

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT  
MINUTES OF BOARD MEETING  
September 13, 2018**

A public meeting of the Directors of the Skyline Improvement and Service District was held on September 13, 2018, in the Community Room at Jackson Hole Grocer. The following Directors, constituting a quorum, were present: Latham Jenkins and Jim Lewis. Kurt Harland was traveling and could not attend. Also attending was Carly Schupman, ISD bookkeeper. Homeowner's present: Will Garson, Susan Dong and Arne Johanson. Also attending: Emily Hanner of Clearwater Operations and Robb Sgroi of the Teton Conservation District.

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

**1. Review and approve of Board minutes of 7-12-18**

**Action:** As there were no changes, Latham made a motion to approve the minutes as submitted. Jim seconded. The motion passed unanimously, 2-0, and the minutes were signed.

**2. Changes to the Agenda**

There were no changes.

**3. Public comment on things not appearing on the agenda**

None.

**4. Clearwater Operations report (Emily Hanner)**

a. Leak detection was conducted on July 24<sup>th</sup> and a leak was detected at 450 NW Ridge road. There were actually two leaks in the District main line, and they have been repaired. There's also a leak in the homeowner's service line to the barn (Polar Express), but that is on the homeowner's side of the curb stop. The water has been turned off to the barn and Emily does not think it has been fixed yet. Susan Dong asked about the cost of the NW Ridge repair and Jim said the invoice has been received for both NW Ridge and Mallard, and the repair cost for each was approximately \$13,000 and \$8,400 respectively. Emily said that based on the excavations for the NW Ridge line repair, the main lines appear to be located on the West and South sides of the road. Emily said that Bob Norton confirmed this. Jim said the leak on Meadowlark was also on the west side of the road. Jim asked if GPS coordinates could be taken of the main line location where leaks have been detected and Emily said she'd do it and put the coordinates on the map. Emily said those were the only two leaks found and a repeat of the leak detection project should occur every couple of years.

b. Irrigation lines- Emily has been knocking on doors to check on irrigation lines and meters, and so far has checked about half of Skyline. A lot of people are not at home when she visits so she hasn't gotten around to every home. So far, one homeowner on 250 NW Ridge Road (lot 3-9) didn't have their irrigation line running through their meter. There was another home where the fire sprinkler didn't run through the meter, but the irrigation did. The previous owner of lot #22 didn't have the irrigation through the meter, but the new owners during their renovation do have it running through the meter. Emily will give a copy of her report to the Board. She will make visits after 5pm or on weekends to try and catch more people at home. Emily did say that lot 2-7a needs to be visited and would appreciate assistance from the Board. Jim said he'd send the homeowner an email.

c. In terms of well production, Emily said we had our max week at 217,000 gallons/day compared with a max week of 203,000/day for the prior year. She gave Jim an updated well production report.

d. Four fire hydrants- Skyline is next on Westwood Curtis's agenda, as soon as they finish a job their working on at Snow King. They provided a list of items to be purchased (approximately \$13,000) from H.D. Fowler. If we set up an account with the supplier and provide them with a tax exemption since we're a municipality, we'll save on the sales tax. Latham asked how long our water would be shut off while the hydrants are being installed. Emily didn't know, but hoped it would be quick. The locations of the hydrants will be:

- One at the end of Meadowlark at the cul-de-sac
- One in front of the tank building on NW Ridge road.
- One will be at the low spot on NW Ridge road, that flooded last winter, where a French drain was installed (near Polar Express)
- One will be at the entrance of Skyline.

Emily walked around to these locations with Shawn O'Malley and Bob Norton.

e. Remaining curb stops to be located- Emily said there are a few that haven't been located as they are buried and unless she digs, it will be difficult to locate, since it's not showing up with a metal detector. On those homes, she is also trying to contact the homeowner. Jim asked Emily for a list of those homes where we haven't located the curb stop. Emily said we're down to probably less than 10 homes, but she'll provide the list.

f. Protocol for reaching Clearwater is we can't reach Emily- Emily said there's always a backup in the event she's out of town or unavailable, 24-7. The number for Clearwater is 307-690-5512 and if Emily is out of town it will automatically forward to the on call employee.

##### **5. Review correspondence/docs presented by Carly**

Teton County has increased their monthly water testing fees from \$18.00 to \$20.00 effective August 1, 2019.



Homeowner McCann received the certified letter with the reimbursement request for the fallen tree removal from Meadowlark, which fell across the road from their lot last winter.

Three homeowners have sent their payments to the District on the "Do not pay" invoices they received. These checks will be returned to the homeowners, by the District with a letter stating that these charges are included in their Teton County property tax statement and just to pay the property taxes to the County, as they would normally do.

Carly will be uploading the final budget to the Department of Audit.

