

**Alpine Meadows Improvement and Service District
Monthly Meeting
October 7, 2016**

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 12:00 p.m. MDT by Mike Halpin on Friday, October 7, 2016 at the Meridian Group offices located at 330 North Glenwood in Jackson, Wyoming. Directors Mike Halpin, Jane Chapman, and Amy Simkin were in attendance when the meeting was called to order. Lisa Paddleford was also present and took the meeting minutes.

Item II: Formal Approval of 9/13/16 Meeting Minutes:

Amy made a motion to adopt the meeting minutes as presented. Jane seconded the motion and the meeting minutes were unanimously approved.

Laura Ladd joined the meeting at this time.

Item III: Review Bids:

- Snow Removal Bids:

The Board received a bid from Rocky Mountain Utilities (RMU) for \$32K (good for one year or a three-year timeframe). Amy said she really didn't have an issue with the quality of the work that has been performed by RMU in past years but expressed concern over whether the company had the large equipment necessary needed to keep the roads from drifting in (e.g. a blower, larger plow trucks). When Amy said she would like to see other bids, Lisa said she sent out three RFPs to local Alpine contractors and only received this one proposal. (Bill Wotkyns joined the meeting at this point.) Lisa added that when bid proposals were received from the other two contractors in the past, RMU's bid was always the lowest.

Bill made a motion to accept RMU's bid as presented, which Amy seconded and the Board unanimously approved.

- Bid for Rock Removal/Mowing/Weed Control:

Lisa received a bid for the work referenced above from Bitter Creek Lawn and Tree Maintenance, which recently mowed residential and commercial vacant lots, as well as the open space within the subdivision. Lisa won't solicit bids for weed control until February for the Board's review and selection of contractor in March so the Board chose to wait until that time when all bids can be reviewed at once.

- Picnic Pavilion Improvements

Bill presented a proposal from Lorenzo Lopez, a contractor he's hired for improvements and repairs to his own home. The improvements include a parking lot for five vehicles, a gravel/paver walkway between the parking lot and pavilion, railroad ties bordering the parking area and walkway, and a gravel "landing" between the walkway and pavilion. Lorenzo provided two prices:

1. \$9,850 which includes the improvements described and an 8-ft. redwood picnic table, and
2. \$9,550 which includes the same improvements but the picnic table made with fir instead of redwood.

No trash receptacles were included in the bid because they were so expensive. Mike asked Lisa to follow up to see if Meridian still had trash receptacles it used in the past, in which case he'd donate them. Amy is hesitant to even provide trash receptacles because doing so may lead to issue with trash removal (people not taking their trash with them after they use the facility, possibly having to arrange for regular pickup if people didn't comply, or left-behind trash being strewn by animals or children). If receptacles were placed, Amy felt a mandatory rule for users of the pavilion to take their trash with them after their event would need to be posted and enforced.

Laura made a motion to move forward with the improvements to the picnic pavilion, amending the scope of the improvements to also include putting down gravel to and around the fire pit area in addition to a five-vehicle parking lot, and a gravel and paver walkway (with railroad tie bordering both the parking lot and walkway to contain the gravel). The cost is not to exceed \$10,400 (combined totals of reserves and

donations). Amy seconded the motion, which was unanimously approved by the board. Bill will contact Lorenzo and give him the go-ahead to begin.

Item V: Claims Approved:

Bill made a motion to approve the claims totaling \$6,408.41, which Jane 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 pointed out that mowing the subdivision put the Weeds/Landscaping/Pathway line item over budget.

Jane also noted that the Professional Fees line item will be over-budget before long because Lisa's hours have increased because of additional work placed on her. The AMISD signed a contract in which it agreed to contract with Meridian Group for administrative support at \$60/hr. The Board can choose to become more involved in undertaking some tasks themselves, form volunteer committees for the same purpose, or solicit other bids for the work at the end of this fiscal year. Until then, the Board will need to be more cognizant of the scope of work it asks Lisa to perform.

Amy asked for clarification on the Open Space Irrigation line item; she was told that the ISD paid dry meter fees on eight open space lots (\$480) and a demand fee/volume charge on the irrigation of landscaping at the entrance sign.

- Review of September 2016 Bank Statements and Reconciliations
All statements and reconciliations matched.
- ARC Review September 2016
This item was not discussed but a copy of Lisa's timesheet and a summary of activity was included in the board packet.
- Update on Annexation
Bill spoke with the Mayor of Alpine about a week ago and was told that the annexation proposal would come in the form of a Town ordinance in which water and sewer rates will be addressed (road ownership/maintenance/snow removal will not). Mayor Lutz told Bill the subdivision was "on the verge" of road items being included in an annexation proposal but he wasn't quite prepared to address them in the ordinance. Mike suggested that a proposal of a five-year "payout" of reserves to the Town to cover road maintenance and snow removal might sway the Town to take over the roads sooner than later; Bill agreed with the general premise but suggested three years because the Mayor thought the topic of Alpine Meadows roads was so close to being included in the annexation proposal. Also, Bill would like to see the Town take over the roads but keep ownership of the open space with the POA-ISD.

Instead of pursuing sending a letter to the Wyoming Public Service Commission, both Mike and Laura agreed it would be prudent for the ISD Board to keep "playing it out" with the Town regarding annexation. While Laura thought it might be a good idea to solicit input from the Members before meeting with the Mayor to advocate for all items important to the Board and property owners concerning annexation, Amy thought it would be better to meet with the Mayor before broadcasting the possibility of annexation to property owners. Bill will request a copy of the draft ordinance for the Board's review and will coordinate a meeting for Amy and him to meet with the Mayor.

Mike left the meeting at this point and Laura took over chairing the meeting in Mike's absence.

- Proposed Amendment to CCRs
A special meeting of the AMPOA Board will be called to review and make a decision whether to put the proposed amendment before the membership for a vote.

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

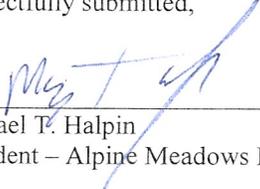
- Lisa's Report on Visit to AMS
Nothing looked amiss when she went down to meet Lorenzo about the picnic pavilion improvements.

- Lisa informed the Board that invoices for the mowing were ready to be mailed.
- Laura passed along that Habitat was having a wall-raising ceremony at 11:00 on Thursday, October 20, which Mike and Gerald Halpin planned to attend. Amy said it was gratifying to see so many volunteers working on the construction of the two homes.
- The next monthly meeting of the AMISD board of directors will take place on Tuesday, November 8, 2016 at 12:00 noon MST (Election Day!).

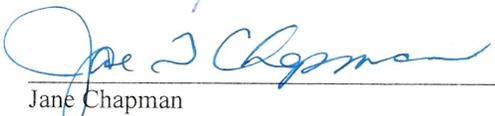
Item X: Adjournment:

With no further business to discuss, Bill made a motion to adjourn the meeting, which Amy seconded. The meeting was adjourned at 12:43 p.m. MDT.

Respectfully submitted,



Michael T. Halpin
President – Alpine Meadows ISD Board of Directors



Jane Chapman
Treasurer – Alpine Meadows ISD Board of Directors