

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT  
MINUTES OF BOARD MEETING**

**August 10, 2017**

A public meeting of the Directors of the Skyline Improvement and Service District was held on August 10, 2017, at the office of Berkshire Hathaway in Jackson, Wyoming.

The following Directors, constituting a quorum, were present: Kurt Harland, Latham Jenkins and Jim Lewis (via Skype). ISD bookkeeper Carly Schupman also attended. Homeowners Lee and Mary Cutler, Will Garson and Ila Rogers were in attendance.

Kurt served as Chairman, Latham served as Vice-Chairman and Jim as Treasurer/Secretary.

Kurt called the meeting to order at 4:00 pm.

**1. Approval of 7-13-17 regular board-meeting minutes**

Kurt made a motion to approve the minutes with one change to paragraph 15. JH Heating and Plumbing is installing the Fleck's meter, not AIM Heating and Plumbing. Latham seconded. The motion passed unanimously.

**2. Changes to the Agenda**

Jim requested that the sequence of agenda items #5 and #6 be reversed, such that it would be as follows:

- #5. Review public comments and approve Rules and Regulations of the ISD.
- #6. Review public comments and approve Regulations of Water use for the ISD

**3. Review correspondence/docs presented by Carly**

Carly brought the directors up-to-date on various miscellaneous correspondence she's received, specifically,

- Lower Valley refund- Kurt made a motion to reinvest it with LV. Latham seconded. Approved unanimously.
- Carly stated she is working on the preliminary audit for the State and upload the final approved budget to the State files.

**4. Review Carly's calculations of water adjustment**

- Carly reviewed the calculations for a couple of historical meter adjustments to show the board that the same consistent methodology was used in a current homeowner's meter adjustments. The board agreed with Carly's calculations and directed that the invoice should be sent to the homeowner on upper NW Ridge Rd.
- Carly confirmed that another homeowner's meter photo on upper NW Ridge Rd, was very recently received and it appears that the meter has been read incorrectly.

Therefore an adjustment is needed, but she hadn't yet prepared the calculations for board review.

- Carly will send the water invoice to the homeowner on Tanager.

**5. Review public comments and approve Rules and Regulations of the ISD.**

Jim and Carly stated that they had not received any comments for anyone during the 45-day public comment period on either the ISD Rules & Regs or the Water Use Regs. Jim summarized the purpose of the Rules and Regulations, which are consistent with those of other ISD's, specifically Rafter J, and have been prepared by our legal counsel. This draft sets out the activities and responsibilities of the ISD, and its board, and what it can do. This draft also includes a couple of things specifically relating to ARU's, which Skyline has.

Kurt asked if there was any public comment from the homeowners attending.

Lee Cutler commented that in the past, if you had a problem with a neighbor, you went over to talk about it and work things out neighbor-to-neighbor. He also commented on the expense of getting an attorney involved.

Jim responded that in the example he referenced, the Rules and Regs of the ISD does not address things like that at all, but rather it speaks, for example, to how the ISD's raises funds, through road and water assessments, and water usage charges, in order to carry out its road, water and safety responsibilities. It speaks the process we need to follow when we issue contracts for services, depending on the amount involved. Additionally, if we were ever to need to finance a major improvement, this document sets out the process that the ISD must follow with the homeowners. ISD's must follow State law, and that's why we had the ISD's legal counsel involved so that the document is fully compliant with current law. As the directors are volunteers, and not lawyers, we needed counsel to draft our Rules.

Jim stated that Lee's example sounds like it could be a CC&R issue, in which case, if it couldn't be resolved between the homeowners, that the matter could be brought to the Site Committee for resolution. Lee responded that he was referring to a document he had seen regarding the settlement of disputes.

There being no further comment, Jim moved that the Rules and Regulations of the ISD, as prepared by legal counsel, be approved as submitted. Kurt seconded the motion. The motion passed unanimously.



**6. Review public comments and approve Regulations of Water use for the ISD.**

Jim commented that this Water Use document is a supplement to the approved ISD rules and regs and no comments have been received during the public comment period. This document sets out in a more formal manner our practices such as setting water rates, connection fees, etc and defines very clearly the district's water main, the curb stops, and the homeowner's water lines. It also sets out the ISD's ability everything we can do, for example, going on a homeowner's property, with notice, to inspect a water meter, or to check on the possibility of a leak, to check on an irrigation line to ensure it's metered and has a back-flow preventer. It provides clarity as what the ISD can do. Kurt agreed that it's the first time we've had things clarified and documented from a protocol standpoint.

