Alpine Meadows Improvement and Service District
Monthly Board Meeting
July 11, 2018

Item I: Meeting Called to Order:
The monthly meeting of the Alpine Meadows Improvement and Service District (ISD) Board of Directors was called to order at 10:01 a.m. MDT by Laura Ladd on Wednesday, July 11, 2018 at the Meridian Group office located at 25 S. Willow, Suite 10 in Jackson, Wyoming. Director Laura Ladd and Jane Chapman were in attendance; David Miller, Amy Simkin and Kelley Tetrault called in to the meeting, which established a quorum. Lisa Paddleford called in to take the meeting minutes.

Item II: Formal Approval of 6/19/18 and 6/20/18 Meeting Minutes:
Amy asked that a minor correction be made to the meeting minutes of 6/19/18, to which the other board members agreed. David then made a motion to adopt the meeting minutes from 6/19/18 as corrected, and the meeting minutes from 6/2018 as presented. Amy seconded the motion and both sets of meeting minutes were unanimously approved.

Item III: Review Bids:
Amy said she has not had any success in obtaining another bid on work for the gardening and irrigation system located at the entrance and asked the Board to consider the revised bid from Heather Schlager. After some discussion, Jane made a motion to accept the bid, which David seconded. The Board unanimously approved the motion.

Item V: Claims Approved:
Amy made a motion to approve three claims totaling $1,152.54, which Kelley seconded and the Board unanimously approved.

Item VI: Claims Rejected:
None.

Item VII: Agenda Matters:

- Review of Budget-to-Actual and Monthly Cash Flow Reports
  Jane noted the budget-to-actual, which is a reflection of activity through the end of June, does not include the claims just approved, nor Lisa's time in June. Otherwise, no discrepancies were noted in either report.
- Review of July 2018 Bank Statements and Reconciliations
  All bank statements reconciled without issue. Jane brought the Board's attention to a check written to the Secretary of State in the amount of $300. All companies for which Mr. Gerald Halpin was listed as the registered agent were dissolved by the SOS after his passing; the SOS said it mailed notifications but none were reported being received by Meridian employees. Sean Chapman spent quite a lot of time attempting to sort it out, but after receiving conflicting responses from the SOS, it was decided it wasn't worth the time to fight the penalty and so a check was sent to have the companies reinstated.
- Review of Proposal for Contract Services Between Meridian Group and the Alpine Meadows ISD
  The proposed contract reflects a fixed monthly fee for administrative support services and includes a condition that if the ISD is dissolved, Lisa's scope of work will be reconsidered. Because Laura is the President of the Meridian Group, she will abstain from the vote on the contract but would sign off on the document in her capacity for Meridian.

  Kelley asked about the $75/hour fee for ARC support; Laura said because the ARC work was less predictable and the ISD had a separate revenue source to support the expense, she did not include it in the fixed monthly rate. After discussing it further, the Board decided to raise the monthly fixed rate from $1,700 to $1,900 and eliminate the hourly fee for ARC support. In order to determine whether the fixed rate adequately covered Lisa's time, Amy asked Lisa to carefully track the time she spent on ISD administrative work and ARC support.

  The Board made revisions to the contract to reflect the changes discussed above. David then made a motion to approve the contract with those revisions made, which Amy seconded. David, Amy, Kelley, and Jane approved the accepting the contract, with Laura abstaining.

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

- Signage for Picnic Pavilion
  Kelley ordered signage for liability and pet cleanup after the board met on June 20. She has received the signs for the pavilion and asked for permission to attach them directly to the pavilion rather than placing them on posts. The Board gave its permission to do so and thanked Kelley for getting this task accomplished.
- Reserve Study of ISD/POA Assets
  Laura said the ISD will need to provide Warren Pratt with a scope of work in order for him to perform the reserve study and asked the Board what level of analysis should be made. In order to not put a limit on the scope of work and get a better idea what assets it should consider putting aside reserves for, the Board decided to include roads, pathways, open space, the picnic pavilion, signage, and the irrigation system in the study. Laura will follow up with Warren to request a bid based on the assets mentioned and any other items Warren recommends.
- Correspondence to Membership Regarding Status of Annexation
  Amy thought it would be a good idea to send correspondence to the membership notifying them that Alpine Meadows has been annexed into the Town of Alpine. All thought this was an excellent idea and discussed what information should be included in the correspondence. Lisa will draft a letter accordingly and send it out for review by the directors.
- The next monthly meeting of the AMISD board of directors will be held on Wednesday, August 8, 2018 at 10:00 a.m. MDT.

Item X: Adjournment:
With no further business to discuss, the meeting was adjourned at 9:35 a .m. MDT.

Respectfully submitted,

Laura Ladd
President – Alpine Meadows ISD Board of Directors

Jane Chapman
Treasurer – Alpine Meadows ISD Board of Directors