

SKYLINE IMPROVEMENT AND SERVICE DISTRICT  
MINUTES OF THE BOARD MEETING  
March 16, 2023

A public meeting of the Directors of the Skyline Improvement and Service District was held on March 16, 2023, in person and via Zoom.

Kurt Harland, Bob Norton, and Latham Jenkins constituting a quorum were present.

Attending in person were John Willott, Worthy and Maria Johnson, Warren Machol and Wendy Meyring.

Attending via Zoom were Michael Minter and Jeff Anderson

**Call to Order:**

Kurt Harland called the meeting to order at 4:03 p.m.

1. **Review and approve Board minutes of February 16, 2023:**

**Action:** Bob Norton made a motion to approve the minutes. Kurt Harland seconded the motion. The minutes passed 2-0.

2. **Review and approve the Town Hall minutes of February 22, 2023:**

**Action:** Bob Norton made a motion to approve the minutes with the revisions submitted by John Willott. Kurt Harland seconded the motion. The minutes passed 2-0.

**Public Comment:** Those in attendance noted their appreciation for the thoroughness of the minutes.

3. **Changes to the Agenda:**

**Action:** Kurt Harland asked if there are any changes needed to the agenda.

**Public Comment:** Maria Johnson asked for an update on the meter project.

**Board Comment:** Bob Norton noted that he has not received an update from Nelson Engineering. Bob contacted Josh Kilpatrick prior to this meeting for an update. This information will be shared during the April meeting.

4. **Adoption of the Agenda:**

**Action:** Bob Norton made a motion to approve the agenda. Kurt Harland seconded the motion. The motion passed 2-0.

5. **Public Comment on items not appearing on the agenda:**

Noted during "Changes to the Agenda"

6. **Correspondence received by District office:**

Michael Minter – February 21, 2023

WYDOT – February 21, 2023

Emily Hanner – February 22, 2023

Angela McGrath – February 22, 2023  
Apex – February 22, 2023  
Perk Perkins – February 22, 2023  
Peter Freymann – February 22, 2023  
Gust Bardy – February 22, 2023  
Jim Lewis – February 22, 2023  
Brahm Swirsky – February 23, 2023  
Warren Machol – February 23, 2023  
John Willott – February 24, 2023  
Worthy Johnson – February 24, 2023  
LGLP – February 28, 2023  
Warren Machol – March 1, 2023  
Worthy Johnson – March 7, 2023  
Worthy Johnson – March 13, 2023  
Maria Johnson – March 15, 2023  
John Willott – March 15, 2023  
Worthy Johnson – March 15, 2023  
Worthy Johnson – March 16, 2023

7. **Review 8-month February actuals vs. full year FY 2022-2023 final budget:**

**Board Comment:** Bob Norton reviewed the 8-month financials.

8. **Review February 28, 2023, Treasury Report:**

**Action:** Bob Norton made a motion to transfer \$38,708.53 from the WGIF operating reserve to the WGIF water reserve and \$40,352.32 from the WGIF operating reserve to the WGIF road reserve. Kurt Harland seconded the motion. The motion passed 3-0.

**Board Comment:** Bob Norton provided the account balances as of February 28<sup>th</sup>:

Operating - \$5,954.05  
Road Reserve - \$55,041.80  
Operating Savings - \$139,405.71  
Water Reserve - \$14120.15  
Well #4 - \$1.43  
Water Reserve (WGIF) - \$67,113.43  
Operating Reserve (WGIF) - \$100,099.20  
Road Reserve (WGIF) - \$334,346.11  
Total Cash - \$716,081.88

Bob Norton - I propose that we transfer from the WGIF operating reserve to the WGIF water reserve \$38,708.53 and transfer from the WGIF operating reserve to the WGIF road reserve \$40,352.32. These numbers are calculated using the net income plus the depreciation from the previous year. These amounts were not transferred at the end of the year.

