**SKYLINE IMPROVEMENT AND SERVICE DISTRICT**

 **MINUTES OF BOARD MEETING**

 **April 16, 2020**

A public meeting of the Directors of the Skyline Improvement and Service District was held on April 16, 2020, via Zoom, due to the Town of Jackson, Teton County and State of Wyoming public health directives about

Kurt Harland, Latham Jenkins and Jim Lewis constituting a quorum were present. Dave Adams, District bookkeeper was present. Homeowners present with Jeffrey Anderson, Worthy and Maria Johnson, and Ann Dwan.

Kurt, serving as Chairman, called the meeting to order at 4:05 pm.

**1. Review and approve of Board minutes of March 19, 2020.**

**Action**: Kurt moved to approve the minutes as drafted. Jim seconded. There being no discussion or comment, the motion carried unanimously, 3-0.

**2. Changes to agenda.**

There were no changes to the agenda.

**3. Adoption of agenda**

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

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

There was no public comment on items not appearing on the agenda.

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

Correspondence was received from Tegeler Insurance and Local Government Liability Pool regarding the renewal of the District’s D & O insurance and the D&O insurance for the Site Committee and ARC.

**6.Water meter readings due April 30, 2020**

Between Latham and Dave all homeowners were advised that readings were needed by April 30.

**7. Review draft of communication to homeowners regarding receiving email statements versus US mail.**

 Jim will send out the communication to the 40+ homeowners who still receive paper statements by US mail, instead of email.

**8.Review 9 months March 31 YTD actuals vs. full year FY 2019-20 amended budget.**

Jim said that given the amended budget, the ISD is well within budget. For the 9-month period the ISD collected approximately 70% of budgeted income vs. budget with the balance expected when the May 15 property taxes are paid. Expenses are approximately 52% of budget, as we received, just prior to these meeting, invoices from Voorhees Construction for the pump house roof replacement

**9.Review March 31, 2020 Treasury Report and approve payment of invoices.**

As of February month end, total monies in all Districts financial accounts total $443,908.26.

The expenses were reviewed and are listed below:

**Action**: Kurt made a motion to approve all the expenses listed below and which were read out at the meeting. Latham seconded the motion, which carried 3-0.

Clearwater Operations & Services 546.25

Evans Construction (fixed contractual) 4,883.00

Hess D’Amours & Krieger, LLC 555.00

Latham Jenkins 15.89

Local Government Liability Pool 500.00

Tegeler & Associates 850.00

Teton County Environmental Health 20.00

Teton Financial Consulting, Inc. 1,132.25

Voorhees Construction invoice #1143 8,000.00

Voorhees Construction invoice #1145 1,897.50

Voorhees Construction invoice #1146 15,000.00

**TOTAL $ 33,399.89**

**10. Update on State Land and Investment Board $27,500 grant request paperwork.**

Jim said all the paperwork has been received by SLIB and the State Attorney General has signed the paperwork so we’re

**11. Update on WWDC Level 2 Project**

Jim said that earlier this week, Kevin Boyce of the WWDC gave Nelson Engineering the official go-ahead to start the Level 2 study. Josh Kilpatrick is the lead engineer on the project.

**12. Update and next steps gas pipeline- Worthy Johnson**

Worthy stated he had gotten a lot of information from Martell Brower, LVE’s gas head and it looks like the all-in cost to do the entire 2nd filing, including lower and upper NW Ridge, Tanager, Meadowlark and Killdeer would be approximately $182,950. Worthy outlined two option:
1) Take the 29 or 30 homeowners interested, and divide it into the cost which would come to about $6,300/lot owners, or

2) Assume each of the 29-30 lot owners who were interested would contribute $3,800 each, with a private homeowner contributing the balance of approximately $72,000. At the same time an agreement would be signed between the ISD and a special purpose LLC, whereby other homeowners, or subsequent purchasers of lots/homes who wanted to opt-in, would do so at a cost of $6,000. Those proceeds would be passed through to the LLC in full to reimburse it for the underwriting that it undertook.

Worthy mentioned he still needed to hear from a couple of people on Killdeer and Kurt and Latham offered to help. Jim suggested that all the “no’s” be approached one last time to determine if any would now “opt-in” since the per lot cost is known with for certainty. Worthy agreed and will follow-up. Worthy said that if this were approved, a special bank account for this project would need to be opened by the ISD.

