Alpine Meadows Improvement and Service District
Monthly Meeting
January 6, 2017

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 12:09 p.m. MST by Laura Ladd on Friday, January 6, 2017 at the Meridian Group offices located at 330 North Glenwood in Jackson, Wyoming. Directors Laura Ladd, Jane Chapman, and Amy Simkin were in attendance; Bill Wotkyns was absent. Lisa Paddleford was present to take the meeting minutes.

Item II: Formal Approval of 12/8/16 Meeting Minutes:
Amy made a motion to adopt the meeting minutes as presented. Jane seconded the motion and the meeting minutes were unanimously approved.

Item III: Review Bids:
None.

Item V: Claims Approved:
After the discussion referenced in Item VI, Amy made a motion to approve the claims totaling $9,382.04, which Jane seconded and the Board unanimously approved.

Item VI: Claims Rejected:
The Board held a discussion on whether to withhold a portion of Rocky Mountain Fence's installment payment because of snow removal issues encountered during the month of December. The consensus was to pay the invoice in full because the contractor has made significant efforts to resolve them and the Board does not anticipate any future issues.

Item VII: Agenda Matters:

- Resignation of Mike Halpin
  Mike's resignation was effective 12/30/16. The bylaws do not require that the Board provide formal acceptance of the resignation in order for the resignation to be effective but the Board did acknowledge Mike's letter for inclusion in the meeting minutes.

  The Board asked Jane, as Treasurer and signer on the operating account, to take the necessary steps to have Mike removed as a signer on all ISD bank accounts and add Laura as a signer in his place.
- Review of Budget-to-Actual and Monthly Cash Flow Reports
  Jane acknowledged the Department of Audit's confirmation that an amended budget is necessary if the total amount of the approved budget is exceeded. Lisa provided an estimate of her monthly hours for the remainder of the fiscal year. In an effort to avoid having to go through the process to amend the budget, the Board considered by what other means the budget could be met; those included moving funds from other under-budget line items and ways they could temporarily perform some of Lisa's tasks in order to reduce her hours (such as having the Secretary take the meeting minutes). For now, the Board asked Lisa to cap her time in January at 12 hours. The Board will review what, if any, work could not be completed by Lisa during January at its next meeting.

  Jane noted that the actual cash flow for Professional Fees during the month of December was not accurate ($100); all the information looked correct.
- Review of December 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 December 2016
  Lisa spent a total of 0.25 hours on ARC business this month.
- Review Draft Letter on Annexation to Members
  Board members reviewed the letter which had been revised to reflect Laura's comments and edits. With the addition that Mayor Lutz would be in attendance at the meeting to answer questions, all thought the letter

was ready to be distributed to members. Amy expressed concern that Lisa would be inundated with questions from property owners once they received the letter; Board members asked Lisa to collect comments and questions and distribute them to the Board prior to the meeting, at which time they would be addressed. Lisa will finalize the letter for immediate distribution.

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

- The next monthly meeting of the AMISD board of directors will take place on Wednesday, February 8, 2017 at 12:00 noon MST.

Item X: Adjournment:

With no further business to discuss, Jane made a motion to adjourn the meeting, which Amy seconded. The meeting was adjourned at 1:13 p.m. MST.

Respectfully submitted,



Laura Ladd
Vice President – Alpine Meadows ISD Board of Directors



Jane Chapman
Treasurer – Alpine Meadows ISD Board of Directors