**SKYLINE IMPROVEMENT AND SERVICE DISTRICT**

 **MINUTES OF BOARD MEETING**

 **October 9, 2019**

A public meeting of the Directors of the Skyline Improvement and Service District was held on October 9, 2019, at the Berkshire Hathaway office, 138 N. Cache St.

Kurt Harland, Latham Jenkins and Jim Lewis (via Skype) constituting a quorum were present. Homeowners Sarah Kilmain, and Maria & Worthy Johnson were in attendance. Dave Adams, the District bookkeeper was also present.

Kurt, serving as Chairman, called the meeting to order at 5:02 pm.

**1. Review and approve of Board minutes of September 25, 2019.**

**Action**: Kurt made a motion to approve the minutes of September 25, 2019. Latham seconded. There being no other comment, the motion carried 3-0.

The signed minutes will be posted to the website.

**2. Changes to Agenda-**

Jim asked that a new item #16A be added titled “Discuss Jorgensen’s October invoice”. Also,

**3. Adoption of agenda**

**Action:** Kurt made a motion to adopt the agenda as amended. Latham seconded. There being no additional comment, the motion passed, 3-0.

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

There was no public comment.

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

Dave said that we had received a statement showing a credit for $940.00 and he has requested a check for the credit balance. Dave also said he was receiving quite a few water meter readings.

**6. Review 3-months September TD actuals vs. full year FY 2019-20 budget.**

Actual expenses to date are well within full year budget numbers as we’re only 3 months into the year and we don’t budget by month or by quarter.

**7. Review Treasury Report as of September 30 and approve October bills.**

The unpaid bills report for September 30th totaling $5,276.80 were reviewed and are listed below:

**Clearwater Operations & Services:** $838.75

**High Country Consulting Services, Inc**.: $350.00; for annual self-audit for Wyoming Department of Audit.

**Kurt Harland**: $2,045.00, for 2 parabolic mirrors, 1 seasonal speed bump, posts, and signs. These were purchased from the sign company and Kurt had to put them on his credit card, as the ISD does not have a card.

**Nelson Engineering**: $87.50 relating to the pump house repair feasibility letter required for our SLIB grant application

**Teton County Environmental Health:** $20.00

**Teton Financial Consulting, Inc**.: $1,901.25; bookkeeping

**Teton Media Works, Inc**. $34.30, charge for the district’s public notice in the newspaper relating to the amended budget.

**TOTAL $5,276.80**

**Action**: Latham made a motion to approve the unpaid bills as of September 30, totaling $5,276.80. Kurt seconded the motion, which passed unanimously 3-0.

The checks and vouchers for the September invoices, were signed by Kurt and Latham.

**8. Approve transfers to road and water reserves for FY 2018-19**

Tabled to the November meeting as Jim and Dave need to get together and review.

**9. Review Form F-32 submitted to the Wyoming Dept. of Audit on September 30.**

Dave said that the required Form was submitted on September 30th.

**10. Review self-audit for FY 2018-19 submitted to WY Dept. of Audit on September 30.**

Dave together with Barb Fields, High Country Consulting, completed the District’s self-audit, which was signed by Kurt and Jim, and submitted on September 30th.

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

Kurt said that the contract was signed with Voorhees Construction and he has started to order the trusses so that work can begin by November 4th. We wanted all material to be on site before removal of the old roof, so the tank can be covered quickly given the winter weather.

**12. Update and next steps gas line- Worthy Johnson (moved up on the agenda).**

Worthy said that LVE reconfirmed that the cost would be approximately $160,000 and the funds must be deposited in full at contract signing. There could be an additional cost of $25,000- $35,000 if tunneling under the road needed to be done throughout the 2nd filing. There would be an additional cost of $2.00/linear foot to lay fiber optic at the same time. At an estimated 8800 linear feet, that would be an additional $17,600. LVE could start in May or June, and it would take 3-5 weeks.

