

DRAFT
SKYLINE IMPROVEMENT AND SERVICE DISTRICT
MINUTES OF SPECIAL BOARD MEETING
September 25, 2019

A public meeting of the Directors of the Skyline Improvement and Service District was held on September 25, 2019, at the Live Water Properties office at 802 West Broadway, 2nd floor.

Kurt Harland and Jim Lewis constituting a quorum were present. Latham Jenkins was absent. There were no homeowners attending. Dave Adams, the District bookkeeper was in attendance.

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

1. Review and approve of Board minutes of September 9, 2019.

Action: Kurt made a motion to approve the minutes of September 9, 2019. Jim seconded. There being no other comment, the motion carried 2-0.

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

2. Changes to Agenda-

Jim asked that an agenda item #8 be postponed until the next meeting and that two new items be added specifically:

- #15 Review and approval of the Voorhees Construction contract; and
- #16 Motion to approve and sign 3-year snow removal contract with Evans Construction.

3. Adoption of agenda

Action: Kurt made a motion to adopt the agenda as amended. Jim seconded. There being no additional comment, the motion passed, 2-0.

4. Public comment on items not appearing on agenda.

There was no public comment.

5. Correspondence received by Dave

Dave presented a letter from LPLG seeking volunteer names for their board vacancies. Jim mentioned that one homeowner has already provided their meter reading, unrequested, and any, responding to the notice that went out on listserv said that her house is still under construction and the water likely won't be turned on until spring. Also, homeowners of lot #'s 4 and 30 has asked to have their District correspondence be sent by email rather than US Mail. The District still has about 40 homeowners who receive correspondence by mail, thereby increasing postage and bookkeeping costs. An effort will be made this winter to convert more to email.

6. Review 2-months August YTD actuals vs. full year FY 2019-20 budget.

Actual expenses to date are well within full year budget numbers, however, there is a need to amend the budget given the higher than originally budgeted repair costs to the tank house, as we also are required to bring the building up to code. We cannot proceed with the contract until the amended budget is approved and submitted to the Wyoming Department of Audit and Teton County.

7. Review Treasury Report as of August 31 and pay bills.

Jim said that after payment of \$12,831.80 in invoices in August, total District balances, in all accounts totaled \$431,237.80. Of the larger invoices paid were \$5,127.87 to Jorgensen, which is that last payment of work done in their Level 1 study last fiscal year. Another invoice for \$1,845.00 was for Nelson Engineering for the engineering drawings for the pump house roof structure.

The unpaid bills report for September 30th totaling \$21,402.28 were reviewed. The single large invoice was from Westwood Curtis for \$11,205.20, which was for installation of 5 bollards around two fire hydrants (\$2,100.05) and \$9,105.10 for asphalt patches on Meadowlark where Westwood Curtis excavated in 4 locations trying to find the main water line for the hydrant on Meadowlark and asphalt patches adjacent to the hydrants that they installed.

Action: Kurt made a motion to approve the September bills, totaling \$21,402.28. Jim seconded the motion which passed unanimously 2-0.

The checks and vouchers, for the September invoices were signed by Kurt and Jim.

8. Update on pump house roof repair and replacement

We have the revised contract on the agenda, and Voorhess stated that work would begin on or before November 2 and completed by December 4, subject to weather. The contract amount is \$73,450. Required County permits and engineering drawings are in hand.

9. Motion to suspend the regular meeting

Action: Kurt made a motion to suspend the regular board meeting. Jim seconded and the motion carried 2-0.

10. Call the public amended budget hearing to order and ask for public comment on the proposed amended FY 2019-20 budget.

Jim said that the only change in the budget is to increase the potential expense for the roof repair, by \$60,000 given the higher cost estimate. Included in this amount is approximately \$10,000 for potential cost overruns or change orders. A public hearing notice was placed in the September 18th weekly, and Jim had copy of the ad. Jim said that as the District will be sending in a Mineral Royalty Grant to the State Land and Investment Board, he hopes the District will be reimbursed for up to \$37,500 of the cost, but we won't know until after December 5th.

As there were no homeowner's present, and as nothing had been received by mail or email, by the board, there was no further comment.

11. Adjourn the Public amended budget hearing.

There being no further comment, Kurt adjourned the public hearing.

12. Motion to reopen the regular board meeting.

Action: Kurt made a motion to reopen the board meeting. Jim seconded and the motion carried 2-0.

13. Motion to adopt the advertised amended FY 2019-20 ISD Budget, posting to ISD website and submission to Wyoming Department of Audit.

Action: Kurt made a motion to approve the amended budget as advertised and report the amended budget to the Department of Audit and Teton County. Jim seconded the motion, which carried 2-0.

14. Review and approval of Voorhess Construction contract.

Action: Kurt made a motion to approve the Voorhess Construction contract in the amount of \$73,450 for the rebuild of the pump house roof and bringing the building up to code and authorize the payment of the required \$45,000 deposit. Jim seconded the motion, which carried 2-0.

Kurt and Jim signed the contract as two signatures were required. Dave will prepare the check for the deposit, mail it to Kurt for signing by two directors and Kurt will mail the signed contract and the check to Voorhess.

15. Motion to approve and sign 3-year snow removal contract with Evans Construction for 2019-2022.

Action: Kurt made a motion to approve the 3-year contract for snow removal and yearly sweeping in the amount of \$29,298.00, which is line with their bid dated 6/3/2019. Jim seconded the motion, which carried 2-0.

Jim said that each monthly invoice would be for 1/6 of the contract amount, commencing November 1.

16. Update on WWDC project status

The 3 engineering companies selected by WWDC/Skyline were, in alphabetical order, Jorgensen Engineering, Nelson Engineering, and Rendezvous Engineering. Final interviews of the 3 will take place in Cheyenne on October 2nd. Kurt, representing the District will attend, as required, in person, as the ISD, being the Sponsor, has one of the 5 votes.

Jim said that for the SLIB grant we are on the Teton County Commissioners meeting for October 1 and the staff are recommending support by the Commissioners at their October 2 meeting. Jim has also been in touch with Sandy Birdyshaw of the TOJ regarding their approval of our SLIB grant application as well. She said she'll

contact the Mayor to determine if he's comfortable in just having the Public Works Director draft a letter rather than having it as an agenda item at a TOJ Counsel meeting.

17. Board's objectives for FY 2019-20

Kurt has ordered the additional seasonal speed bump and two parabolic mirrors with metal poles, one for the sharp turn on upper NW Ridge, and the other at the intersection of NW Ridge and Killdeer. Two speed bump signs will also be ordered. The bollards will either be painted and/or wrapped in reflective tape. Kurt and Latham will take a drive around Skyline and determine how many taller PVC poles are needed to flag things that need to be visible to the snowplow driver, including the 5 bollards. Kurt will contact the homeowner of lot #40 to advise him what needs to be done. That objective was changed to September 2020.

18. Other business

The date of the next board meeting will be changed to October 9th, (from October 10th) in order to have a quorum. The meeting will be held at 5pm at the Berkshire Hathaway office, 138 N. Cache. All meetings at Berkshire Hathaway will now start at 5pm, so it is after business hours for the company.

19. Adjournment

The meeting was adjourned at 4:54pm.

Approved

Kurt Harland
Chairman

Approved

Jim Lewis
Treasurer/Secretary