

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT  
MINUTES OF BOARD MEETING  
March 14, 2019**

A public meeting of the Directors of the Skyline Improvement and Service District was held on March 14, 2019, in Berkshire Hathaway conference room, at 138 N. Cache Street.

Kurt Harland, Latham Jenkins and Jim Lewis (on Skype) constituting a quorum, were present.

Carly Schupman, the District's bookkeeper was present.

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

**1. Review and approval of Board minutes of February 7, 2019 meeting.**

**Action:** Latham made a motion to approve the minutes as submitted. Jim seconded. The motion passed unanimously, 2-0. Kurt abstained, as he was not at the Feb 7<sup>th</sup> meeting. The minutes were signed.

**2. Changes to agenda-** no changes.

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

**4. Review correspondence/docs presented by Carly-** No documents were presented by Carly.

**5. Review FY Amended Budget vs. 8 mo. 2/28/19 actuals.**

Jim said that as the budget was amended last month but he wants to go through with Carly all our water infrastructure expenses with Carly to make certain that all the expenses that should be capitalized, are capitalized. Jim said he also wanted to look into each of Clearwater's invoices so that the billing can be divided among Water operations, which is their normal monthly contractual amount, Contract Labor- Water, for any time spent overseeing leak repairs, and Water Infrastructure for any work done on the curb stop and irrigation mapping projects. Some of these will be winding down. Jim said he just wanted to make certain everything was in the right buckets.

Kurt, Latham and Jim signed the Amended Budget.

**6. Review Treasury Report, pay bills, A/R's**

The invoices were reviewed and Kurt made a motion to approve them. Latham seconded the motion, which carried 3-0, on all invoices except for Jim's reimbursement. That invoice passed 2-0 as Jim abstained. That invoice was for reimbursement to him for printing costs at Staples for printing public documents from the EPA regarding 1) Water System Asset Planning, 2) Strategic Planning for Small Water Systems, and 3) Setting Water Rates for Small Water Systems.

Additionally, there was reimbursement for a book published by the American Water Works Association, titled "Developing Rates for Small Water Systems."

**7. Discuss status of application to Wyoming Water Development Commission.**

Jim said that Kevin Boyce is the WWDC engineer who has been assigned our application and he needs to make a site visit and meet with the Board, as part of the WWDC decision making process. All 2019 applications to the WWDC, of which Skyline's in one, will be decided upon at a two day meeting, mid-May. Jim said we'd need to set a date of April 4<sup>th</sup> for a special board meeting with the only item on the agenda, other than the approval of the minutes to this meeting, will be Kevin Boyce discussing our application and the WWDC roadmap. Jim said that Emily Hanner of Clearwater would be available for the meeting as will be a Jorgensen engineer familiar with our project. Jim said that Shawn O'Malley will be relocating to Fort Collins in 3 months, but Shawn will be bringing a colleague up to speed prior to the meeting.

**8. Volunteer status Skyline Emergency Preparedness Plan in the event of earthquake or other natural disasters**

Homeowner Pam Racow joined the meeting for this agenda item.

Jim said he called Arne who said that not surprisingly, at this early stage, there's only one volunteer. Jim said he talked with Lee Cutler on a couple of snow issues, and Lee tentatively volunteered. Jim said that we've also learned from Lee that the video's can't be viewed on our website. Latham will work on a more robust platform for the video.

Pam volunteered to help get the word out to neighbors to volunteer. Kurt said that would be very helpful.

On behalf of the board, Jim thanked the Bill Racow for continuing to remove the snow from the hydrant on NW ridge road.

Pam Racow left the meeting.

**9. Review homeowners' input for Board approval to restore the view corridor for 3275 W. Teal Road; determine next steps**

Prior to calling Chris Koski, the homeowner of 3275 W. Teal, Latham said that from the GIS maps it appears that the lot line of the adjacent ranch, along Goldfinch Road extends into the road, and although Skyline has an easement Latham felt that since the trees are within the easement, the District should take no position on approving a homeowners request to thin the trees, which are obstructing the view corridor. He felt that it should be left to the homeowner and the ranch. Latham asked if we had gotten any input from our counsel. Jim said no, and the only input we've received is from the surveyor and he felt that our easement doesn't give up a right to thin or cut the trees for view purposes. Jim added that maybe the issue boils down to the question of 1) weather the two homeowners jointly make the request of the



Ranch owner, Mr. Fenton Ryan, or 2) does the District, on behalf of the two homeowners, make the request, suggesting as a first step, the two homeowners, the arborist who Chris Koski has hired, and Mr. Ryan's ranch manager get together and any agreement, then be presented to Mr. Ryan for approval. But at least his ranch manager is involved.

