

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT
MINUTES OF SPECIAL BOARD MEETING
September 9, 2019**

A public meeting of the Directors of the Skyline Improvement and Service District was held on September 9, 2019, at the Berkshire Hathaway office at 138 N. Cache. Kurt Harland and Jim Lewis constituting a quorum were present. Latham Jenkins was running late. There were no homeowners attending. Emily Hanner of Clearwater Operations attended at the request of the Board.

Kurt, serving as Chairman, called the meeting to order at 12:01 pm.

1. Review and approve of Board minutes of August 22, 2019 and August 29, 2019. Postponed until Latham arrives.

Latham arrived at 5:18pm.

Action: Latham made a motion to approve the minutes of August 22, 2019. Jim seconded. As Kurt was absent from that meeting, he recused himself and the motion carried 2-0.

Action: Kurt made a motion to approve the minutes of August 29, 2019. Latham seconded and the motion carried unanimously 3-0.

The minutes were signed and will be posted to the website.

2. Changes to Agenda-

Jim asked that an agenda item be added to review and approve two invoices, one being from Lower Valley Energy for \$ 635.13 and the second being from HUB Insurance for \$1,500, plus an additional \$10 for a wire or online payment fee if it's required. The reason for this is the LVE payment is due on September 12 for September 18th for our insurance renewal and our next board meeting is not until September 25.

Action: Jim made a motion to approve the two invoices plus the additional potential \$10 payment fee if needed. Kurt seconded the motion. The motion passed unanimously, 2-0.

Action: Kurt made a motion that the District's bookkeeper, Dave Adams, be authorized to pay all Lower Valley bills on receipt of a scanned copy of the bill which is mailed to the District's PO box. Jim seconded and the motion passed unanimously.

3. Decision on Hunt's reimbursement to ISD re Clearwater July expenses on homeowner's project.

Jim said that in Clearwater's July invoice there was an amount of \$897.50 for work that Clearwater did on the property, which included shutting off the water to parts of Skyline twice in order get the new 2-inch service line hooked to the curbstop/main. Mr. Hunt objected to the reimbursement request commenting on

the costs of installing the service line and excavating a 2nd time Emily said in October 2017 the curb-stop was located. The Hunt's didn't use that as it was configured for a one inch line, not 2-inch, so they upgraded and to hook up to the main elsewhere, requiring more excavation. Kurt agreed that there's no question about it, it's the homeowner's responsibility. We provided the readiness to serve and given the initial difficulties in finding the line, reimbursed the readiness to serve fee they paid. If the homeowners wanted a 2-inch service line, and want to tie-in at a different spot, that is the homeowner's responsibility. Jim said he get back to Mr. Hunt with the board's decision.

4. Update on Planning Dept permit for tank house roof repair, estimates and status of emergency grant request for partial funding of roof repair.

Kurt said that the permit was received on September 3rd following receipt of the estimate on August 25th. Both of these are needed for the grant request application, which is now targeted to be on SLIB's agenda for December 5th. Also needed are reviews from the Teton County Commissioners and the Town of Jackson.

5. Approve JHNG ad for September 18 placement for Amended Budget due to higher tank house repair estimates than originally budgeted.

Jim said that as the estimate for repairing the roof was much higher than we budgeted, due to the requirement to also bring the building up to code, we needed to amend our budget as quickly as possible. Jim said we needed to have a notice in the paper on September 18th so that the amended budget could be addressed at special board meeting on September 25. Jim said the amended budget would cover the estimated \$75,000 in repair/construction costs. It does not assume we will receive any Mineral Royalty Grant funds from the State Land and Investment Board, although we will apply for a grant of 50% of the cost.

Action: Jim made a motion to approve the draft advertisement for the September 18, 2019 weekly edition of the Jackson Hole News & Guide. Kurt seconded the motion, which passed unanimously 2-0.

The board meeting was suspended at 5:11pm allowing time for Latham to arrive, as the remaining agenda items required Latham's attendance.

6. Approve Board Resolution 2019-3 for the Grant application to the State Land and Investment Board due to increase in estimated repair costs.

As the SLIB had a new Resolution form on it's website and the resolution calls for a submission to the SLIB at it's December 5th meeting, as we still need to get the input from the Teton County Commissioners and the TOJ.

Action: Kurt made a motion to approve the 2019-3 on the new SLIB resolution form for the grant application. Latham seconded the motion which passed unanimously. The resolution was signed by Kurt, and attested to by Latham.

7. Approve contractor for repair work on Tank house, subject to getting planning dept. permit.

Kurt felt that both would be good for the project but that Voorheis's proposal went a little further than the other. Jim made a motion if the two contractors don't agree to work together at the estimate of \$75,000, that we award the contract to Voorheis at \$75,000. Latham seconded the motion, which passed unanimously 3-0. Kurt recommended that demo doesn't occur until most of the material/trusses etc, is on site and staged.

8. Review and rank engineering firm submissions to WWDC's RFP.

Board and Emily each reviewed their individual summaries of the proposals submitted by Jorgensen Engineering, Nelson Engineering, Rendezvous Engineering and Y2 Consultants weighing the pluses and minuses of each. The group agreed that the top 3 firms, in alphabetical order, were Jorgensen, Nelson and Rendezvous. As the WWDC's requirement was to select top three, Y2 Consultants was dropped

Additionally, as another requirement was to rank the three, the consensus was Rendezvous, Nelson and Jorgensen in that order, acknowledging that the first two were very close, but acknowledging that Rendezvous was the most thorough and detail given that they had no prior working relationship with Skyline, unlike Jorgensen and Nelson.


Sealed bids were in the hands of WWDC and won't be opened until after the interview process of the three occurs on October 1, 2019 in Cheyenne. As Skyline is the Sponsor, we have one of the 5 votes in the process. Kurt will attend the meeting in Cheyenne and represent the District.

9. Other business

- Special Board meeting on September 25th to review/approve an amended budget and pay bills to be held at 4 pm at Live Water Properties, FIB building, 2nd floor.
- Subsequent regular Board meeting, Thursday, October 10th, Berkshire Hathaway office 5pm. (not 4pm).

12. Adjournment

The meeting was adjourned at 1:07pm.

Approved

Kurt Harland
Chairman

Approved

Jim Lewis
Treasurer/Secretary