

OFFICIAL SUMMARY PROCEEDINGS OF THE BOARD OF THE  
SKYLINE IMPROVEMENT AND SERVICE DISTRICT  
TETON COUNTY, WYOMING

The Directors of the Skyline Improvement and Service District met in regular meeting on **December 19, 2024**, in the Mountain Property Management Conference Room, located at 250 Veronica Lane, Jackson, Wyoming and via Zoom. The meeting was called to order at 4:00 p.m.

Directors present: Kurt Harland, Chair, Latham Jenkins, Secretary and Jamie Streater, Treasurer

**REVIEW AND APPROVE MEETING MINUTES OF NOVEMBER 21, 2024**

A motion was made by Chair Harland and seconded by Secretary Jenkins to approve the minutes. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

No Public Comment

**CHANGES TO THE AGENDA**

None noted

**ADOPTION OF THE AGENDA**

A motion was made by Chair Harland to approve the agenda and seconded by Secretary Jenkins. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

No Public Comment

**PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**

Maria Johnson and Deb Krisik regarding 655 N. West Ridge Road's construction parking on district roads.

**INTRODUCE SCOTT GARLAND (Video time: 00:00:30)**

Scott Garland submitted his resume for review to be considered for taking over as the district's attorney, in place of Paul D'Amours. In addition, he was asked questions by the board and owners.

**CORRESPONDENCE RECEIVED BY THE DISTRICT OFFICE (Video time: 00:02:25)**

Maria Johnson 11/25/24 regarding receiving a bio from the lawyer the board is considering for Paul D'Amours replacement.

John and Mimi Kaplan 12/3/24 regarding obtaining information to access their owner portal.

Maria Johnson 12/17/24 regarding obtaining a map consisting of all the numbered lots filing 1-4.

John Kaplan 12/18/24 regarding construction parking.

Warren Machol 12/19/24 regarding water system maintenance.

Warren Machol 12/19/24 regarding correspondence with Josh Kilpatrick, Nelson Engineering, regarding backflow preventers.

Josh Kilpatrick 12/19/24 correspondence with Warren Machol regarding backflow preventers.

Matt Matthews 12/19/24 regarding obtaining contact information for the district's water operator.

Emily Hanner, Clearwater Operations, 12/19/24 regarding responses to Warren Machol's water system maintenance questions.

**REVIEW 5-MONTH NOVEMBER ACTUALS VS. FULL YEAR FY 2024-2025 BUDGET (Video time: 00:02:43)**

The November 30, 2024, Actuals vs. 2024-2025 Budget were reviewed by Wendy Meyring.

There are three-line items that may need a budget revision, which will be determined in the coming months. Those line items are related to the board's annual bonding costs, and meter loan payments.

**REVIEW OF NOVEMBER 30, 2024 TREASURY REPORT (Video time: 00:06:54)**

Operating Checking Account – FIB – (\$3,842.25)

Operating Savings Account – FIB - \$58,868.77

Operating Reserve Account – WGIF - \$16,804.97

Road Reserve Account – FIB - \$2,804.43

Road Reserve Account – WGIF - \$275,266.51

Water Reserve Account – FIB - \$17,540.85

Water Reserve Account – WGIF - \$167,278.34

Well #4 – WGIF - \$7.41

Total Cash on Hand as of 11/30/2024 \$534,729.03

**APPROVE PAYMENT OF INVOICES (Video time: 00:08:27)**

A motion was made by Chair Harland to approve the payment of \$13,190.97 of monthly bills and Treasurer Streater seconded the motion. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

No Public Comment

Skyline Improvement & Service District					
Date	Vendor	Ref. No	Description	Due Date	Total
12/1/2024	Mountain Property Management		Monthly Management road share	12/1/2024	\$1500.00
12/1/2024	Mountain Property Management		Monthly Management water share	12/1/2024	\$1500.00
12/1/2024	Mountain Property Management		monthly Dropbox fee - road share	12/1/2024	\$9.99
12/1/2024	Mountain Property Management		monthly Dropbox fee - water share	12/1/2024	\$10.00
12/12/2024	Nelson Engineering	66216	backflow work	12/12/2024	\$90.00
12/12/2024	Nelson Engineering	66216	SRF loan work	12/12/2024	\$135.00
12/12/2024	Clearwater Operations & Services	2401	monthly contract	12/12/2024	\$800.00
12/12/2024	Clearwater Operations & Services	2401	winter protection on PRV & ARVs	12/12/2024	\$255.00
12/12/2024	Wyoming Association of Rural Water Systems	19910	2025 membership	12/12/2024	\$495.00
12/12/2024	Lower Valley Energy		acc#294586003	12/12/2024	\$242.63
12/12/2024	Lower Valley Energy		acc#294586002	12/12/2024	\$102.66
12/12/2024	Lower Valley Energy		acc#294586001	12/12/2024	\$30.69
12/19/2024	Teton County Health Department	25-1850	Nov water test	12/19/2024	\$20.00
1/1/2025	Snake River Excavation		monthly contact	1/1/2025	\$8000.00
<b>Total for Skyline Improvement &amp; Service District</b>					<b>\$13190.97</b>
	<b>Transfer to be done</b>				
	Operating savings to operating checking		funds for bills	\$13190.97	