#### **6. Review Treasury Report, pay bills, outstanding A/R from homeowners**

As of August 31st, ISD fund balances, including operating accounts and the road and water reserves totaled \$410,305.63. Jim said that the breakdown was:

Water reserves-	\$284,432.04
Road reserves-	\$ 49,217.23
Operating a/c-	\$ 76,558.36
Checking a/c-	100.00

**Action:** Latham made a motion to approve the unpaid invoices as of September 13th, totaling \$30,835.48. Jim seconded the motion. The motion passed unanimously, 2-0. It was noted that with this total, \$21,566.65 was for Mountain X, LLC for the leak repairs on Mallard and NW Ridge road. After payment of these invoices, our reserves will be below \$400,000.

Jim asked about the status of the long-standing A/R from one homeowner. Carly said no payments have been received and it's unclear whether the certified mailing is being accepted. Carly will send Jim a copy of the draft letter to be sent to the homeowner and make reference to the Water Policy.

**Action:** Latham made a motion to send a letter to the homeowner of lot 24 that unless payment is made in full of the past due receivable, the water to the home will be shut off. Jim seconded and the motion carried unanimously.

On a final matter, Carly said that two people needed to nominate Latham and two of the homeowners attending the meeting, signed the form nominating Latham for the November election.

#### **7. Motion to approve counsel drafted board resolution to revise ISD's Investment Policy to allow for investment of ISD funds with the Wyoming Government Investment Fund; and advertise policy change in newspaper to allow for 45-day public notice period.**

Jim said he discussed this in the previous board meetings and he has received the revised policy for ISD counsel, Paul D'Amours. Jim read the revised section, which allows for investment in comingled funds, including but not limited to the Wyoming Government Investment fund. The red-lined changes to the policy are attached to these minutes. The 45-day public notice in the weekly paper should be made as soon as possible (September 26<sup>th</sup>) so that it can formally be approved at our November election, which will now need to be postponed until November 13<sup>th</sup>, to meet the 45-day public notice period.

**Action:** Latham made a motion to approve the draft revision of the ISD's Investment Policy, which allows the District to invest funds with the Wyoming Government Invest Fund, and place the required 45-day comment period in the newspaper. Jim seconded the motion which carried unanimously.

Carly asked that the Board decide on the Polar Express expense of \$285.00 which was billed to the ISD but is really a homeowner expense as it related to the homeowner's water line to the barn.

**Action:** Jim made a motion to seek reimbursement from Polar Express (lot 2-2) for \$285 for the leak detection services, which were provided by Option One and billed to and paid by the District. Latham seconded the motion, which passed unanimously.

### **8. Report from Arne Johanson (homeowner) and Robb Sgroi Teton Conservation District re Skyline Fire Risk Assessment.**

The board thanked Arne for arranging this wildfire prevention presentation. Arne provided a colored map of Skyline which is an assessment of Skyline wildfire risk, prepared by outside fire professionals who made curbside assessments based on standard criteria used by fire professionals. This map is attached to the minutes and, as can be seen, the majority of Skyline is in the Very High to Extreme risk levels with a few pockets of Moderate to High. Generally speaking, the lots in the first filing are relatively better than the lots on Meadowlark and NW Ridge. Arne said that most of this is not an ISD issue, except for possibly the fuel (downed timber) is along the roadways. But rather, these are individual homeowner issues on how to deal with their own property. Arne then introduced Robb Sgroi, of the Teton County Conservation District, who is a certified wildfire mitigation specialist. Robb can be contacted by homeowners for individual on-site assessments, at no cost. Additionally he has grant funds that may be available on a matched basis up to \$3,000 to help homeowners partially pay for wildfire mitigation. Robb made a short presentation and showed a short video. Attending homeowners and directors signed up for an onsite Wildfire Risk Overview of their properties and other Skyline homeowners are encouraged to do so as well. The board again thanked Arne and Robb for this important presentation.

### **9. Review of Nelson Engineering's analysis on cul-de-sacs and next steps.**



As background, Jim said that the board issued an RFP a few months ago based on a request from a homeowner on Killdeer, and we included in the RFP, consideration of Tanager as well. The board reviewed the analysis and estimated costs for improved cul-de-sacs on Killdeer and Tanager. One homeowner, Anders Engle, from Killdeer attended this meeting. Jim said this is not in the budget for this year, but before the board makes a decision it would be useful to receive input from the affected homeowners on those two roads. As Mr. Engle is currently constructing his home, he hasn't lived yet on Killdeer and he does not know if the other homeowners have experienced difficulties with the cul-de-sac as it currently is. He said that the gravel patch at the end, near the undeveloped lot, is where Evans puts the snow, and when that lot is developed, that could be problematic if the gravel patch is removed. Jim summarized the costs of the various options and recommended that we again put this on the board agenda for October, with a full presentation by Nelson. He said he would email the full Nelson report to each of the homeowners on Killdeer and Tanager next week, and would again remind them a week before the October board meeting, so we can hear their views after Nelson's presentation. Susan Dong asked if this is a specific Killdeer/Tanager issue or is it a general Skyline issue. Jim said that that's up for discussion, but in his opinion, those homeowners have never had a proper cul-de-sac for garbage collection, snow plowing, or public safety vehicles. Anders Engle asked if easements existed for this. Latham said they are existing easements, but we don't know if they're sufficient or if more right of way is necessary, and if so, he doesn't know if homeowners have an appetite for this. Some properties are close to the road already. It was agreed to table this for a full discussion and presentation at the October board meeting when hopefully more homeowners from Killdeer and Tanager will be present.