As Derek mentioned, at the town hall, the question came up about what the State Land Investment Board looks at regarding what the district has in savings. Typically, when you fill out that form, you provide the total amount of cash on hand. The amounts are not broken down by the road and water accounts. Skyline has always separated the two, and I think it's a good policy.

**Public Comment:**

Worthy Johnson – Thank you for looking into this and looking at putting monies back into the water reserve. I'm not sure if this has been done consistently in the past, but it would be great if we could do that on an annual basis. My question is, in general terms, why would we transfer \$18,000 intra fiscal year last year?

**Board Comment:**

Bob Norton - I can't answer that question because I wasn't there. But I agree with you. It's not uncommon to, if you have a projected capital expense, to take it out of the specific reserve and move it into the operation account. But I'm not sure exactly why that happened. But we took that all into account.

Last year, there was \$18,000 budgeted to be taken from the water reserve account and placed into revenue. There was also \$13,000 from the road reserve that was placed into operating revenue. Those transfers were made. Now we were just correcting it for year end.

**Public Comment:**

Worthy Johnson - Is it possible for each one of the bills to put in the memo portion of the bill the sub-account number. Then you can see exactly what we have, what we don't have at year-end.

**Board Comment:**

Bob Norton - I'll talk to Leah about that.

**Public Comment:**

Worthy Johnson - In last month's Treasurer's Report, MPM's fee for the month was split 80% water, 20% road. I'm just wondering why the split is that, versus 50/50.

**Board Comment:**

Bob Norton – Essentially, the estimated amount of time that the Mountain Property Management is spending is 80% dealing with water-type issues and 20% for roads. It could have been 70/30 or whatever, but we picked 80/20. This breakdown can be reviewed during the budgeting process.

**Public Comment:**

Warren Machol - Worthy originally set up a meeting with Leah and Wendy. We talked to them about a number of items in last year's budget and that's what you're dealing with here, the cash flows. I did an analysis of the amount of money that came in for fixed and variable. I come up with a larger number than you're proposing, because the way I understood the future analysis was to foot to profits first and then add back in depreciation. And essentially what we have here is just a cash flow budget.

So, there were either cash items or non-cash items. Part of the idea of arriving at a net income in a normal balance sheet is you have depreciation and it's deemed a real expense. In our case, those aren't real expenses. There are kind of phantom expenses that we have in our balance sheet. We only have cash accounting for our analysis. I'll be glad to send you what I did when we get home. But, I came up with a larger number than the number that Worthy shared with me. The difference was following down just cash. Here's what's received, here's the cash expenses, here's what's left over. And I don't know if you've looked at the analysis that Worthy did versus yours, but the idea of not counting the \$18,000 as part of the cash revenue and thus the debt excess, I think doesn't fit.

If you look at the top of all of our sheets, it says cash accounting, not accrual accounting. So essentially what you're solving for a regular company, no taxes, no depreciation, no interest. You're solving for the net interests, what's left over in cash. And that's the cash that probably should end up in the road account and the water account each annual year.

**Board Comment:**

Bob Norton - I'll consider it if you want to send me your analysis. But, a motion is on the floor. I call for the question.

**Public Comment:**

John Willott - So, we don't handle depreciation anywhere. Thinking back to some of the comments at the Town Hall meeting from John Goldstein and why we had not built the reserves to be able to replace the pipes. I'm just wondering if we used that depreciation number as to the amount that we were targeting each year to try to get into the water reserve and the road reserves so that we know things are depreciating and are going to have to be replaced. We're slowly over 20 years building the war chest.

**Board Comment:**

Bob Norton - To answer your question, that is what I feel is the intent. But I can't tell you what happened other than I went back the last year, I didn't go back three, four years and look at it. My opinion is that we should be budgeting depreciation. We're not going to claim it for income tax purposes or anything, but we can take that and put it into reserves. Or, if something happens and we spend it, it comes out instead of going into reserves. We're spending that depreciation on a repair that year. But I think we should be budgeting depreciation.

