

(revised)
SKYLINE IMPROVEMENT AND SERVICE DISTRICT
MINUTES OF BOARD MEETING
October 15, 2020

A public meeting of the Directors of the Skyline Improvement and Service District was held on October 15, 2020, via Zoom, due to the Town of Jackson, Teton County and State of Wyoming public health directives about social distancing.

Kurt Harland, Latham Jenkins and Jim Lewis constituting a quorum were present. Dave Adams, District bookkeeper was present. Some homeowners were also virtually present.

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

1. Review and approve Board minutes of 9/17/ 2020.

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

2. Adoption of agenda.

There were no changes to the agenda.

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

3. Public comment on items not appearing on agenda

Warren Machol commented about the following:

- cleaning of water lines
- board meeting recordings
- back-up power to pumphouse

4. Correspondence received by District office (Dave)

Dave said he had mailed 132 ballots for the upcoming director election on November 3rd.

5. Appointment on November 3rd Election Judges for Director ballot.

Action: Kurt made a motion to appoint Chris Thulin and Susan Dong as Election judges and Jim Lewis as back-up judge. Latham seconded and the motion passed 2-0 with Jim not voting as he is on the ballot. In a call to the TC Clerk's office, Dave Adams was advised that the Secretary/Treasurer must be one of the designated judges.

6. Review 3 mos. actual P/L vs FY 2020-21 budget

Total expenses for the 3 months are 27.5% of budget, roughly ¼ of budget for the 3 months. Total income was 2.7% of budget as the deadline for the first payment of property taxes isn't due to the County until November 10th. The District receives its' portion of the payments to Teton County in Oct/Nov, December and April/May concurrent with the payment of property taxes by home and lot owners.

7. Review and approve Treasury Report as of 9/30/2020

As of September 30th, total funds in all District financial accounts total \$454,632.25 , including \$45,750 in the restricted LVE Gas pipeline account. It should be noted that since month end, additional funds have been deposited into the gas account bringing the total to \$120,000 which is the full amount of LVE's fixed price contract.

Action: Kurt made a motion to approve the Treasury report. Latham seconded and the motion passed 3-0.

8. Review and approve invoices for payment

The below list of expenses were reviewed by the Board.

Clearwater Operations & Services	1,173.75
Lower Valley Energy	691.19
Teton County Environmental Health	20.00
HUB International (bond)	170.00
Hess dAmours & Krieger	210.00
Frontier Landscape Maintenance	445.00
Energy Labs	287.00
Chris Koski	3,061.45
Teton Financial Consulting, Inc.	2,197.38
US Postal Service	70.00
Teton Media Works	110.56
Westwood Curtis	1,177.20
TOTAL	\$ 9,613.53

Action: Kurt made a motion to approve the expenses. Jim seconded the motion, which carried 3-0.

9. Discuss completion of ISD Record Retention Policy for approval by Wyoming State Archives.

Jim said that in looking through old District files in storage, there were numerous files of ISD documents going back over 20 years, including old invoices, contracts and other documents. He contacted the Wyoming State Archives and learned that there are retention guidelines for various types of documents and for various types of Government agencies.

According to the Archivist, the District should have a record retention policy and the steps are as follows:

- 1) review the templates provided by the State,
- 2) develop a draft retention policy for the ISD, and
- 3) have the ISD's draft policy vetted and finally approved by the State Archives Commission.
- 4) Retain all files according to approved policy, destroying the rest.

Jim said he'd try to have a draft policy ready for Board review by spring.

10. Wildfire Risk Reduction Program; Road corridor; free Skyline Overview-April/May 2021.

Jim summarized the program, and the matching grants up to 50% with a maximum of 50% that could be available to homeowners who addressed the findings along the road corridor easements along their properties. Jim said he requested a free road corridor assessment from the TC Conservation District in the spring 2021 and is awaiting a reply.

11. Suggested board meeting months in calendar year 2021.

Jim recommended that the board schedule 9 meetings for 2021, excluding January, March and November as things tend to be slower in the winter. At the November meeting a complete list of dates will be provided for board approval.

12. Status of gas-line project

Jim said that he has been in communication with Craig Coles and matters are progressing with getting easements back from various homeowners along the route and that they could start sometime next week in the first filing. LVE provided an indemnity agreement to the District which they have already signed on October 12th. The District is waiting for the full fixed contract amount of \$120,000 to be in the restricted account before signing the contract and the indemnity agreement. LVE doesn't think the District should need the Indemnity agreement as the easements from individual homeowners grants them access. However, Jim said he felt more comfortable having this as added protection.

13. Homeowner Machol's barn water complaint

Background and discussion on this issue is covered in Board minutes of 9/17/20 and 10/15/20.

Kurt said that according to Article 4.2 of Skyline's Water Regs:

"Claims for Damage. No claim for damages shall be made against the District by reason of the following: damage to water heaters, boilers, appliances, or other personal property resulting from shutting water of, turning it on, inadequate or sporadic pressures, or power outages; damage caused by water escaping from open or defective faucets; or damage caused by defective water lines, appurtenances, or other

facilities not covered by the District.”

Jim added that according to Article 4.4b:

“The District is not responsible or liable for damage from any cause whatsoever to such service line, piping, fixtures, and water-using appliances, and no User is entitled to reimbursement for damages or payment of refunds by reason of pressure changes or stoppage of the flow of water through the system. The protection of water-using devices and systems which require a limited or sustained water pressure or a continual supply is the responsibility of the User thereof, who shall provide suitable protective devices for such apparatus at the User’s own expense.”

Warren said that the problem and damage is not water pressure but the documented excessively high air pressure that occurs when air is trapped in the Meadowlark line, when there’s a power outage or the water is shut off on the main NW Ridge line for any reason. Warren also said that the problem and damage predated the adoption to the Water regs.

Warren contacted Jessy Williams of Pinnacle Plumbing and he provided the following report to Warren:

“ I reviewed Warren's video, showing air being purged from the barn hose bibb and pictures of the water heater being drained. The video I observed showed very high air pressure released from the outside hose bibb (estimated at +100PSI) for a period of over 40 seconds combined. The draining of the water heater had an abnormal amount of sediment coming from the water heater. This was not hard water sediment (based on water usage history) but silt sediment from the water system.

Due to time constraints, I was unable to complete a full assessment of the damage to the water heater. I was, however, able to observe the noise coming from the main water line. The noise was coming directly from the spring check valve when the water was being used. The spring inside the check valve was not working properly. This was damage likely caused by high velocity or air entering the barn. Water usage was not a factor.

I recommend a proper double check valve be installed on the main water line, an additional pressure reducing valve to prevent any future air/water damage from high velocity (PSI) generated from the water system. A sediment filter

should also be installed after the water meter to remove any sediment from entering the barn's water system."

Jim said that as next steps the board would seek a legal opinion from District counsel, Paul D'Amours. Additionally, Jim said he would send the video that Warren provided to both the WWDC and Nelson Engineering.

10. Other business

Next meetings: November 19, 2020; 4pm-6pm

December 17, 2020; 4pm-6pm

Attendance via Remote Access - <https://us04web.zoom.us/join>, ID: 301 092 4055
4pm-6pm.

11. Adjournment of Board meeting

Kurt made a motion to adjourn the meeting. Jim seconded the motion which passed 3-0. The meeting concluded at 6:15 pm.

Approved

Kurt Harland
Chairman

Approved

Latham Jenkins
Vice Chairman