**APPROVE THE HIRING OF A NEW ATTORNEY FOR THE DISTRICT (Video time: 00:09:30)**

A motion was made by Chair Harland to approve the hiring of Scott Garland as the new attorney for the district and Secretary Jenkins seconded the motion. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

No Public Comment

**SET 2025 MEETING DATES (Video time: 00:09:55)**

A motion was made by Chair Harland to approve the 2025 meeting dates as the third Thursday of each month and Secretary Jenkins seconded the motion. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

No Public Comment

**NEXT BOARD MEETING – THURSDAY, JANUARY 16, 2025**

**ADJOURNMENT (Video time: 00:10:49)**


Chair Harland made a motion to adjourn Skyline Improvement and Service District monthly board meeting. Secretary Jenkins seconded the motion. Chair Harland called for a vote. The vote showed all in favor and the motion carried. The meeting adjourned at 4:25 p.m.

**PUBLIC COMMENT (Video time: 00:11:08)**

Warren Machol regarding the minute for recent meetings where no public comments are noted, when comments were provided. Specifically, he raised the lack of documentation related to Article V and the lack of legal review prior to it be approved by the Board. He requested the minutes be revised.


Warren Machol regarding the lack of reference in the minutes about the area below lot 4-2 property and damage to their property related to construction parking.

Approved

  
Kurt Harland (Feb 1, 2025 18:22 MST)

Kurt Harland  
Chair

Approved

  
Latham Jenkins (Jan 17, 2025 08:16 MST)

Latham Jenkins  
Secretary

**CORRESPONDENCE RECEIVED:**

**From:** Maria Johnson <mariajohnson53@gmail.com>  
**Sent:** Monday, November 25, 2024 7:25 AM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Subject:** Lawyer Bio?

Hi Wendy,

I found it disturbing in the last meeting that the Board hadn't seen a Bio for Sara. She was a recommendation from Paul, but if WE knew there was a conflict of interest, (having lived in Skyline with her father who is still in residence) the Board should have known.

I'm requesting that the bio for the 2nd lawyer(didn't catch his name) be available for homeowners. Please advise.

Thank you, Maria  
Maria J. Johnson  
307.203.2600 WY  
941.964.7526 FL

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**From:** John Kaplan GMail <john.t.kaplan@gmail.com>  
**Sent:** Tuesday, December 3, 2024 1:42 PM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Cc:** John T. Kaplan <john.t.kaplan@gmail.com>; Mimi Kaplan <mimickaplan@gmail.com>  
**Subject:** Access to Skyline ISD Portal

Wendy,

I hope you had a nice Thanksgiving. Could you please send us the information we need to access the ISD portal for Skyline Ranch. Thank you.

Best,

John and Mimi Kaplan  
3205 W Teal Road

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**From:** Maria Johnson <mariajohnson53@gmail.com>  
**Sent:** Tuesday, December 17, 2024 12:12 PM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Subject:** MAP OF NUMBERED LOTS IN ALL FINILING?

Hi Wendy,

Can you send a map of all the numbered lots in filings 1-4 ? I have no idea where the lots are that the Board is referencing.

Thanks,

Maria

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**From:** John Kaplan <john.t.kaplan@gmail.com>  
**Sent:** Wednesday, December 18, 2024 9:19 PM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Cc:** Mimi Kaplan <mimickaplan@gmail.com>  
**Subject:** Re: Skyline - construction project

Wendy,

I have spoken to our contractor and shared your email. They have shoveled out several areas off the road on our property and will maximize the use of our driveway for their vehicles. Please keep me posted if there are any future concerns. Thank you.