#### **10. Review District insurance coverage and recommendations**

Jim said that in reviewing the District's insurance policies, he discovered that we did not have property insurance (for the pressure tank building) or general liability insurance. He checked with HUB International, and they provided a quote through Glatfelter Insurance Group (A+ rated) for both property coverage for the pressure tank building and contents (\$500 premium) for \$225,000 with a \$2,500 deductible and general liability coverage (\$1,000 premium) for \$1 million (each occurrence), aggregate \$ 3 million, \$10,000 medical expense, with zero deductible. They also provided quotes for Inland Marine (not relevant), public official and management liability and excess liability. Jim said he felt we did not need this additional coverage. With respect to public official liability we already have coverage through LGLP and the \$1 million in general liability coverage should be sufficient.

Susan Dong suggested the board consider increasing the medical expense coverage. Latham agreed. Jim said that he'd talk with HUB about increasing the medical expense, but recommended that we go ahead with the current quote as the ISD currently has no current coverage for property or general liability and then we can fine tune it subsequently.

Jim made a motion to approve the insurance quote from HUB for property insurance and general liability insurance for a premium no greater than \$1,800 per annum. Latham seconded the motion, which passed unanimously.

### **11. Review status of Board's objectives for FY 2018-2019.**

Jim handed out for review, the draft board objectives for this new fiscal year, which included the objectives for the last year. Those in blue text, have been completed. Those highlighted in yellow are carryovers from last year and have not yet been completed. Those in black text are the new objectives for this current fiscal year. This will be a document that we will review at each board meeting.

The board reviewed the status of the new sign placement and recommended a two-week deadline for the stop sign at Killdeer and Teal and the children's playing sign on the NW Ridge road speed limit sign adjacent to the ARU. Sealing of the pump house roof prior to the onset of winter is a priority to eliminate interior leakage.

There was a brief discussion about available mailboxes, as Mr. Engle is looking for one.

Will Garson asked about the street signs. Latham said there were a couple of options being discussed, one being changing them all to the standard metal with green background similar to most of the street sign at the entrance. Another was to have a different background color to a metal sign and a third, was to simply repaint the letters, with durable reflective white paint, on the existing carved wooden signs.

Latham and Jim concluded that perhaps we should just repaint the letters on the existing carved street signs with suitable white paint and ask for a couple of volunteers to paint the letters. Jim volunteered to paint Meadowlark's. Arne offered to find a suitable paint and recommended it to the board.

### **12. Other business**

Susan Dong mentioned that at the Skyline get-together at their house, a few people mentioned if a Skyline directory listing who lives in Skyline would be a good idea and homeowners, if interested, could have their names, addresses and phone numbers listed in the directory. Susan said there was a lot of interest in a directory at the party. Latham mentioned that Indian Springs has a password-protected directory and that's something we could do. Arne mentioned that there's an App called Next Door that does the same thing. Susan asked what could we do to move this along. Latham said that Chris Thulin was looking at another email list which would be a one-way communication from the board to homeowners on important issues, e.g. water outages, etc., as we've almost had a 50% falloff of homeowners from the list serve.



Susan also said that a lot of homeowners attending their function expressed their appreciation for what the board is doing.

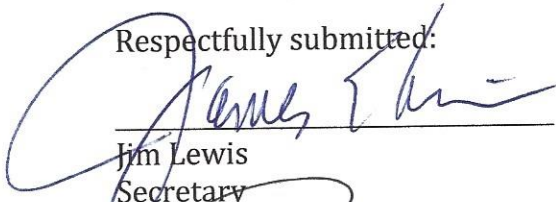
Emily Hanner said that tomorrow, September 14<sup>th</sup>, the 12 shut-off valves will be turned and tested to make sure they work. Emily asked if the ISD should order the parts for the fire hydrants. Until the ISD has an account, the parts will be ordered by Westwood Curtis and put on their account. Having an ISD account will save on sales taxes if we can place the orders directly with the vendor.

Next meeting- October 11, 2018.

**13. Adjournment**

There being no other business, Latham adjourned the board meeting at 6:13 pm.

Respectfully submitted:



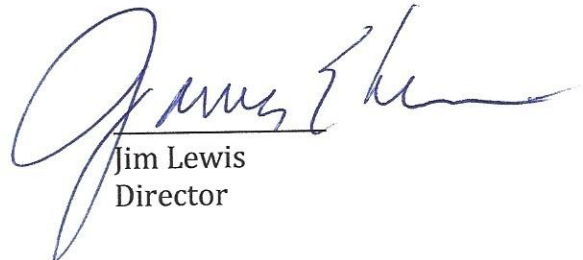
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Jim Lewis  
Secretary



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Latham Jenkins  
Acting Chair of the meeting



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Jim Lewis  
Director