

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

**May 24, 2017**

A public meeting of the Directors of the Skyline Improvement and Service District was held on May 24, 2017, at 4:00 pm at the office of Berkshire Hathaway in Jackson, Wyoming.

The following Directors, constituting a quorum, were present: Kurt Harland and Jim Lewis.

Homeowners Will Garson and Nickolas Hoefek, representing his grandfather, were also present.

Kurt served as Chairman, and Jim served as Treasurer/ Secretary.

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

**1. Consideration of Adoption: Rules and Regulations of the Skyline Improvement and Service District**

Jim made a motion to approve, for consideration of adoption, the legal counsel prepared, draft Rules and Regulations for the ISD, which will be followed by a newspaper advertisement, followed by a 45-day comment period. It will be placed on the August 11<sup>th</sup> board agenda for final consideration. Kurt seconded the motion. During public comment, Nickolas Hoefek, asked whether this would increase any of his grandfather's fees or assessments. Jim responded that the Rules and Regs simply lays out the authority, in broad terms, within which the ISD is permitted to operate, in accordance to Wyoming statutes. There being no further public comment, Kurt called for a vote and it passed unanimously 2-0.

**2. Consideration of Adoption: Regulations of Water Use of the Skyline Improvement and Service District.**

Jim discussed making two changes as suggested by our legal counsel. The first change is to include a sentence at the end of the 2<sup>nd</sup> paragraph in section 3.3 on page 3, which would read:

**"If the district accepts ownership of an additional District service line serving a property, then it may be appropriate to charge the User an additional base rate, or other fee, to cover repair/replacement of that additional service line."**

The second change would be to eliminate entirely the 3<sup>rd</sup> and 4<sup>th</sup> sentences in section 5.6 on page 9. The sentence, which would be eliminated reads

**" When required, backflow preventers shall require certified inspection and testing at intervals specified by the District or any other regulatory agency. User shall provide testing and inspection documentation to the District within**

**five (5) days of performing any test. District shall have the right to shut off the water to any User that fails to perform the backflow preventer inspection and testing within the intervals required and/or fails to provide the District with the required certification of documentation.”**

Latham Jenkins joined the meeting.

With these two changes, Jim made a motion to approve, for consideration of adoption, the legal counsel prepared, draft Regulations of Water Use, which will also be followed by a newspaper advertisement, followed by a 45-comment period, and placed on the August 11<sup>th</sup> board agenda for final consideration. Kurt seconded the motion.

There being no further board or public comment, the motion passed unanimously 3-0.

**3. Approve RFP for Phase I Water Infrastructure Study and seek bids.**

Jim suggested some date changes on the RFP, such that the RFP could be issued no later than May 26, with the responses expected no later than June 19<sup>th</sup>. The board would name that winning firm on July 13<sup>th</sup>, and we would expect the study to be completed by October 12<sup>th</sup>. Jim said he had Dave Arentz of Clearwater review the draft and he said it was fine. Jim and Kurt agreed that Dave should do a mapping of the curb stops, under a separate contract, and that Kurt, and any other directors, join Dave, upon completion, so we sight all the curb stops ourselves.


With those date changes, Jim moved to approve the RFP and go to Rendezvous Engineering, Nelson Engineering and Jorgenson. Latham seconded the motion. There being no further board or public comment, the motion passed unanimously 3-0.

As there was no other business, Kurt adjourned the special board meeting at 4:20pm.

Respectfully submitted:

  
Jim Lewis Treasurer/Secretary

  
Kurt Harland-Chairman

  
Latham Jenkins, Vice-Chair