**SKYLINE IMPROVEMENT AND SERVICE DISTRICT**

**MINUTES OF BOARD MEETING**

**March 19, 2020**

A public meeting of the Directors of the Skyline Improvement and Service District was held on March 19, 2020, via Zoom, instead of the offices of Live Water Properties, due to the Jackson and Teton County public health directives.

Kurt Harland, Latham Jenkins and Jim Lewis constituting a quorum were present. Dave Adams, District bookkeeper was present. Homeowners present with Jeffrey Anderson, Worthy and Maria Johnson, Will Garson, Warren Machol, and Ann Dwan.

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

**1. Review and approve of Board minutes of February 20, 2020.**

**Action**: Jim moved to approve the minutes as drafted. Latham seconded and the motion carried unanimously, 2-0. Kurt abstained, as he was absent from the 2/20 meeting.

**2. Changes to agenda.**

There were no changes to the agenda.

**3. Adoption of agenda**

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

4. **Public comment on items, not appearing on agenda**

Warren Machol made a public comment concerning what are the redundancies of Skyline’s water system and the backup power propane system in the event of a protracted electric power outage. Kurt replied that emergency contingency planning would be addressed during the WWDC study.

1. **Correspondence received by District office (Dave)**

There was no correspondence received by the District office.

**6. Review draft of communication to homeowners regarding receiving email statements versus US mail.**

Jim asked Kurt and Latham to review a draft email/letter, which will be sent to the 40+ homeowners who still receive paper statements by US mail, instead of email.

Kurt and Latham, who previously received paper statements, took the lead at the meeting and confirmed that they would switch to emailed statements.

**7.Review draft April 1 communication to homeowners regarding April 30 water meter reading**.

Jim said that there are over 40 homeowners not on list-serve and we mail requests for water meter readings. We need to try to convert all we can to list serve so we have a simple and efficient means on communication on District matters, not only relating to water readings but also to emergency communication.

**8.Review 8 months February 29 YTD actuals vs. full year FY 2019-20 amended budget.**

Jim said that given the amended budget, the ISD is well within budget. For the 8-month period we’ve collected approximately 70% of budgeted income vs. budget with the balance expected when the May 15 property taxes are paid. Expenses are approximately 50% of budget, as we haven’t yet received any invoices from Voorhees Construction for the pump house roof replacement

**9.Review February 29, 2020 Treasury Report and approve payment of invoices.**

As of February month end, total monies in all Districts financial accounts total $449,602.69.

The expenses were reviewed and are listed below:

**Action**: Kurt made a motion to approve all the expenses listed below. Latham seconded the motion, which carried 3-0.

Clearwater Operations & Services 530.00

Evans Construction (fixed contractual) 4,883.00

Modern Lighting & Electric 855.33

Teton County Environmental Health 20.00

Teton Financial Consulting, Inc. 877.50

**TOTAL $ 7,165.83**

**10. Update on State Land and Investment Board $27,500 grant request paperwork.**

Jim said that the $27,500 grant was approved by SLIB and explained the process and that all documentation should be nailed down next week.

**11. Update on pump-house roof replacement.**

The roof is on but there are still a few things of an electrical nature that need to be finished.

**12. Revisit Skyline Emergency Preparedness Plan for 2020- Arne Jorgensen**

Arne was not in attendance. Kurt agreed that the points raised by Warren were valid, specifically the access to the pumps during the winter, how much propane the generator burns and how long could we continue to pump water in a power outage using the back-up generators alone. Jim said some of this information could be obtained from Clearwater Operations. Warren also mentioned a means to communicate to homeowners in case water restrictions need to be put in place.

**13. Update and next steps gas line**

Latham said he’d not heard anything definitive from Brian at LVE after sending in the 29 responses from homeowners. Ann Dwan asked a question about the reason for the delay, which Latham responded to, as LVE added questions to the survey that subsequently went out. She felt that the District was not being proactive enough.

Jim said that the District could incur no cost in this pipeline, as there weren’t sufficient votes on the survey. However, in his opinion he felt the District could act as the counterparty to LVE as long as 100% of the needed funds, less any amount that LVE may decide to contribute, were in a restricted account at the bank. Additionally, the structure, which is still not clearly articulated, needs to be vetted by District counsel. Worthy said that he would be happy to talk with Paul regarding a structure. Kurt agreed that there should be a Plan B, ready to go when we hear from LVE. Jim said that he’d send an email to Paul D’Amours after the meeting, copied to Worthy, outlining the issue and asking him to meet with Worthy to draft documentation so that the ISD could proceed as a non-financial counterparty with LVE.

**13. Board’s objective status for FY 2019-20**

The status of the various objectives were discussed with some changes in due dates. Of particular importance is to develop a manual for our Accounting Policies and Procedures.

**14. Other business**

**-Next Board meeting- April 16, 2020 4pm-6pm via Zoom. Connection details will be on the Skyline website.**

**-** Anne Dwan asked that a special plowing request be made on Meadowlark as the banks on the right side of the road are too high to permit safe street side parking. Kurt agreed to contact Evans.

**15. Adjournment**

The meeting was adjourned at 5:08 pm.

Approved Approved

Kurt Harland Latham Jenkins

Chairman Vice-Chairman.