I'll do that here in the next month because we're going to have to have a preliminary budget. But, my opinion is that the road depreciation looks a little high and the water depreciation looks low.

**Public Comment:**

Warren Machol - From an accounting standpoint, if you own a building for 20 years, it may be worth 10 times more, but your depreciation is based on original costs. What you're talking about is reserving appropriately for current replacement costs. That's not a depreciation item. Unfortunately, we don't have that kind of luxury under basic accounting.

**Board Comment:**

Bob Norton - I think what Jim was doing on last year, besides depreciation and the road chip seal, he had an expense line item that is appreciation of the cost. It's the replacement cost versus the initial cost. I think we should do something like that. We're not going to grab it all in one year. But, I think that's the only way we can build those reserves.

**Public Comment:**

John Willott - We know at some point in time the pumps will need to be replaced. They are wearing out and other stuff is wearing out. Rather than having to jump through hoops when the roof falls in, by having the reserve then it's no big surprise. We've got the money to do it.

Worthy Johnson - Having the WWDC report in and of itself is an asset reserve study. If you add it all up, you're over \$7 million. It's \$5 million for the distribution. When we inherited or bought the water system, we used that as the beginning for I believe 20-year appreciation. I'm saying that if we have \$5 million for the water system or whatever number we want to use, it's a lot larger.

We're going to have to start doing an assessment to build up that reserve for going in the future. And I think, Bob, that's what you're talking about as well. We're under the gun here in the sense of you as a board looking at this and saying, "We got to assess." There is another way of doing it, working with grants, et cetera, there's also the possibility of a municipal bond.

An easier way of doing it, according to other people, is to go to the bank. I think if we can collectively get together and convince them that we have got to do this.

9. **Approve payment of invoices:**

**Action:** Kurt Harland made a motion to pay the bills as noted. Latham Jenkins seconded the motion. The motion passed 3-0.

**Board Comment:**

Bob Norton reviewed the bills to be approved for payment in March.

**Public Comment:**

John Willott - Did we ever get that generator repaired?

**Board Response:**

Bob Norton – Yes, the generator was repaired. There's work from Clearwater Operators for going up there, but we have not received the bill from the generator company yet.

Skyline Improvement & Service District					
Date	Vendor	Ref. No	Description	Due Date	Total
2/28/2023	Lower Valley Energy	Mar SLR 2023	Acct 294586001-3 - 1/17/23-2/14/23	3/16/2023	\$184.19
3/1/2023	Mountain Property Management		Monthly Management	3/1/2023	\$3000.00
3/9/2023	Teton Media Works, Inc.	349954	town hall mtg notice	3/9/2023	\$22.00
8/22/1901	Clearwater Operations	1529	contract operations, pump house/generator repairs, locate/leak work	3/10/2023	\$1630.00
3/10/2023	Teton County Health Department	23-2266	water test 2/6	3/10/2023	\$20.60
3/10/2023	Hess D'Amours & Krieger, LLC	8034	election work 10/11/22-11/2/22	3/10/2023	\$2012.50
3/10/2023	Hess D'Amours & Krieger, LLC	8035	general counsel 10/12-11/29/22,Wendtlnd response work 10/28/22	3/10/2023	\$705.00
3/10/2023	Hess D'Amours & Krieger, LLC	8036	water meter review/work 10/11/22-12/14/22	3/10/2023	\$545.00
3/10/2023	Hess D'Amours & Krieger, LLC	8037	Wendtlnd response work 11/8-11/11/22	3/10/2023	\$195.00
4/1/2023	Evans Construction		contract payment - final 22/23	4/1/2023	\$5795.65
<b>Total for Skyline Improvement &amp; Service District</b>					<b>\$14109.94</b>
<b>Grand total - Both Pages</b>					<b>\$14470.69</b>

