Alpine Meadows Improvement and Service District
Regular Monthly Board Meeting
November 8, 2017

Item I: Meeting Called to Order:
The regular monthly meeting of the Alpine Meadows Improvement and Service District (ISD) Board of Directors was called to order at 12:02 p.m. MDT by Amy Simkin on Wednesday, November 8, 2017 at the Meridian Group offices located at 330 North Glenwood in Jackson, Wyoming. Directors Jane Chapman and Bill Wotkyns were in attendance, as was Lisa Paddleford to take the meeting minutes, ARC members Gail Miller and Levi Poyer, and property owners David Miller and Robilen Miller. Directors Laura Ladd and Kelley Tetrault attended via telephone but joined after the meeting was called to order.

Item II: Discuss Election Process, Appoint New Board Members:
Lisa explained that because several statutory requirements were not followed (i.e. public notice timeline, method of distributing ballots), the election would need to be rescheduled to the third Tuesday of March, 2018. Lisa will calendar the new timeline and follow the requirements accordingly. In the meantime, per the opinion of the Lincoln County Clerk, the Board appointed the two members whose names appeared on the ballot, Amy Simkin and David Miller, to serve on the board until the next election.

Item III: Swearing in of New Board Members:
Jane Chapman administered the Oath of Office to Amy and then David. The new board members also signed an Oath of Office.

Item IV: Formal Approval of October 6, 2017 Meeting Minutes:
Amy made a motion to adopt the regular meeting minutes as presented; Jane seconded the motion and the meeting minutes were unanimously approved.

Item V: Bids:
None.

Item VI: Claims Approved:
Laura made a motion to approve the claims totaling $6,254.00, which Jane seconded and the Board unanimously approved.

Item VII: Claims Rejected:
None.

Item VIII: Agenda Matters:

- Update of ARC Activity:
  Levi asked the Board to consider removing the fee for post construction improvements. After some discussion, the Board decided to review the Design Guidelines to determine whether the ARC has the latitude to waive the fee but postpone any action until spring, when construction will start up again.

  Levi said four new homes are scheduled to begin construction in the spring. He added the ARC is working with the construction manager for the two Habitat homes to find resolution to some issues discovered when the final site visits were performed. Lisa inquired about the request for the return of the compliance deposit on Lot 138 – since the landscaping has not yet been completed (and will be done by the new owners) and the exterior lighting doesn't meet requirements, Levi recommended that the deposit not be returned yet. Lisa will follow up with the current owner to let them know.
- Review of Budget-to-Actual and Monthly Cash Flow Reports:
  Jane noted the reports all looked fine, that nothing unusual noted.
- Review October 2017 Bank Statements and Reconciliations:
  Jane said statements and reconciliations also looked fine.
- Update on Early Census, Annexation:
  Bill said Mayor Lutz was planning to write a letter to Senator Barrasso to inquire about a census being performed earlier than the one planned for 2020; Bill will contact the Mayor to ask the status of the letter. Kelley said that as a result of her complaint, the Consumer Advocate at the PSC was working on a letter to the Mayor to inquire about the discrepancy of water rates between customers of the Town and those of North Star Utility. Kelley will follow up if she does not hear anything from the PSC. Amy feels there needs

to be more movement on the Town's part to pursue annexation in order to comply with the conditions set for the purchase of the utility company.

Since Bill's term is expired, David asked Bill if he would be willing to assist the Board with continued discussions with the Mayor regarding annexation. Bill said he would be happy to continue serving the Board in that capacity..

Item VII: Other Matters Discussed and Action Taken, If Any:

- Status of Leak in Irrigation System at the Entrance:
  Lisa recounted her telephone conversation with the serviceman from Sprinkler Specialties about the damaged connection that caused the leak, which was discovered when the system was to be winterized. The serviceman indicated that it was his opinion that the Town's employees were responsible for the damage by dropping the meter back into the vault after reading it. Laura asked Lisa to obtain a written statement from the serviceman, which would be used in discussion with the Town to resolve the matter.
- The next monthly meeting of the AMISD board of directors will be held on Friday, December 8, 2017 at 12:00 p.m. MST.

Item IX: Adjournment:

With no further business to discuss, Amy made a motion to adjourn the meeting, which Laura seconded. The meeting was adjourned at 12:52 p.m. MST.

Respectfully submitted,

Laura Ladd
Acting President – Alpine Meadows ISD Board of Directors

Jane Chapman
Treasurer – Alpine Meadows ISD Board of Directors