

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

**October 12, 2017**

A public meeting of the Directors of the Skyline Improvement and Service District was held on October 12, 2017, at the office of Berkshire Hathaway in Jackson. The following Directors, constituting a quorum, were present: Kurt Harland, and Jim Lewis. Latham Jenkins was absent. ISD bookkeeper Carly Schupman also attended as well as homeowner Bob Vance, 75 Northwest Ridge Road.

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

Kurt called the meeting to order at 4:06 pm.

**1. Approval of 9-13-17 regular board-meeting minutes**

Kurt made a motion to approve the minutes as submitted. Jim seconded. The motion passed unanimously.

**2. Changes to the Agenda**

Kurt added, as Other Business, wildlife fencing to the agenda.

**3. Review correspondence/docs presented by Carly**

Kurt contacted our vendor who confirmed that the Weed and Pest reimbursement program ended last year.

**4. Review FY budget vs. 3-month September 30 actual**

Carly noted we are slightly over budget in office supplies and advertising, but that as we don't appear to be trending in exceeding our overall total expense budget, we would not have to submit an amended budget.

**5. Approve refunds to homeowners who have prior water credit balances.**

Jim stated that this relates to the last board meeting where we discussed and approved making refunds to those few homeowners who had billings of less than \$100 based on their reported usage for the past 12 months. The amount of the refund was the difference between the \$100 fixed usage charge placed on their property taxes, and their actual past 12-month billing. The amount of these refunds to 11 homeowners totaled \$396.87.

When reviewing these Carly had queried on what to do with those few other homeowners who had credit balances, i.e. had paid more historically than what was billed. Jim said that he advised Carly to clear the books and issue refunds to the five homeowners who have credit balances, which in the aggregate totals \$667. Additionally, Jim said whatever we do with the water rates going forward, they'll continue to be placed on the property taxes, as the fixed usage charge of \$100 was

this year. Kurt made a motion to issue the five refunds checks, as tabulated by Carly. Jim seconded and the motion carried unanimously.

#### **6. Review Treasury Report, pay bills, sign water refund checks**

Kurt asked Carly whether the amount of our 3 Lower Valley bills for our pumps was at the same level as last year, or were the pumps running more. Carly said that this years were slightly higher.

Jim made a motion to approve all the invoices submitted on Carly's list dated October 11, 2017 totaling \$3,515. 94 and approve a transfer from our operating account of \$8,080.50, which includes the previously discussed homeowner refunds as well as the \$3,500 refund of the Hunt's connection fee, as approved at the previous Board meeting. Kurt seconded the motion. The motion was approved unanimously 2-0.

The treasury report as of September 30, total funds in financial institutions, including our operating account, our road and water reserve accounts and our C/D's amounted to \$376,148.92 broken down as follows:

- Road Reserve: \$ 24,549.99
- Water Reserve: \$ 292,452.92 (including accrued interest)
- Operating a/c: \$ 59,046.01
- Checking a/c: \$ 100.00

#### **7. November 9, 2017 Skyline Director Election**

As three judges are needed for the 11/9/17 election, Jim made a motion to appoint Susan Dong, Latham Jenkins and Jim Lewis as the 3 election judges, with Chris Thulin as a back-up, in case of an unexpected absence. Kurt seconded the motion, which passed unanimously 2-0.

Jim also made a motion publish the election notice in the Jackson Hole News & Guide. Kurt seconded the motion, which passed unanimously 2-0.

#### **8. Update- TSS letter re Indian Springs easement restrictions**

Jim said he'd been in touch with Laurie Andrews, and it's been recommended that I reach out to the chair of the Indian Springs and their board, to see if our board, their board, TSS (Chris Agnew) and the Land Trust (Laurie) could meet to discuss the easement restriction.

It was agreed that we proceed in attempting to arrange a meeting. Jim will follow-up.



**9. Road safety discussion, follow-up/decision on two items**

**- Speed bump on Mallard loop for FY 2018-19 budget and status of temporary speed bump**

Jim said that while preparing the minutes, while there was discussion on the speed bumps, there was no decision. Kurt said that the temporary speed bumps work great and the one across from lot #5 will be removed soon prior to snow, and stored in the pump-house. Kurt made a motion to purchase a 2<sup>nd</sup> temporary (removable) 20+ foot speed-bump from Traffic Solutions, identical to our existing one, up to a cost of \$2,500 to be placed, next spring, at a location (TBD) on Mallard Road, near lots #22 and #28. Jim seconded the motion. It carried unanimously, 2-0.

Regarding a permanent speed-bump, Kurt felt that this should wait until the next road overlay is done. Also, the current carved street signs are not reflective and Kurt will get a quote for replacing these.