Skyline Improvement & Service District					
Date	Vendor	Ref. No	Description	Due Date	Total
3/10/2023	Nelson Engineering	60712	engineering ending 1/21	3/10/2023	\$360.75
<b>Total for Skyline Improvement &amp; Service District</b>					<b>\$360.75</b>
<b>Total for Skyline Improvement &amp; Service District-to be transferred from road reserve as part of intra-company loan</b>					<b>\$90.19</b>
<b>Total for WWDC - awaiting their disbursement</b>					<b>\$270.56</b>
<b>Total Due</b>					<b>\$360.75</b>

10. **Skyline Committees:**

**Action:** Bob Norton made a motion to establish three committees. A Finance Committee, Infrastructure Committee, and Project Management and Grant & Loan Compliance Committee, with at least three people to serve on each committee, with formal committee appointments to be completed during the next monthly board meeting. Latham Jenkins seconded the motion. The motion passed 3-0.

**Board Comment:**

Bob Norton - I think it was John Willott that mentioned having committees, and I think it is a good idea. I prepared a proposed list.

I think committees ought to consist of three members. I think one member should be a board member. I think it was Chris Thulin that mentioned that we ought to announce these ahead of time, if somebody else wants to listen in and visit when the meetings are going on, and that we have an agenda, minutes, and that they're open to the public.

## **Skyline Committees**

1. Need to define the objective/purpose of the committee
2. Should limit each committee to three (3) members
3. One member should be a member of the SISD Board
4. Meetings should be announced (posted on web site) 7 days before the meeting.
5. Meetings should have an agenda and minutes
6. Meetings should be open to the public

### **Committee Member Qualifications**

- Be congenial and cooperative
- Be cognizant of the opinions and financial situation of all owners in the district
- Have experience in the committee's objective/purpose
- Become knowledgeable of Improvement and Service District legislation, rules and regulations, and operations.

### **Finance Committee** - Purpose advise the SISD Board on:

- Review possible sources of funding – State grants or loans, Federal grants or loans, other financing sources
- Budgeting
- Investment of reserves
- Loans
- Grants
- Suggested Membership - Latham Jenkins, +2-4

### **Infrastructure Committee** - Purpose to review engineer's and operator's recommendations and advise the SISD Board on:

- Quarterly report to board on projects timing and budgets – plan vs actuals
- Review water projects and priorities, develop timelines and budgets
- Review water system operation and maintenance
- Review road improvements priorities, develop timelines and budgets
- Road operation and maintenance
- Suggested Membership – Bob Norton, +2-4

### **Project Management and Grant & Loan Compliance Committee** - Purpose to review project compliance and progress and advise the SISD Board:

- Identify all grant & loan requirements - Quarterly report to board as to compliance
- Design Contracts
- Construction Contracts
- Review proposals and bids
- Compliance with Skyline ISD objectives
- Suggested Membership – Kurt Harland, +2-4

### **Public Comment:**

John Willott - On your points for the qualifications, financial situation of all owners in the district. Can you tell me just a little bit more about what you mean by that?

**Board Response:**

Bob Norton - We just need to be cognizant that we have some people that are on social security and not using much water and we got to be aware of that. And then we have other people that have money to spend.

**Public Comment:**

John Willott - When you talk about knowledge of the legislation rules and regs, it's not a requirement to become on the committee, but you got to learn it as you're going basically?

**Board Comment:**

Bob Norton – There are certain things we can do and can't do. We can't make a recommendation that's against state law. So, I think it's important that they become knowledgeable of those things.

Kurt Harland - I think it should be posted on the website for everyone to be able to look.

Bob Norton - The finance committee would review possible sources of funding (i.e., grants, loans, federal grants). Assist in the budgeting, assist in the investment of the reserves, check in with existing loans, grants, etc. I suggest membership of Latham Jenkins as a board member, Mike Minter and one other.

