

**Alpine Meadows Improvement and Service District  
Monthly Meeting  
December 8, 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 12:11 p.m. MST by Laura Ladd on Thursday, December 8, 2016 at the Meridian Group offices located at 330 North Glenwood in Jackson, Wyoming. Directors Laura, Jane Chapman, and Amy Simkin were in personal attendance; Bill Wotkyns called in to the meeting. Mike Halpin was absent. Lisa Paddleford was present to take the meeting minutes.

Item II: Formal Approval of 11/8/16 Meeting Minutes:

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

Item III: Review Bids:

The Board reviewed a service contract for 2017 from Sprinkler Specialties for the irrigation system at the entrance sign. Amy made a motion to select all three choices (1. Turn on and check system @ \$60/hr.; 2. Periodic maintenance as requested at \$60/hr. and; 3. Turn off and winterize @ \$85/hr.), which Jane seconded and the Board unanimously accepted.

Item V: Claims Approved:

Bill made a motion to approve the claims totaling \$19,119.53, 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 noted that the line items for professional fees and landscaping were over budget; Lisa cautioned the Board that it may need to approve an amended budget (after following the necessary process to amend) to stay in compliance with state statutes. After some discussion, the Board decided it needs clarification on the circumstances when a budget needs to be amended and asked Lisa to contact the Dept. of Audit. The Board also requested that Lisa project an estimate of her monthly hours until the end of the fiscal year.
- **Review of November 2016 Bank Statements and Reconciliations**  
Jane said all statements and reconciliations match. Payments from Lincoln County for annual dues and mowing reimbursement, along with monthly interest, were noted.
- **ARC Review November 2016**  
Lisa spent a total of 0.50 hours on ARC business this month. The time was spent on working with a realtor and potential buyers about constructing a fenced dog enclosure and the process to submit a variance request to do so.
- **Review Draft of TOA Ordinance on Water and Sewer Utilities**  
Laura confirmed with Mayor Lutz of Alpine that the spreadsheet comparing the utility rates that would be charged if Alpine Meadows was annexed vs. not annexed was accurate. This means the rates property owners are currently charged will NOT change if the Town utility ordinance is passed and the subdivision is not annexed. Laura also confirmed that residents would NOT be charged a readiness to serve fee on sewer service (\$42 monthly) if the property was annexed. The Town has indicated it would be willing to take over the roads once the population of the subdivision reached 80 individuals but it is still unclear if the Town would agree to take over the open space.

The Board asked Lisa to draft a letter to property owners which summarizes the benefits and drawbacks to them if Alpine Meadows were to be annexed. Benefits would include, among other things, reduced annual dues because snow removal and road maintenance costs would be eliminated, as well as lower monthly

utility bills. Drawbacks may include a loss of control over the roads and park, as well as the incurrence of a mill levy from the Town on property taxes.

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

- The Board thanked Bill and Lisa for overseeing the work on the picnic pavilion improvements. Amy said she saw a family enjoying the pavilion on the very afternoon it was completed; it will be money well-spent.
- Lisa informed the Board that she received a call from the Dept. of Audit regarding a missing account on the Proof of Cash reports that were submitted. The missing account is a reserve account that was opened in January 2016; Lisa has already met with the person who completed the reports for the other accounts and will make sure the information is submitted prior to the end of the year.
- Lisa asked for the Board's input on a property owner's comments on snow removal in the subdivision/clearance around fire hydrants, and a possible damaged manhole cover. Regarding the latter, the property owner will be asked to report the issue to the Town since it now owns the water and sewer infrastructure and the resident knows the exact location of the cover. Concerning the snowplowing, Amy cautioned the Board to not be too critical of snow removal efforts so early in the season; she said the drivers doing the snow removal perform nice gestures, such as removing snow from driveway entrances. It was suggested that Lisa keep a calendar of complaints that can be reviewed for reoccurring patterns of issues. Amy will communicate with Lisa and offer her observations as well. Lisa will also contact the Alpine Fire Department to confirm how it wants the hydrants plowed for maximum accessibility.
- The next monthly meeting of the AMISD board of directors will take place on Friday, January 6, 2017 at 12:00 noon MST.

Item X: Adjournment:

Laura left the meeting at this time to attend another commitment and turned the meeting over to Jane. With no further business to discuss, Jane made a motion to adjourn the meeting, which Amy seconded. The meeting was adjourned at 1:05 p.m. MST.

Respectfully submitted,



Laura Ladd  
Vice President – Alpine Meadows ISD Board of Directors



Jane Chapman  
Treasurer – Alpine Meadows ISD Board of Directors