**-Decision of Cutler's request/suggestion for a new speed limit sign on the SE portion of the Mallard Road loop, specifically on the south side of the road at the easement path between 3105 Mallard and 3115 Mallard.**

Jim said that this query on a speed limit sign was discussed at the last board meeting, as the County & Levee official observed that it appeared we didn't have very many. but a decision was not made on speed limit signs. Kurt made a motion to purchase 3 more speed limit signs and store them in the pump-house. Jim seconded. The motion carried unanimously.

Kurt recommended, that on the issue of speeding, we contact the Sheriff's office to see if they could have a cruiser in the neighborhood once in a while just so people take notice. Jim said he'd follow-up with call/visit to the Sheriff's office.

Latham will finish his audit of the number and location of Skyline's speed limit signs and report to the board.

Kurt will follow-up on getting the approved signs.

**10. Update on Clearwater's curb-stop mapping project**

The spreadsheet that Clearwater prepared was handed out. Kurt said that this report is excellent as all lots are listed, the address, the location of their curb-stop, and the GPS coordinates of each curb-stop will be added. Additionally, we will be able to identify those lots/homeowners, who have two curb-stops, and whether these are hooked up, and metered. Jim said he talked to Emily earlier in the day, and she had located the last curb-stop.

**11. Consider Clearwater's/Modern Electric's recommendation to purchase surge protector.**

Kurt made a motion to approve Modern Electric's recommendation to have Clearwater purchase and install a surge protector up to a cost of \$3,000 for our

pumps. Jim seconded the motion. It passed unanimously. Jim mentioned that this does not include the cost of installation.

**12. Kick-off meeting for water infrastructure study- November 28<sup>th</sup> at 4pm**

Jim said that this is just to advise the public of the kick-off meeting with Jorgenson Engineering at the Berkshire Hathaway offices. Kurt asked if this was on our website yet, and Jim said it wasn't. Latham should follow-up on this.

**13. Review draft letter to homeowner Richter's query on the \$300 water maintenance charge on her lot under conservation easement.**

The board's view is that a lot placed in conservation easement for whatever the reason by an owner, and subsequently purchased at a discount by another party, should not then become a liability to the District, from the standpoint of the new owner not wanting to share in the cost of the District's infrastructure improvements.

The board reviewed and signed the letter.

The board also reviewed the water adjustment letter to homeowner Richter due to her error in reading/interpreting the fixed zero on her meter. The board reviewed Carly's calculations which was a 3 year look-back from the time of the initial board request to homeowners for photo's, plus a amount due, for the last 12-month period (the 4<sup>th</sup> year), as the homeowner was on an annual billing cycle, instead of quarterly.

**14. Update on follow-up items from October board**

- **Lower pump house easement survey**-Kurt has called two surveyors, Kurt will follow-up.
- **Fleck meter**- Jim thought Jade Heating & Plumbing may have installed, but Kurt will check.
- **Approved signage installation timetable**-to do, Kurt
- **Audit of Skyline's existing speed limit signs**- to do, Latham
- **Gas line questionnaire**- to do, Jim. Carly will check to see if we have the last questionnaire to homeowners.
- **Review FY 2017-18 objectives and timeline**- to review, all; big delay is

**15. Other Business**

**Wildlife fence**

Two homeowner's called Kurt complaining that a moose calf was separated from it's mother, by the high wooden buck rail fence (previously Nunn's residence, now Mathews). The fence height was not in accordance to County regulations to allow passage of wildlife. Kurt will call the homeowner, as this should have been taken off. Kurt also said he'll volunteer to remove the middle rail for the homeowner, every 5<sup>th</sup> or 10<sup>th</sup> stile. Kurt said that he had been in touch with Jennifer Anderson at the county who confirmed that the fence was non-conforming. Kurt will follow-up.

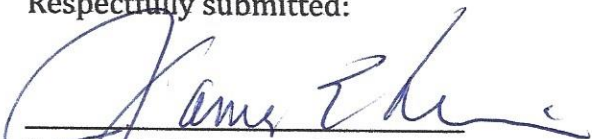


Kurt also said that we should contact Clearwater so that in the spring, they can visit home sites to ensure that any irrigation system is hooked up properly, with a back flow prevention device and is metered. The same for all ARU's and guest-houses.


**Adjournment**

There being no other business, Kurt adjourned the meeting at 6:18pm and opened the Site Committee Meeting (see separate minutes)

Respectfully submitted:



Jim Lewis Treasurer/Secretary



Kurt Harland  
Chairman



~~Jim Lewis LATHAM JERKIN'S  
Treasurer/Secretary~~

~~VICE PRESIDENT~~

strike per Latham's  
email 11/10/17. cs.