The purpose of the Infrastructure Committee is to review the engineers and operator's recommendations and advise the board looking at the projects, the timing, and the budgets, review the water project's priorities, develop timelines and budgets. A lot of that's being done by the engineer. But this committee would work with the engineer from the district's perspective. In addition, they would review the water system operation maintenance, to make sure things are being done. Review road improvement priorities and develop timelines and budgets for the water system and roads. The suggested membership would be Bob Norton and John Willott.

The purpose of the Project Management and Grant & Loan Compliance Committee is to review the project compliance and progress. In addition, they would advise the board. They would identify grant loan requirements, review design contracts, review construction contracts, and any bid proposals for compliance with Skyline ISD's objectives. The suggested membership would be Kurt Harland as the board member, Worthy Johnson, and Derek Goodson.

**Public Comment:**

John Willott - Mike Minter mentioned that since you are treasurer, if you can't be on the finance committee, you may have to be an advisor to the committee.

**Board Response:**

Bob Norton - I intend to sit in on as many of these meetings as I can.

**Public Comment:**

John Willott - I got a note back from John Goldstein saying thank you on some of things that I said during the Town Hall meeting. I asked if he would be interested in serving on the Finance Committee and he indicated yes.

**Board Response:**

Latham Jenkins – I wrote John down as an option.

Bob Norton - I have Jeff Anderson as an option for the Infrastructure Committee. He's an engineer. He has a lot of experience with water systems. Has made presentations to AWWA. His contributions may be more on the water system than the roads, but I think he'd be good.

Latham Jenkins – Keith Johnson is a finance guy. Part of that Finance Committee is finding money. To discover sources for it.

Kurt Harland – From my perspective, we should encourage participation from all segments of the community to sit in on these committee meetings.

**Public Comment:**

Worthy Johnson - Is it worth putting out a notice to owners about these committees and is it worthwhile asking people if they would like to be involved. There are some people that we don't know much about that might be really good candidates.

**Board Response:**

Latham Jenkins - I think being transparent is helpful. That way no one feels left out.

Kurt Harland - I think that once we get the committees rolling, we can expand the committees if needed. Seeing who participates, who sits in the gallery and has valuable input, then as committee members drop out, we can then select someone else as a replacement.

Latham Jenkins - The delegation within there, as Bob pointed out, if it's the board member's job to help delegate these tasks, there are a number of financial people in Skyline.

Kurt Harland - If we announce the meetings and send a notice that the committee meeting is happening, I think we'll get a good participation.

**Public Comment:**

Maria Johnson - Especially if you have a Zoom option.

Worthy Johnson - I sent to John, and I just sent to the board this afternoon, a couple of other people that might be interested. Bob, you know Jacobson better than I do and his background. John Goldstein you already brought up. Jim Miller, he's the one that wrote the two-page letter and worked with Melody Ranch ISD. He's qualified.

I also brought up Warren Machol. His background is related to water and agriculture, and the financial perspective. He knows more about it than most of us around this table. Another owner that could be considered is Jeff Anderson, he's an engineer. He and his wife Martine just moved in. In the first filing, the other people that are rather interesting that recently purchased their home is Jamie and KK Streeter.

**Board Comment:**

Bob Norton - I threw out three committee members because I didn't think we were going to get enough participation. But I think we could say three to five.

Kurt Harland - I think if we start with three and see who participates. We can always expand it to five.

**Public Comment:**

Warren Machol - On the case of Finance Committee, you could have subgroups where you've got some people that may be more helpful from a banking perspective to find sources versus people that have more expertise in getting the books right at the amount of money reserved. Pretty different skill sets, accounting versus banking.

**Board Comment:**

Bob Norton - I think the board chairman makes the appointments to the committees with concurrence of the board.

Kurt Harland - Let's float this out there. I think when we send this out to the owners, we should take out the suggested membership.

Bob Norton - I don't like Listserv because it's not coming from the board. To me that's a social media tool that I don't have much confidence in. I think it should come from the board. Whether somebody wants to put it on listserv, that's up to them. But the listserv in my opinion is not a board action.

