

SPRING CREEK IMPROVEMENT AND SERVICE DISTRICT
Special Meeting Minutes

<i>Date:</i> May 15, 2017 <i>Time:</i> 9:00 AM MDT <i>Location:</i> 1600 N. East Butte Road

Attendees:

Directors Present:	Stephen Price, Chris Harrison, and Kent Van Riper
Officers Present:	Derek Goodson
Homeowners Present:	Stuart Lang

I. Opening

A. Call to Order and Determination of Quorum

The meeting was called to order at 9:03am. A quorum was established.

B. Introductions, Purpose of the Meeting, and Agenda – none needed

II. Review and Approval of Minutes

A. 12/5/2016 Special Meeting

Motion to approve the minutes.

Motion: Kent Van Riper
Second: Chris Harrison
Unanimous

III. Financial Report

Derek Goodson reported that the SCISD as at April 30, 2017, had collected assessments, late fees and JH Airport Board contributions totaling \$328,331.18, has year to date expenditures totaling \$193,711.69 and had a cash balance of \$522,758.12. Outstanding bond and loan balance were reported – Wells Fargo Rand Bond - \$577,336.97, OSLI #119 (Water System) - \$356,599.06, and OSLI #122 (Water Meters) - \$196,682. Upcoming obligations to Wells Fargo and the Office of State Land Investment Fund for the water meter loan was reported – Wells Fargo Rand Bond - \$53,853 (Jan and July), OSLI #119 (Water System) - \$28,847 (May), and OSLI #122 (Water Meters) - \$12,293 (June).

Mr. Goodson reported that the SCISD has received the following invoices for payment:
Nelson Engineering – Well #3 Design - \$435.50
Hess D’Amours & Kreiger – Misc Legal - \$990.00

OSLI Loan #122 – Water Meter Loan - \$12,292.65 – previously approved
Wells Fargo – July Installment Road Bond Installment - \$53,853.19

IV. Old and New Business

A. Water and Sewer Systems

1. Water meters that are inoperative, non-reporting, or not in place

Mr. Price reported that a review will be undertaken with any inoperative, non-reporting or missing meters replaced.

2. Water usage reporting

All agreed that the reporting of water usage to the homeowners is to resume with the May 20 water meter readings. Usage reports to owners would include a brief message/explanation of how water usage will impact future SCHOA assessments.

Mr. Price reported he is researching the use of rain sensors for the common area irrigation systems to reduce water usage for irrigation during rain events. Mr. Van Riper suggested that individual homeowners also be encouraged to use rain sensors for their irrigation.

3. Water system projects – nothing to report

4. Sewer cleaning and inspection

Mr. Price reported that the cleaning project has been completed. Mr. Van Riper reported Sewer Manhole #28 along East Butte Rd just southwest of the Spirit Dance Rd intersection appears to have a collapsed pipe or failed connection that has caused a sink hole. Mr. Price offered to coordinate with Nelson Engineering to investigate and make any necessary repair.

5. JH Airport connection update

Mr. Price reported that the Town of Jackson has been delayed with the construction of the new lift station. Mr. Van Riper asked if SCISD had conducted a visual inspection of the sewer line from the Spring Gulch Road lift station to where the line connects to the Town of Jackson as is required of the Connection Agreement. Mr. Price noted he did not believe it had been inspected but would follow up with Nelson Engineering. Mr. Goodson reconfirmed SCISD did receive the Connection Fee \$57,595.57 from JH Airport Board.

6. Well #3

Mr. Price reported that Nelson Engineering is working on the design and permitting for Well #3

7. Other

Mr. Van Riper inquired about the sump pump located in a utility manhole at the SCR Inn and Aman intersection, and whether the power cord and hose can be removed. Mr. Goodson explained that the manhole is for communications lines maintained by the SCHOA, and that the equipment was needed to prevent flooding of the cables and the phone room at Amangani. Mr. Price and Mr. Lang reported that water infiltration appears to have stopped, and that the sump pump might no longer be needed. Mr. Price offered to follow up to make certain that the sump pump is no longer necessary.

B. Roads

1. Winter road damage

Mr. Price reported that the SCHOA is addressing the winter road damage, and that Evans Construction is scheduled to make the repairs later in May.

Mr. Van Riper inquired about the road grit removal. Mr. Price reported that the SCHOA had swept the main roads, and that much of the grit removed, and is currently being stored near the SCR Maintenance Facility.

2. Other

Mr. Van Riper inquired about any information concerning the driveway connection to Parcels 8 & 9 off East Butte Road near Pine Siskin Road. Mr. Price reported these driveways are not in the District or the SCHOA, and that no driveway information is available yet. Mr. Price also reported that he has been in contact with the owner's engineers about drainage, access and parking issues.

D. Financial Matters

1. Approval of expenses

Motion to approve the following payments:

Nelson Engineering – Well #3 Design - \$435.50

Hess D'Amours & Kreiger – Misc Legal - \$990.00

Wells Fargo – July Installment Road Bond Installment - \$53,853.19

Motion: Chris Harrison

Second: Kent Van Riper

Unanimous

2. FY2018 Proposed Budget

Mr. Goodson reviewed previously distributed preliminary budget assumptions for FY2018 assessments and expenditures, including the construction of Well#3 and the resulting impact on individual assessments. The proposed budget anticipates assessments and fees totaling \$387,889, admin, operating and indirect expenses of \$225,130 and capital outlays of \$560,959. Mr. Goodson indicated that the District would be able to fund the estimated \$500,000 Well #3 and still have an approximately \$228,000 cash balance at the end of FY2018. Mr. Goodson also reported that the construction of Well #3 was discussed at the March 24, 2017 Spring Creek Homeowners Association Board Meeting the HOA's Board endorsing the District's efforts to construct Well #3. The details of the admin, operating and indirect expenses were reviewed. The allocation of assessments to individual homeowners was also discussed. Mr. Van Riper asked about the formula for assessment allocation given private owner assessments were due to increase while commercial owner assessments were to decrease. Mr. Goodson explained that the allocation is as specified in the By-Laws and are based on relative assessed values as obtained from the Teton County Treasurer. Ms. Harrison made a motion to authorize Mr. Goodson to submit the preliminary budget. Mr. Van Riper seconded the motion. With the discussion occurring before the motion was made, there was no discussion, and the motion was unanimously approved.

E. Other Business

1. Meeting schedule

Annual Meeting – July 25, 2017 – 9:00AM
Budget Meeting – July 25, 2017 – 10:00AM

2. Adjournment – the meeting was adjourned at 10:35am