

**Alpine Meadows Improvement and Service District
Annual Meeting
March 1, 2016**

Item I: Meeting Called to Order:

The annual meeting of the Alpine Meadows Improvement and Service District (ISD) Board of Directors was called to order at 5:43 p.m. MST by Mike Halpin on Tuesday, March 1, 2016 at the Meridian Group offices located at 330 North Glenwood in Jackson, Wyoming. Directors Mike Halpin, Laura Ladd, Jane Chapman and Bill Wotkyns attended in person; Shea DeMello was absent. Also in attendance were Lisa Paddleford to take the meeting minutes and property owners Amy Simkin and Sean Chapman

Item II: Formal Approval of 2/8/2016 Meeting Minutes:

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

Item III: Bids:

None.

Item IV: Claims Approved:

Lisa explained the voucher for the Town of Alpine was included for approval of payment despite not having received invoices at the time of the meeting. Waiting until next month to approve the payment would make payment delinquent, which Lisa wanted to avoid. The Board agreed to approve payment without the invoices attached to the voucher.

Bill made a motion to approve the other claims totaling \$6,945.00, which Laura seconded and the Board unanimously approved.

Item V: Claims Rejected:

None.

Item VI: Agenda Matters:

- Review of Budget-to-Actual and Monthly Cash flow Reports
Jane reviewed both reports and found no aberrations in the latter but did ask about being over budget for ARC review with three months to go in the fiscal year. Lisa did offer that although one review did indeed come in slightly over budget, the other reviews performed for 2015 were below budget. Mike asked if going over budget on one line item meant the Board had to amend the approved budget. Sean Chapman offered the Board could either transfer money from a different line item that was under budget or go through the process to amend the budget. Mike suggested re-visiting the issue at the June meeting, which the remaining board members agreed with. Otherwise, Jane did not see any other issues with the budget-to-actual report.
- Review of February 2016 Bank Statements and Reconciliations
Jane did not find any irregularities in the reconciliations of the accounts.
- Annual Review of Statement of Investment Policy
Jane made a motion to make the Statement of Investment Policy good for another year; Laura seconded and the motion passed unanimously.
- Review/Acceptance of First Interstate Bank's Application for Public Funds
- Jane made a motion to make the Statement of Investment Policy good for another year; Bill seconded and the motion passed unanimously.
- ARC Review
Lisa spent no time on ARC reviews during the month of February.

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

- Because the date of the next board meeting falls during Spring Break (April 8), the board agreed it will not hold a formal meeting but will convene via telephone to review and approve the voucher packet.

- Shea DeMello closed on the sale of her home today and will no longer be a property owner in Alpine Meadows, creating the need for the Board to appoint someone to serve out the remainder of Shea's term. After Mike explained the history of the ISD, Amy said she would consider the appointment. All the board members felt she would be a good fit with the Board, especially because she resides in Alpine Meadows.

Item X: Adjournment:

With no further business to discuss, the meeting was adjourned at 5:49p.m. MST.

Respectfully submitted,



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



Jane Chapman
Treasurer – Alpine Meadows ISD Board of Directors