Kurt Harland - I think you're right. I think we send it to individual emails, from the board. And then prospective members should contact me.



Bob Norton - Or the office, they could email back to Wendy and Wendy could tabulate them. Before I get too far, Kurt and Latham, I didn't even talk to you about which committee you want to be on.

Latham Jenkins - I like what you did, Bob. I'd bring it down to three questions. What is it we need? Which is infrastructure. How do we pay for it? Which is finance. How do we get it done? which is project management.

Kurt Harland - I think Bob nailed it.

**Public Comment:**

John Willott - When the email is sent out to owners, if we can request a short description of interested owner's backgrounds, that will help.

**Board Response:**

Latham Jenkins - Back to official communications. In times past, when we exported out of QuickBooks, customer records did not necessarily have both owner's names. So, it's not guaranteed when it comes from the board that we have every owner of record in a household.

Kurt Harland - We can put a little thing at the bottom that says if you know of anyone else that needs to be included in this email, please send this to them. I think there'll be a tremendous number of people in the district that want to be involved, maybe from the gallery to begin with and see how it goes. Then they'll step up and want to be on the committees, and that's when we can expand the committees.

**Public Comment:**

John Willott - One of the advantages of creating the committees is it builds backing for things, and you got more than just you guys having to explain why we need to do X, Y and Z.

**Board Comment:**

Bob Norton - Do you need a motion to set up this committee and send out notice?

11. **LGLP (Local Government Liability Pool) Annual Renewal:**

**Action:** Kurt Harland made a motion to renew the district's membership in LGLP. Bob Norton seconded the motion. The motion passed 3-0.

**Board Comment:**

Bob Norton - We received a renewal for the Local Government Liability Pool (LGLP). Almost all municipalities and districts participate in this. Our fee last year was \$500. Most communities pay a lot more because it's based on their payroll, because it covers all their employees. In our case, it's basically insurance for the board. It's supplemental to the basic general liability insurance that we have.

12. **Next Board meeting, Thursday, April 20, 2023**


13. **Adjournment:**

**Action:** Kurt Harland made a motion to adjourn the meeting. Bob Norton seconded the motion. The motion passed 3-0. The meeting adjourned at 5:09 p.m.

Approved

Approved

  
Kurt Harland (Apr 21, 2023 09:13 MDT)

  
Robert Norton (Apr 21, 2023 10:44 MDT)

Kurt Harland  
Chairman

Bob Norton  
Treasurer

**Correspondence Received:**

**From:** michael minter <trewil@hotmail.com>

**Sent:** Tuesday, February 21, 2023 2:06 PM

**To:** Kurt Harland <thekurtharland@gmail.com>; latham@liveproperties.com; Wendy Meyring <wendy@mpmjh.com>

**Subject:** Minter

I'd appreciate 5-7 minutes at tomorrow night's meeting to discuss funding thoughts for the water project.

I don't have Bob's email address.

Thank you. MM

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Mark Gordon  
Governor

**WYOMING** Department  
of Transportation

"Provide a safe and effective transportation system"

1040 E. Evans Road, Jackson, Wyoming 83001



K. Luke Reiner  
Director

Date: February 2023

RE: Permit to Investigate  
Project: 2000061

Dear Landowner:

The Wyoming Department of Transportation (WYDOT) and the Federal Highway Administration, in cooperation with the Town of Jackson and Teton County, have initiated an environmental and design project on WY 22. The WY 22 Corridor Project extends from the Y-intersection with Broadway Avenue through Wilson. Our environmental department would like to do an environmental investigation which may include review and documentation of existing vegetation, wetlands, wildlife habitats, and cultural or historic interests.

Attached is an E-49, which is a Permit to Investigate. If you would be willing to grant access to your property, please sign and return the attached form in the prepaid envelope included with this mailing or email the signed form to the address below or bob.hammond@wyo.gov. I greatly appreciate your cooperation in this matter.

