

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT
MINUTES OF BOARD MEETING
January 17, 2019**

A public meeting of the Directors of the Skyline Improvement and Service District was held on January 17, 2019, in the Jackson Hole Grocer Community Room. The following Directors, constituting a quorum, were present: Kurt Harland and Jim Lewis. Latham Jenkins was delayed.
Homeowner's present: Ila Rogers.

Guest speakers:

Wally Ulrich, Skyline homeowner and past Wyoming Director of State Geological Survey and Wyoming's State Geologist.
Rich Ochs- Teton County Emergency Management
Jenny Kruger- Teton County Emergency Management

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

(As Latham was to video the guest presentations, the presentations were delayed until his arrival, and other agenda items were addressed by the Board.)

1. Review and approve of Board minutes of 11-29-18

Action: Kurt requested one clarification to the draft board minutes regarding the discussion around the 2nd curb stop issue. With that change, Kurt made a motion to approve the minutes with the change. Jim seconded. The motion passed unanimously, 2-0, and the minutes were signed.

Homeowners Pam and Bill Racow and Will Garson joined the meeting.

2. Changes to the Agenda

Jim said that there was one additional item under agenda item #2 that to be discussed that being to set a date for a board meeting in early February, to address a single item, that being an amended budget.

3. Public comment on things not appearing on the agenda

There was no public comment.

4. Update on Skyline's Level 1 application to the Wyoming Water Dev. Commission.

Jim said the application with the attachments have been completed with the help of Jorgensen Associates and Clearwater Operations and will be mailed this week along with the \$1,000 application fee. Jim reminded the board that if the application were not accepted by the WWDC, \$750 of the application fee would be refunded. The submission deadline is March 1, 2019, but applicants are encouraged to send material in early. Kurt signed the cover letter and the application.

5. Review status Board's objectives for FY 2019-20

Jim said that so far, we are in good shape as most of the objectives have been completed including the WWDC application.

However, there are a couple of open items that still need addressing:

(a) Easement on Goldfinch facing Puzzle Face. We do have greater clarification thanks to Bob Norton pointing us in the right direction. We provided reference to another document to the surveyor and he concluded that we do indeed have an easement along Goldfinch for the road, for ingress and egress only, but not, in his opinion, for cutting or pruning trees to improve a view corridor. He advised the ISD to communicate directly with Mr. Ryan, the owner of Puzzle Face, once we have clear plans. Jim said he'd talked with Lewis Parker and Chris Koski, the neighbors. His suggestion to them and they meet, reach agreement, then come to the Board with a clear plan. Only when there's agreement and a clear plan, will the Board communicate on the homeowner's behalf to Mr. Ryan.

(b) Clarity on next steps & timeline on lower pump house/Lot 40 homeowner.
- Kurt said he'd work on that in the spring.

(c) Next steps on Killdeer and Tanager cul-de-sac issues. - Kurt spoke with the homeowner on Killdeer who wanted the cul-de-sac who said he'd consider granting a sizeable easement to put in a proper, compliant cul-de-sac, but there would be no assessment applied to the homeowner. Jim said that in his opinion, there'd still be a need for a Skyline vote for the additional assessment to pay for the cul-de-sac improvements. Kurt felt that it was a safety issue and didn't require a vote and he'd like more research to be done, perhaps looking at what other subdivisions had done for infrastructure improvements. Jim said that the cost of those two cul-de-sacs according to Nelson Engineering would cost \$41,000 and that's not been factored into any budget or reserve buildup. Kurt said there's more to consider on this as in his opinion it's a safety issue, but he hasn't talked with our legal counsel on this further. It was agreed to defer discussions on this at least to the next fiscal year as there's no money in the budget for this and more research is needed.

Director Latham Jenkins joined the meeting at 4:14pm following discussion of the above agenda item.

6. Presentation by Wally Ulrich

A video-link of the presentation will be provided on the Skyline website, available to all homeowners, reference to which is incorporated in these minutes. Homeowners are encouraged to view the presentation.

Homeowner Warren Machol joined the meeting during the presentation.

7. Emergency Preparedness- Rich Ochs, Teton County Emergency Management

A video-link of the presentation will be provided on the Skyline website, available to all homeowners, reference to which is incorporated in these minutes. Homeowners are encouraged to view the presentation.

Following the presentation there was a discussion about possible interest in a Skyline neighborhood emergency preparedness plan, purely voluntary. Jim said that homeowner Arne Johansen has volunteered to spearhead an effort, gathering some additional support from a few other volunteers in Skyline. Ideas such as caching medical supplies, a "Map your neighborhood" skill checklist, e.g. identifying medical professionals, owners of chainsaws, etc. Rich said that his office could help with this and it could be a good model for other subdivisions, as it really has to initially come from within the neighborhood.

Rich said that homeowners who didn't attend the meeting can obtain brochures directly from his office and he provided his email address. A PDF of the flier will also be sent to Latham who will send that out to homeowners on the Skyline list serve.

Carly Schupman, ISD bookkeeper, joined the meeting during the presentation. Homeowners Pam and Bill Racow, and Warren Machol left the meeting.

8. Review correspondence/docs presented by Carly.

Carly said there was no correspondence or documents received.