Sincerely,

John Kaplan

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**From:** Warren Machol <wlm.assoc@gmail.com>  
**Sent:** Thursday, December 19, 2024 1:33 PM  
**To:** Wendy Meyring <wendy@mpmjh.com>

**Cc:** Jamie Streator <jstreator58@gmail.com>

**Subject:** Questions on water system safety and maintenance

Wendy,

Please be available at today's meeting to provide information on our water system maintenance.

What are the last three dates the water system flushing was completed?

- In addition, the system flushing results if they are empirically calculated.

Water system water test results - provide the dates of the last three water quality testing periods. (interim reports inclusive)

Water quality testing of Well #4 - please have the last three water quality test results.

- Note: Well, #4, at this point, is not connected to distribution, so it is not included in the general water system test results.

I'm looking forward to talking with you about this afternoon.

All the best

Warren

**WLM Associates**  
**500 NW Ridge Rd**  
**Jackson WY 83001**  
**307 734 1920 (o)**  
**917 455 7470 (c)**

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**From:** Warren Machol <wlm.assoc@gmail.com>

**Sent:** Thursday, December 19, 2024 1:40 PM

**To:** Josh Kilpatrick <jkilpatrick@nelsonengineering.net>

**Cc:** Jamie Streator <jstreator58@gmail.com>; Wendy Meyring <wendy@mpmjh.com>; Skyline Ranch Improvement & Service District <info@skylineranchisd.com>

**Subject:** Re: SRISD Meter Project - Backflow Inaccuracies

Josh

Good to hear from you. I am happy to help you out.

Can you share the contact deliverable Nelson Engineering provided to the ISD board to certify the installation and operation of backflow devices on every water Tap on the ISD system?

The only data I scanned and commented on was the Dropbox link (provided on August 29, 2024) with pictures and partial write-ups on water taps.

I look forward to speaking.

All the best

Warren

**WLM Associates**  
**500 NW Ridge Rd**  
**Jackson WY 83001**  
**307 734 1920 (o)**  
**917 455 7470 (c)**

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**From:** Josh Kilpatrick <jkilpatrick@nelsonengineering.net>

**Sent:** Thursday, December 19, 2024 2:37 PM

**To:** Warren Machol <wlm.assoc@gmail.com>

**Cc:** Jamie Streator <jstreator58@gmail.com>; Wendy Meyring <wendy@mpmjh.com>; Skyline Ranch Improvement & Service District <info@skylineranchisd.com>

**Subject:** RE: SRISD Meter Project - Backflow Inaccuracies

Hi Warren,

A spreadsheet (deliverable) was provided to SRISD which I think you had access too? There was no contract requirement to certify every backflow installation, rather the idea was to use a licensed plumber to help the ISD

assess potential inadequacies, which for all intents and purposes would help SRISD get a handle controlling potential risk associated with water system contamination.

If you have that spreadsheet and have reviewed, I would like to know what you found regarding inaccuracies? Just trying to get to the bottom of this as it would seem information provided to ISD was insufficient to identify backflow non-compliance?

Thanks,

**Josh Kilpatrick, PE**

Project Engineer

PH: (307)690-2086

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**P.O. Box 1599**

**430 South Cache St.**

**Jackson, WY 83001**

**(307) 733-2087**

**nelsonengineering.net**

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From: Matt Matthews <matthewsmatt2@gmail.com>

Sent: Thursday, December 19, 2024 2:51 PM

To: Wendy Meyring <wendy@mpmjh.com>

Subject: Water quality contact

Hi Wendy

Can I get the name and number of the folks that look after the water quality in Skyline? I have a question about our water filter.

Thanks

Matt Matthews

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**From:** Emily Hanner <clearwateroperations@gmail.com>

**Sent:** Thursday, December 19, 2024 3:35 PM

**To:** Wendy Meyring <wendy@mpmjh.com>

**Subject:** Re: FW: Questions on water system safety and maintenance

Hello Wendy,

We flushed in the spring, in late May, I believe.

I have attached the results of the SOC, VOC, IOC, and Nitrates testing from this summer.

The results were very clean and Skyline has great water. All of the bacteria tests that I take each month have been negative.

Is there something that prompted these questions?

Thanks,

Emily Hanner

***Referenced results document is posted on the Skyline website, Water tab, "Annual Drinking Water Reports – 2024 SOCs, VOCs, IOCs, Nitrates Testing Report"***