If you have any questions or concerns, please feel free to contact me at 307-732-9602 or bob.hammond@wyo.gov.

Sincerely,

Bob Hammond  
WYDOT Resident Engineer, Jackson  
1040 E Evans Rd.  
Jackson WY, 83001

WYOMING DEPARTMENT OF TRANSPORTATION

Form E-49

Permit to Investigate

Date: February 15, 2023 Project No.: 2000061

Project Name: WY 22 Corridor Project

Expiration Date: October 7, 2025 Section 25 Township 41 Range 117

Property Address(s): 3239 W MALLARD ROAD, JACKSON, WY, 83001

Property Identification Number(s): 22-41-17-25-4-04-014

I (We), SKYLINE RANCH IMPROVEMENT SERVICE DISTRICT, landowner(s) or authorized agent(s) grant to the Wyoming Department of Transportation (WYDOT) or authorized agent(s) the right to enter upon my property for the purpose of an:

Environmental Investigation Environmental investigation may include review and documentation of existing vegetation, wetlands, wildlife habitats, cultural or historical interests. These investigations may require hand dug test pits, collection of GPS location data, and photographs of findings and adjacent areas. Further description is below. This entry involves the use of (check applicable):

X surveying equipment X hand tools X foot access X vehicles (Only on larger parcels of land)

\_\_\_ other (explain):

Remarks/Additional stipulations:

WYDOT agrees to protect open test holes on a daily basis. WYDOT will restore the property to its original condition including backfilling all test holes upon completion of the investigation. Entry will be made during reasonable hours and after actual notice to the landowner of times of entry. This permission is given according to Wyoming laws and does not constitute a waiver of any right or claim I might have against WYDOT in the event of damage inflicted to my property as a result of WYDOT's entry.

Description of Biological Investigations

Walking meandering transects to evaluate habitat suitability for various plant and wildlife species of concern and to conduct presence/absence surveys for various plant and wildlife species of concern. Using binoculars and spotting scopes to search for migratory bird nests and to monitor active nests. Taking photos of habitat conditions and important biological resources (nests, plant species of concern, wildlife species of concern observed during survey, etc.) and using GPS to record locations of important biological resources. Biological investigations are very low impact. In some instances, possibly using vehicles on established roads to access larger areas in order to search for plant and wildlife species of concern.

Description of Archaeological and Historic Site Investigations

Walking systematic pedestrian transects for the identification of archaeological and historic sites and collection of data to evaluate the eligibility of any identified sites for inclusion on the National Register of Historic Places. Photographing the exterior of buildings will be completed for evaluating building for inclusion on the National Register of Historic Places. Any recovered artifacts are the property of the owner and will not be collected.

**WYOMING DEPARTMENT OF TRANSPORTATION  
Form E-49  
Permit to Investigate**

**Description of Waters of the U.S. Investigations**

Walking meandering transects to evaluate suitability of areas that meet the definition of Waters of the U.S., these include creeks, rivers, irrigation ditches and areas that are wet for extended periods of time (swamps, stands of willows/cattails, depressions in the ground, etc.). In suspect areas several test holes are dug by hand with a shovel approximately a shovels width wide and approximately two feet deep, to review the strata of the soil. These holes are immediately backfilled and minimal evidence remains of the disturbance.

Permission may be revoked by me with written notification to: Wyoming Department of Transportation,

Attn: Bob Hammond,      1040 E Evans Rd,      Jackson,      Wyoming,      83001  
Project Manager      Address      City      State      Zip

Any entry for purposes other than what is listed above will be individually requested by WYDOT.