Jim made a motion that as the public comment period has passed and no comments have been received, that the Water Use Rules and Regulations be approved as submitted. Latham seconded the motion. Kurt then invited public comment from those homeowners attending. There being no comment, Kurt called for a vote and the motion passed unanimously.

**7. Review FY budget vs. 1-month July 31 actual.**

As Carly had left the meeting, this item was table until the September meeting, when we had an additional month to review compared to budget.

**8. Review eclipse planning.**

Kurt said that cones and saw horse's are ready to be positioned. Latham said he has the hang-tags ready and according to the communicated protocol, these should be picked up (in the numbers needed) from Bud's security rep at the gate upon exiting Skyline. Bud's rep will have a list of the homeowners and will give tags to any homeowners/guests arriving in Skyline. The rep can also call the homeowner to get permission, as a fallback.

**9. Review Treasurer's Report, pay bills, A/R's/meter photos**

The Board reviewed the Treasurer's Report dated 8/10/17. The August expenses totaling \$ 5,825.35, were submitted, and approved, for payment. The reserves as of 7/31/17 totaled \$369,287.68, which was broken down as follows:

- Road Reserve: \$ 24,539.90
- Water Reserve: \$ 292,210.19 (including accrued interest)
- Operating a/c: \$ 52,437.59
- Checking a/c: \$ 100.00

The board reviewed the invoices needing payment. Carly noted the invoice from Clearwater for a compressor for \$518. Jim said that was approved by the board at a prior meeting, up to a maximum amount of \$600.

Kurt made a motion to approve all invoices and pay the bills. Jim seconded the motion. The motion carried 3-0.

**10. Request by the Cutler's to consider new speed limit sign on the SE portion of the Mallard Road loop, specifically on the south side of the road at the easement path between 3105 Mallard and 3115 Mallard.**

- The Cutler's appraised the board of their concerns regarding speeding. Latham said that he has been trying to connect with the Road and Levee engineer to arrange a tour and get recommendations. Will Garson asked about electronic speed signs and Kurt said he checked into that and they are very expensive, about \$7,500 per sign compared to speed bumps, which are about \$2,000 each, depending upon the type. Kurt agreed with the Lee's suggestion, but said that let's await the Road and Levee official's recommendations before we make a final decision.

**11. Update on follow-up items from July board**

- Lower pump house easement survey- Kurt said this still needed to be worked on and he'll order a survey of the lower pump house after the eclipse.
- Fleck meter- Kurt said that JH Heating and Plumbing had ordered the meter, which is on back-order and will install it when it's received.
- Tour by Town Road and Levee engineer for optimal placement of signs/speed bumps-Latham said he'll try and make contact again so a tour can occur asap. It was agreed that at a minimum we would put in the signs that were approved by the previous board, before the ground freezes.

**12. Other Business**

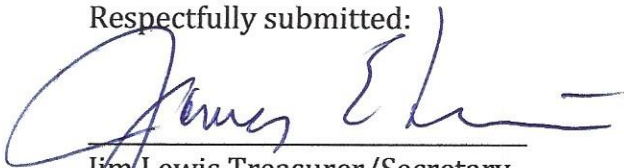
There was no other business.

The next regular ISD Board meeting will be held on Wednesday, September 13th at 4:00pm at the offices of Berkshire Hathaway, at 138 N. Cache Street.

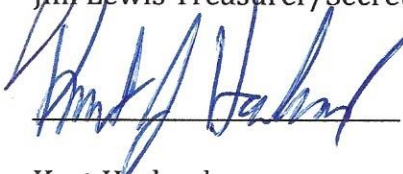
**13. Adjourn Board Meeting**

Kurt adjourned the board meeting at 4.55 pm and opened the Site Committee meeting (see separate minutes).

Respectfully submitted:



Jim Lewis Treasurer/Secretary



Kurt Harland  
Chairman



Latham Jenkins  
Vice-Chairman