There was general discussion of how to collect the monies from those homeowners who would agree to sign on. There was also general discussion of what amount would be charged to those signing on later, perhaps when there was a change of ownership in a home, or a new home would be built. Latham asked whether there would be an operating agreement. Jim said that Paul D’Amours responded today to the questions raised, specifically:

-Could a donation from a homeowner to the ISD for the purposes of building the gas line be tax deductible? **Answer**- no, as the homeowner is clearly getting a benefit which has value. However, if the payment was included in that homeowner’s property taxes as a special assessment, the homeowner may decide to take all or part of their assessments as deductible items, but the ISD has no part in that decision. Additionally, there’s the problem of timing as the special assessments would not be collected until FY 2020-21, a year after the estimated May/June 2020 LVE start date.

Kurt said he’d be willing to brainstorm about this between now and the November board meeting. Latham asked if LVE has prior experience with an HOA or ISD and if so, we could learn from that HOA/ISD. Jim felt that rather than rush this for a next spring dig, why don’t we just plan it for the following year, so that there’s time to put a special assessment on those homeowner’s taxes, so the ISD has the funds in hand prior to signing a contract with LVE. Further discussion and fact-finding will be done prior to the next meeting.

**13. Update on WWDC project status following Oct 2nd meetings in Cheyenne**

Kurt said that the oral interviews in Cheyenne of the 3 prospective engineering companies (Rendezvous, Nelson and Jorgensen) went well. After the bids were opened a decision was made of the winning firm. The decision will be publically announced by the WWDC shortly.

**14. Update on the application to SLIB for a Mineral Royalty Grant of up to $37,500.**

Jim said that on October 2nd he Fedexed to SLIB in Cheyenne 3 sets of Skyline’s application and all required supporting documents including the letters from the County Commissioners and the Town of Jackson. He received confirmation that the documents were received on October 5th. The decision on our grant application will be made at SLIB’s Mineral Royalty Grant meeting on December 5.

**15. Board’s draft objectives for FY 2019-20 and 3 old items that need action**

The 3 three priority objectives were discussed. Latham said that relating to the easement discussion with the owner of Lot 40, the County needs to be contacted. As the County will need to be contacted, it was agreed to give this to June 30, 2019 to resolve one-way or the other.

The parabolic mirrors are in the pump-house and ready for installation. Latham will talk with the County safety guy to find out if there are any regulations regarding painting or reflectors on bollards. Latham will coordinate with Opps for the installation of the parabolic mirrors, the bollards and the flagging of the hydrants and other exposed items.

**16. Approval of calendar year 2020 board meeting dates**

Kurt made a motion to approve the following board meeting dates for calendar year 2020. All meetings will be scheduled to take place from 4pm-6pm at Live Water Properties, FIB building, 2nd floor, 802 W. Broadway. Latham seconded and the motion passed 3-0.

Latham added if there will be a change of venue, it will be communicated in the prior months minutes, reflected on the website, and communicated to homeowners on the Skyline listserve.

January 9, 2020

Feb 20

March 19

April 16

May 21

June 11

July 23- Public Budget Hearing

Aug 20

Sept 17

Oct 15

Nov 19- Director election and counting of ballots.

December- No board meeting

**16A. Discuss Jorgensen’s October Invoice**

Jim said we had received an invoice from Jorgensen dating back to April in the amount of $687.50 and were charges based on time spent by the replacement engineer to Shawn O’Malley who relocated. Jim said he talked with Tom Kirsten today about the invoice and didn’t 1) feel that it was appropriate for the ISD to be charged for the time (3 hours at $110/hour) that the engineer took in coming up to speed on the Skyline project, as it was due to Shawn’s relocation and had nothing to do with the ISD; and 2) the meeting on April 9th did not take 3 hours as it was only a one item meeting that last no more than 2 hours with Kevin Boyce of the WWDC and a WWDC commissioner to discuss next steps in our application process. Tom said whatever we felt was fair, he’d adjust the invoice accordingly.

Jim said that $247.50 or the $687.50 was fair under the circumstances and recommended that the ISD revert to Jorgensen so that the invoice can be adjusted.

Kurt and Latham agreed.

**17. Other business**

-Next Board meeting- Thursday, November 14th- Live Water Properties office, 4pm-6pm

-No board meeting in December

**18. Adjournment**

The meeting was adjourned at 6:45pm.

Approved Approved

Kurt Harland Latham Jenkins

Chairman Vice Chair