Kurt felt strongly we should stay out of it entirely and just let the homeowner approach Fenton Ryan. Latham asked if this would set a precedent and whether this has come up before. Jim said that this came up once before, and the decision of the board at the time was that regarding view corridors, the issue would be left entirely between or among the homeowners who felt they'd be affected. In this case the counterparty is not a homeowner, but an adjacent ranch, with a road easement granted to Skyline for the road. So the case is different. Jim said it also raises the question of what is the Board's responsibility with respect to the covenants. Latham said since it's not a road safety issue, but a cosmetic view issue of a homeowner, we really don't have a dog in this fight and he didn't feel the District should be involved as a go-between.

Latham then dialed in Chris Koski to the meeting.

Chris informed the board that she purchased her home about 5 years ago and since then the trees have grown and now the view of the mountains in the summer is obstructed. In the winter the mountains can be seen. Chris said she would like to trim the trees from 10 to 15 feet, depending on which tree. The intention is not to have them be trimmed to one height, as it would then look hedge-like, but rather to have them look natural, just shorter. Then 5 years from now, as the trees grow, we may have to do it again. The trees in question are those from the speed limit sign in front of Lewis Parker's house, west along Goldfinch Road. Chris said she's talked with Lewis and he's in agreement and both of she and Lewis would be there with the arborist to make sure the trimming is done properly.

Latham said the trees sit on the Ranch's property and the ISD has an easement allowing for the trimming of the trees for safety issues as it relates to vehicle usage but not for trimming for view purposes. But if she and Lewis wanted to directly approach the landowner that would be the preferred approach. Chris said that the problem is that she and Lewis don't own the land or have an easement on it, but the ISD does have the easement and that it would be better for the ISD to approach the landowner on behalf of the two Skyline homeowners who are impacted.

Chris said that she has no problem in Lewis and she approaching the landowner, but that they have no authority to ask. She felt that it's the ISD's role given its' easement along the corridor.

A discussion ensued about the best approach either a direct approach by the homeowners or with the ISD acting on behalf of the two homeowners. The issue of the easement seemed to suggest the involvement of the ISD.

Chris said she'd be willing to draft the letter for review by the ISD, and if approved, a letter would be sent by the ISD on its' letterhead.

After further discussion the board felt comfortable in moving forward. Jim made a motion the a letter would be sent to Mr. Ryan, for and on behalf of the two homeowner's, requesting approval to trim some trees along Goldfinch Road, with the involvement of his ranch manager, along with the two homeowners and the arborist. Chris Koski would draft the letter for the board's review. Kurt seconded the motion, which passed unanimously, 3-0.

**10. Review status Board's objectives for FY 2018-19**

Jim said that there are a few objectives remaining this fiscal year, the main one being the preparation of the budget, which Latham and he will work on together in mid-April when both are back from their sun vacations.

Jim also said we need to focus on getting the easement from Lot 40 for access to the lower pump house. It's in the objectives for completion in August/September 2019. Kurt said that as soon as the snow melts he would work on it when the survey stakes are visible.

**11. Other business**

Jim said that there was a need to have a board meeting on April 4<sup>th</sup> with only one agenda item being for the Kevin Boyce to meet with the board, and discuss a WWDC's timeline to the May decision on our application, and if approved the steps thereafter. Emily Hanner of Clearwater will attend the meeting as well.


Jim made a motion to approve setting a April 4<sup>th</sup> board meeting at 10am at 138 N. Cache. Kurt seconded, and the motion passed unanimously 3-0.

**12. Adjournment-** meeting was adjourned at 5:01pm

Respectfully submitted

  
James Lewis  
Secretary

Approved

  
Kurt Harland  
Chairman

Approved

  
Latham Jenkins  
Vice-Chairman