

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT
MINUTES OF BOARD MEETING
December 17, 2020**

A public meeting of the Directors of the Skyline Improvement and Service District was held on December 17, 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. Homeowners Maria and Worthy Johnson were also present.

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

1. Review and approve Board minutes of 11/19/ 2020.

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

2. Adoption of agenda.

Jim asked that a new item #11 be added entitled Emergency Response Plan for Skyline Water System.

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

3. Public comment on items not appearing on agenda

Maria Johnson asked why Evans hadn't plowed the roads until 3-4pm that day. Jim tried to contact Craig Clarke at Evans to find out the reason, but it went to voice mail. Kurt said it was probably due to later arrival of the heavier snowfall as in the morning it didn't appear there was much snow, and Evan's doesn't plow unless it's 3-inches.

4. Correspondence received by Office

Jim said that Dave was not attending the meeting but had verbally advised him that no correspondence had been received except for communication from Eva Ramirez of the TC Treasurer's Office advising that they had not received the new surety bond for Jim Lewis, as the elected Treasurer. We contacted the insurance company yesterday, received the bond renewal documents today which Jim had notarized this afternoon. The signed and notarized documents will be mailed to Eva Ramirez tomorrow..

5. Review 5 mos. actual P/L through November vs FY 2020-21 budget

Total expenses for the 5 months are 37.2% of budget. 5 months is 5/12 of the year, or 41.7% so expenses are below budget. Total income was 28.6% of budget and were somewhat lagging, however a payment was received from Teton County on 12/14 for \$38,294. Therefore, adding this amount to the November YTD revenues, the District's forecasted revenues as 12/31/20 (6 months) will be 49% of budget. Adding this month's invoices of approximately \$7,990, will bring forecasted expenses as of 12/31 to 41.4% of budget.

6. Review and approve Treasury Report as of 10/31/2020

As of November 30th, total funds in all District financial accounts total \$451,875.33 , including \$12,000 in the restricted LVE Gas pipeline account, netting out the LVE restricted funds from the 11/30/20 balances, net Skyline balances were \$439,875.33.

Worthy asked if the water reserves were sufficient given WWDC study and the likely 50% needed from the District for any recommended CAPEX. Jim replied that in his opinion they are not sufficient, but the District could partially fund approved CAPEX recommended by the WWDC, with a 30-year loan from the State of Wyoming at 2.5%. Additionally, the WWDC study will also recommend what water rates should and water assessments incorporating O&M and any debt service.

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

7. Review and approve invoices for payment

The below list of expenses were reviewed by the Board.

Clearwater Operations & Services	\$ 1,456.70
Evans Construction	4,883.00
Hess D'Amours & Krieger,	300.00
JB Plumbing	110.00
Lower Valley Energy	196.35
Teton County Environmental Health	20.00
Teton Financial Consulting	1,024.35
TOTAL	\$ 7,990.40

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

8. Motion to approve 10 board meetings for calendar year 2021 except for January and November

Jim recommended that the board hold 10 meetings in 2021, with no meetings scheduled for January and November. All meetings will be held via Zoom, at 4pm-6pm on the 3rd Thursday of the month except the June and July meetings which will be held on the 2nd Thursday.

Action: Kurt made a motion to approve 10 board meetings for 2021, as presented, with dates posted on the website. Latham seconded and the

motion passed 3-0.

9. Status of gas-line project

Jim provided the final update for 2020 from Craig Coles, LVE Director of Gas -the pipeline was completed from the from the original terminus in lower Skyline, up NWR road and up Meadowlark and up Tanager.

- the gas line has been pressure tested and gas is available that far.

-Next spring, late April or early May, LVE will complete upper NWR and finish laying service lines to those homeowner requesting lines.

-Any homeowners wishing service lines should contact Craig Coles at ccoles@lveenergy.com as he will be maintaining a list.

-LVE will be finishing up on the few easements they don't have yet.

LVE thanked everyone for their patience and looked forward to finishing up next spring.

10. Tribal Trails Connector-summary of call with Christine Watkins, President of Indian Springs HOA.

Jim said he received a call from Christine Watkins to find out if Skyline would join a group consisting of the JH Conservation Alliance, Indian Springs, Teton Science Schools, and the Responsible Growth Coalition. They are also to 3 Creek, Melody, and Bar Y. Jim advised Christine that as a ISD is a governmental entity, we cannot lobby, pro or con on anything, however we can inform our residents of the issues and they can decide for themselves. She asked if someone from the board could at least participate in the Group's meetings to keep abreast of things. Meetings would be monthly for about 1.5 hours.

The board agreed that we cannot lobby, but that we could participate in the meetings as there may be things that would be of interest to residents. Jim said he'd volunteer to attend the meetings, and will advise Christine accordingly.

11. Emergency Response Plan for Skyline Water System. (per revised agenda)

Jim reported that Clearwater completed a draft emergency responses plan and although some minor changes needed to made, it was an improvement on what we currently have, as it addressed steps needed to be taken in the event of 1) Loss of pressure/Water outage action plan; 2)Water Contamination Action Plan and 3) Power Outage. In the event of a water outage, reference is

also made to step which need to be taken with the barn at 500 NW Ridge Road.

Jim said that he will work with Clearwater next week to clarify a few things, then it will be circulated to the directors before posting to the Skyline website.

Jim added that this is just an initial first step, as he had received from Warren Machol a 52-page **“Preventive maintenance Program Guide for small public water systems using groundwater”**. Small water systems are defined as serving less than 10,000 users, but at least 25 people or 15 service connections. This document, depending on the size of the system, recommended preventive maintenance frequency, Troubleshooting Guides, and recommended operational and maintenance schedules. It also has a template to create our own preventive maintenance program.

Jim said this is an excellent document to craft our own preventive maintenance program based on the size of our system. Jim said he’ll work with Clearwater to determine what is germane for Skyline currently, so that by the time our 2021-22 budget is prepared we can account for any additional work we might want Clearwater to do under a revised contract.

12. Other business

Next meetings: January- No board meeting
 February 18, 2021; 4pm-6pm

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

13. Adjournment of Board meeting

Kurt made a motion to adjourn the meeting. Jim seconded the motion which passed 3-0. The meeting concluded at 4:35 pm.

Approved

Kurt Harland
Chairman

Approved

Latham Jenkins
Vice Chairman

