, the motion passed unanimously.

**13. Consideration of homeowner Richter's notification to Board re \$300 water maintenance fee on lot 4-3 which is under conservation easement.**

Latham stated that the subdivision was started with 91 lots and the road and water main infrastructure was built with that in mind. Should an owner decide to place their property under conservation easement should not remove the owner from

participating in the infrastructure maintenance. Additionally, if more lots are put under conservation easement, that places more burden on the rest of the homeowners, which is unfair. Therefore Latham felt that the homeowner's request should be denied. Kurt said, that at the time, as a board member he argued that properties in deeded residential subdivisions that are already developed and have infrastructure should not in most circumstances be taken out of residential land use, for a couple of reasons. First, the carrying cost of the infrastructure should be shared by all owners, and second, the scarcity of land in this valley for building purposes. Kurt said that his verbal recommendation to the Land Trust at that time, was to sell the land at a market price, to an purchaser who would build a home, and invest the proceeds elsewhere. Kurt also recalled advising the Trust that the road service fees and water maintenance fees would continue in perpetuity. For example, the owner could decide to put irrigation for horses on the property and derive a benefit for something everyone else has paid for, which is the ISD's readiness-to-serve.

Latham made a motion to deny the request based on the fact that the subdivision started with 91 lots, and all are expected to pay for their share of the infrastructure. Kurt seconded the motion, and added that the original owner received a tax benefit from the gift to the Land Trust. The homeowner (buyer) added acreage adjacent to her property at a steeply discounted price, and could decide to irrigate the property. There being no public comment, the motion passed unanimously.

#### **14. Update on follow-up items from August board**

##### **-Lower pump house easement survey**

Kurt said that a survey has been called for, but a date has not been communicated when the survey could be done.

##### **-Fleck meter**

Kurt said that JH Heating and Plumbing has ordered the meter and will install it when received.

##### **-Review FY 2017-18 objectives and timeline**

Jim handed out to the directors draft suggested non-financial objectives and asked for their comments or changes by email or at the next board meeting. No action is needed at this time.

#### **15. Other Business**

Latham brought up a request from homeowner Larry Vangenderen about cutting the grass along the easement on Killdeer, as people walking on the road have nowhere to step off the road to avoid traffic. The Board agreed that this should be



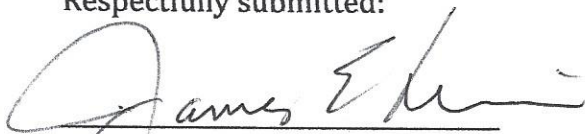
done throughout Skyline and also agreed that vegetation encroachment be removed around all road signage.

Susan Dong asked that the minutes reflect her thanks for the Board's foresight and planning for security during the eclipse and further commended the professionalism of the security firm selected.

**Adjournment**

There being no other business, Kurt adjourned the meeting at 6:05pm and opened the Site Committee Meeting (see separate minutes)

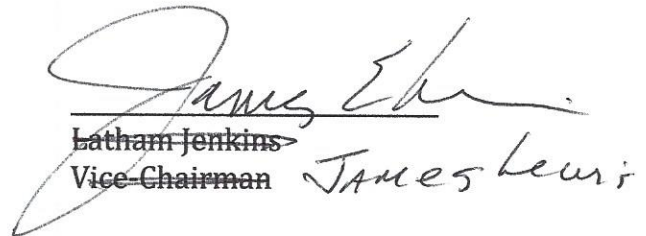
Respectfully submitted:



Jim Lewis Treasurer/Secretary



Kurt Harland  
Chairman



Latham Jenkins  
Vice-Chairman

James Lewis