

SPRING CREEK IMPROVEMENT AND SERVICE DISTRICT
Special Meeting Minutes
April 2, 2011

Attendees:

Directors Present: Derek Goodson and Ron Harris
Director by phone: Stephen Price
Other Officers: Sharon Kuehn, Secretary
Advisors: Bob Norton, Nelson Engineering
 Frank Hess, Attorney for the SCISD

I. Opening

- A. Called to order at 9:00 AM
- B. Quorum established

II. Review and Approval of Minutes

Motion to approve the minutes of the March 15, 2011 Special Meeting.

Motion: Derek Goodson
Second: Ron Harris
In favor: All

III. Old and New Business

A. March 30 Homeowner Informational Session and Public Hearing

There was a general discussion regarding the favorable feedback received from the Public Hearing, and about the desired form of the record and minutes of that session.

B. Amended Rules and Regulations and Amended Bylaws

Frank Hess noted a few clarifying changes to the election process section of the Amended Rules & Regulations that was reviewed at the Special Meeting on March 15, 2011. No changes have been made to the Amended Bylaws that were previously presented and reviewed.

Motion to adopt the Amended Rules & Regulations.

Motion: Derek Goodson
Second: Ron Harris
In favor: All

Motion to adopt the Amended Bylaws.

Motion: Derek Goodson
Second: Ron Harris
In Favor: All

C. Agreement between SCHOA and SCISD to Provide Services

It was noted that the Directors had previously approved the Agreement at the Special Meeting on March 15, 2011, for submission to the Spring Creek Homeowners Association. A few clarifying changes were subsequently made to the Agreement, and it was then approved by the SCHOA Board at its quarterly meeting on March 29, 2011.

Motion to approve the Agreement between the SCHOA and SCISD to Provide Services, in the form of the Agreement approved by the SCHOA Board.

Motion: Derek Goodson
Second: Ron Harris
In favor: All

D. Preliminary Budget and Assessment Schedule

Derek Goodson reported on the status of the preliminary budget and assessment schedule, and discussion ensued. There have been some minor refinements to the package that was previously presented. It was noted that the bid received by the SCHOA for certain work on the water system that it is presently undertaking and financing is somewhat higher than had been originally estimated; sufficient funds are available through the SCHOA project common reserve to handle the overage, and Bob Norton does not believe that this fact suggests that other estimates are understated. There do not appear to be open budget or assessment schedule issues at this time.

E. State Loan Application Materials

1. Loan application documents

Bob Norton reviewed the status and information contained in the draft documents. There was discussion about items that are not yet complete, and what is still needed. It is expected that the final loan application package will be reviewed and approved at the SCISD Special Meeting to be held on April 14, 2011.

2. Other supporting materials and requirements

Signatures are needed from Dave Conine and Ron Harris for the Agreement to Provide Services between the SCHOA and the SCISD.

3. Resolution authorizing application for loan

The draft resolution prepared by Bob Norton and reviewed by Frank Hess was discussed. It would authorize submission of an application by the District to the State Loan and Investment Board for a loan. Adoption of the resolution is anticipated at the Special Meeting on April 14, 2011.

F. Water System Project Status

1. Spring 2011 Work

Bob Norton reported that the spring work being undertaken by the SCHOA will begin with the telemetry installation, which will include placing new relay systems to monitor the water flow into the storage tank. The goal is to have this done before June 1, 2011. He expects to begin receiving bids next week. Certain electronics work may, as a practical matter, have to be delayed until the fall.

Open discussion followed, regarding placement of the relay systems. Bob Norton will update the Directors at the next meeting.

2. Water emergency contingency plan

Bob Norton presented a completed version of the water emergency plan. Prior to adoption, this needs to be reviewed carefully by the Directors, the SCHOA Board, and the SCR management and maintenance staff. Bob Norton is to confirm that the maintenance staff has on hand spare seals and bearings for the pumps. Macy's has been contacted and they are on line for hauling water as a back up, should we need it.

In the event of a water system failure, the decision to call for back up water must be made quickly and efficiently. Macy's will need to be put on stand-by immediately if we have any water system functioning issues over the course of the summer or with installation of the new system. SCR Maintenance Department will have to follow up to confirm the need for delivery or to continue to

stand by on a request for water. If the request for water is cancelled, it is important to notify Macy's immediately.

The water truck will need access to the water storage tank from Ridge Road. A culvert will need to be added, excavation work to put in the culvert, and pit run and gravel to make a track to accommodate a three thousand gallon water truck. Bob Norton is to oversee the pursuit of this preparation work, as soon as weather and ground conditions permit.

We will need to advise our homeowners of the work we plan to do prior to starting.

G. Review of SCISD Schedule for Spring 2011

Minor additions to the previous version of the spring schedule were noted.

H. Other Business

The process for the vote to authorize the SCISD to incur debt in connection with the water improvements was reviewed Frank Hess. May 4, 2011 is the date for voting, and the final date to request a ballot to vote is April 4, 2011. Requests received after that date cannot be processed. Clarifications were made by Frank Hess regarding the process for requesting a ballot, and the voting requirements:

Requests for ballots may be received by email, fax, USPS, or delivery service.

Qualified District voters may submit ballots through the mail or delivery service, or they may vote in person at Spring Creek Ranch. Electronic and faxed ballots cannot be counted.

On May 4th, 2011 Spring Creek Ranch staff will pick up mail from the Post Office at 2:00 PM and 5:30 PM; all ballots received will be delivered to Frank Hess at his office.

The ballot has been drafted by Frank Hess and approved by Sharon Nethercott from the Teton County Clerks Office. Frank Hess will oversee the mailing of the ballots from his office.

Frank Hess will serve as the Election Judge and tally the vote results on May 5, 2011 beginning at 9:00 AM at Spring Creek Ranch with Kathi Davis and Sharon Kuehn.

Derek Goodson reported that the SCHOA Directors & Officers Insurance policy does not cover the SCISD, since it is a separate entity. He plans to apply for a separate policy for the SCISD, which he will present for consideration at the Special Meeting to be held on April 14, 2011.

Bob Norton noted that an annual water quality test must be done every spring, and that we must provide notice of the results to the public.

IV. Conclusion and Adjournment

- A. Next Meeting** – A Special Meeting will be held on April 14, 2011 at 9:00 AM in the Boardroom located in the Ranch House of Spring Creek Ranch.
- B. Adjournment** – Upon completion of the business at hand, the meeting was adjourned.