9. Review FY Budget vs. 6 mo. 12/31/18 actuals

Jim said it's now clear that we'll have to prepare and amend budget for submission to the State, during February, so we'll have to schedule a board meeting in early Feb. to address this. Jim said that for the 6-months, we had incurred \$39,276 in Contract Labor Water, vs. \$37,000 budgeted for the year, due to the repair of 3 leaks during the 6-month period. And we have six months to go in our fiscal year, so this will have to be bumped depending on what we assume for additional leak repairs for the next 6-months. We are a bit over in Water Operations, due to the extra work we've asked Clearwater to do, e.g. complete the mapping of the curb stops, walking around the neighborhood checking on irrigation lines, overseeing the leak detection effort, and overseeing the repair work on the leaks. Jim said there was also a budgeting error on his part. Within the \$31,000 budgeted for Water Capital Improvements-2018, there was \$19,500 for fire hydrants, \$3,500 for leak detection, \$2,000 for the purchase and installation of a garage heater in the upper tank house, \$5,000 for finding, checking and repairing all valve releases, and the balance for sealing the leaks in the tank house roof. Jim said that his error was not including the labor cost of installing the 4 hydrants and the bill from Westwood Curtis was \$32,000, roughly \$8,000 per hydrant, which, is in the ballpark, when compared to the approximately \$11,000 - \$13,000 to repair a leak in the main line. This and the higher than anticipated number of leak repairs, were the two main culprits for the need for an amended budget.

Kurt asked Jim for his recommendation at this point. Jim said he needs to look at it further but his very preliminary thinking is around \$60,000, which would assume no more than two more leaks, plus a little extra in a couple of other expense categories, but that we need to have a board meeting to address this.

Jim said it is very important to have a meeting as early as possible in February, as after we pay these bills, including the Westwood Curtis bill, we will be within \$15,000 of our overall budget for the entire fiscal year, and according to law, we cannot pay bills unless it's been appropriated in an approved or amended budget.

After discussion, Kurt made a motion to approve holding a special board meeting at 12pm on Feb 7th in Latham's conference room upstairs in First Interstate Bank on Broadway, which will allow the following to occur:

- January 24th, submit announcement to newspaper of Special meeting
- January 30th, published in the JHNG weekly, allowing for 1 week public notice
- February 7th, Special board meeting held.

Latham seconded the motion, which passed unanimously.

10. Review Treasury Report, pay bills, A/R's, WGIF accounts and First Western Trust a/c closure, outstanding homeowner water meter readings.

As of December 31st, ISD fund balances in both FIB and WGIF, including operating accounts and the road and water reserves totaled \$424,892.69, before approval and payment of the current bills. Jim said that the breakdown was:

WGIF Water reserves-	\$202,462.37
FIB Road reserves-	\$ 49,274.83
FIB operating savings -	\$ 90,364.37
FIB Water reserves-	\$ 82,691.12
FIB checking a/c-	\$ 100.00

Action: Kurt made a motion to approve the unpaid invoices, totaling \$ 42,693.83, which includes an invoice from Westwood Curtis for \$32,007.40 for the excavation and connection of four fire hydrants and related parts. Jim seconded the motion. The motion passed unanimously, 3-0.

Jim confirmed the opening of the WGIF accounts and the closure of the FWT accounts.

Regarding the A/R from McCann for the tree removal from Meadowlark, we still have not heard from the lot owner regarding the \$400 reimbursement. Jim will follow-up with another letter.

Carly gave an updated report of the homeowner's meter readings. To date, 27 homeowners have not responded with their October readings. Jim said he'd follow-up individually with those homeowners.

Jim said he has been in touch with the Frankel's who are willing to give-up their larger second mailbox (on the right) that reads "E. Frankel" and they wish to retain the standard PO box on the left that reads "M & E. Frankel"

11. Change in 2019 board meeting dates:

-February 7th Special board meeting 12:00pm

-May 17th (previously May 9th)

-August 22nd (previously August 8th)

Latham will make the changes to the website

12. Other business

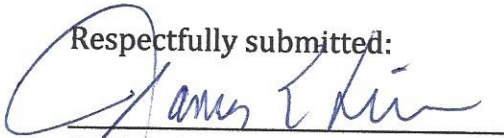
None

13. Adjournment

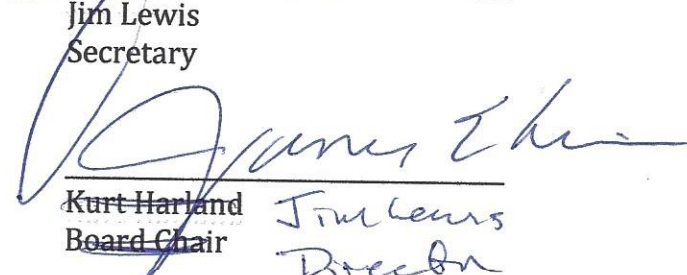
There being no other business, Kurt adjourned the board meeting at 5:35 pm.

Next board meeting (Special)- Thursday, February 7, 2019; 12pm First Interstate Bank building, 842 Broadway, 2nd floor, in Latham's conference room at Live Water Properties.

Respectfully submitted:

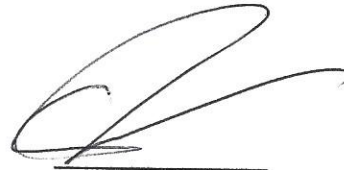


Jim Lewis
Secretary



Kurt Harland
Board Chair

Jim Lewis
Director



Latham Jenkins
Vice Chair