**13. Review and approve Board Resolution 2020-1authorizing installation of a natural gas pipeline and acceptance of contributions to pay for the costs thereof.**

Jim read into the minutes the draft Board Resolution below prepared by District Counsel, Paul D’Amours.

RESOLUTION AUTHORIZING INSTALLATION OF NATURAL GAS PIPELINE AND ACCEPTANCE OF CONTRIBUTIONS TO PAY THE COSTS THEREOF

 The undersigned members of the Board of Directors (the “Board”) of the Skyline Ranch Improvement and Service District (the “District”) hereby adopt the following resolution to authorize a contract for the installation of a natural gas pipeline within the boundaries of the District, and to authorize the acceptance of private contributions to pay for the costs for such installation.

WHEREAS,Lower Valley Energy (“LVE”) currently owns and operates a natural gas pipeline that serves a portion of the District;

WHEREAS,certain owners within the boundaries of the District have asked LVE to extend natural gas service to their properties that are currently not served by the existing pipeline;

WHEREAS, LVE is willing to extend the existing gas pipeline so that it can offer service to all owners within the District (the “gas pipeline extension”) provided that the District pays a portion of the costs to install the gas pipeline extension; and

WHEREAS, the District is not willing to assess owners within the District to pay for the costs of the gas pipeline extension; but is willing to accept voluntary contributions from owners to pay for such costs, and to provide a mechanism by which such contributions will serve as the sole source of payment of such costs.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The District is hereby authorized to enter into a contract with LVE for installation of the gas pipeline extension as further provided herein (the “LVE Contract”).
2. The District is hereby authorized to accept voluntary contributions from owners within the District to pay for the gas pipeline extension. All such contributions shall be deposited into a checking or savings account to be established by the District at bank, under the name LVE Gas Pipeline/Skyline Ranch (“LVE Gas Pipeline Account”). The funds within the LVE Gas Pipeline Account shall only be used to pay LVE for the costs of the gas pipeline extension pursuant to the LVE Contract.
3. The LVE Contract shall provide that work to construct the gas pipeline extension under the contract shall only commence when sufficient funds to pay for such work have been deposited in the LVE Gas Pipeline Account. The LVE Contract shall further provide that the funds in the LVE Gas Pipeline Account shall be the sole source of payment for obligations of the District under the LVE Contract, and that LVE may not otherwise look to the District’s general or reserve funds as a source of payment under the LVE Contract.

 Dated this day of, 2020.

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Kurt Harland

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Jim Lewis

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Latham Jenkins

**Action**: Latham made a motion to approve Board Resolution 2020-1. Kurt seconded the motion. There being no discussion or further comment, the motion passed unanimously, 3-0.

Jim said he’d contact FIB to open an account titled LVE Gas Pipeline/Skyline Ranch.

**14. Review options and approve course of action to locate curb-stop for lot 3-25; 250 Meadowlark Road.**

Kurt said that as curb-stops belong to the ISD, we need to locate the existing one, or if unsuccessful, install a new one.

**Action:** Kurt made a motion to approve the ISD locating the curb stop by digging down to the water service line next to the house and snaking a fiber-optic cable with a camera to locate the curb stop, or failing that, install a new curb stop adjacent to the road. This would include the cost of the contractor organizing this and the services of Clearwater Operations. Jim seconded the motion. There being no comments or discussion, the motion passed unanimously, 3-0.

**15. Board’s objective status for FY 2019-20**

The status of the various objectives were discussed with some changes in due dates. The major change was to pushback the development a manual for our Accounting Policies and Procedures from June to August 2020. Additional work needs to be done on cleaning up and simplifying the website (Latham).

**16. Other business**

 **-Next Board meeting- April 16, 2020 4pm-6pm via Zoom. Connection details will be on the Skyline website.**

**-**Ann Dwan asked about getting her landline phone box that was damaged by Evans, fixed. It was marked with a stake during the winter, Kurt will contact Evans and discuss their paying for the repair, or contacting Charter to get it fixed.

**16. Adjournment**

The meeting was adjourned at 5:16 pm.

Approved Approved

Kurt Harland Latham Jenkins

Chairman Vice-Chairman.