Bob Hammond – Jackson Resident Engineer – 307-732-9602 or bob.hammond@wyo.gov

Signature of landowner below

_____	_____	_____	_____
Landowner	Date	Phone	email
_____	_____	_____	_____
Landowner	Date	Phone	email
_____	_____	_____	_____
Authorized Agent	Date	Phone	email
_____	_____	_____	_____
Engineer	Date	Phone	email

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**From:** Emily Hanner <clearwateroperations@gmail.com>  
**Sent:** Wednesday, February 22, 2023 11:13 AM  
**To:** Bob Norton <Bobnorton51@gmail.com>; Kurt J. Harland <thekurtharland@gmail.com>; Latham Jenkins <latham@livewaterproperties.com>; Wendy Meyring <wendy@mpmjh.com>  
**Subject:** Skyline water usage

Hello all, I hope that you are staying warm.  
We have seen a marked increase in water usage over the last couple weeks in the Skyline water system. The change happened sometime after the deep freeze at the end of January, but we can't pinpoint an exact date. Can you please send out an email to homeowners who don't live in Skyline full-time to have someone check that

- 1) They have water and
- 2) they don't have a leak in their house.

If the leak is underground, it'll surface at some point. But we will plan to do leak detection in the spring/early summer once we can access the curbstops.

Please let me know if you have any questions.

Thanks,  
Emily Hanner

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Clearwater Operations & Services  
307-690-5512

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**From:** Emily Hanner <clearwateroperations@gmail.com>  
**Sent:** Wednesday, February 22, 2023 11:21 AM  
**To:** Bob Norton <bobnorton51@gmail.com>  
**Cc:** Kurt J. Harland <thekurtharland@gmail.com>; Latham Jenkins <latham@livewaterproperties.com>; Wendy Meyring <wendy@mpmjh.com>  
**Subject:** Re: Skyline water usage

Hello Bob, the average usage in January was about 9 to 10,000 gallons per day. Early February it jumped up to 12,000 gallons per day and last week and this week it's at 28,000 gallons per day.

Thanks,  
Emily

On Wed, Feb 22, 2023 at 11:19 AM Bob Norton <[bobnorton51@gmail.com](mailto:bobnorton51@gmail.com)> wrote:

Emily,

Can you give me the actual increase in water usage. I know that there was at least one frozen water service. I am wondering if people are letting the water run to prevent freezing.

Bob

---

**From:** Angela McGrath <angelamcgrath.wy@gmail.com>  
**Sent:** Wednesday, February 22, 2023 12:59 PM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Subject:** Re: Skyline Ranch ISD - Notice to Homeowners

No leaks at 225 n west ridge. Thanks!

Angela  
415 328 3107

---

**From:** Office@apexjackson.com <office@apexjackson.com>  
**Sent:** Wednesday, February 22, 2023 1:09 PM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Subject:** Update from Apex on Skyline Ranch ISD - Notice to Homeowners

Hi Wendy,

As you probably know, Barret Residence remains under construction. We do 'partial' weekly house checks but residence is generally under General Contractor Shane's watch. Since Vickie is in residence this week I asked her to double check/consult with Shane. If she advises me of anything unusual I will let you know.

For DeLong/Johnson, I reached out to them since they were in residence for February, leaving last weekend. During residency they did not note anything unusual to us so I asked them to alert you (and us) if they were aware of anything unusual.

Let me know if you have any questions/comments.  
Chris

---

**From:** Perk Perkins <perkinsp@orvis.com>  
**Sent:** Wednesday, February 22, 2023 1:34 PM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Subject:** RE: Skyline Ranch ISD - Notice to Homeowners

During the recent freeze, all toilets and sinks and faucets in our guest house/garage ceased to get water due to frozen pipes. It took about 5 days for them to thaw and for flows to be restored.

We are not aware of any leaks but the freeze might have caused a leak in the main coming into the building. Flows seems to be normal now.

I don't know how else to check to see if we have an underground leak.

---

On Wed, Feb 22, 2023 at 4:49 PM, Pete Freymann <[pete@hawkeyejh.com](mailto:pete@hawkeyejh.com)> wrote:  
Hi Wendy,

Please see the attached photo of current water reading for Margit Wennmachers' home on 475 NW Ridge Road. No evidence of any leaks throughout crawl space or elsewhere in the home. Any questions please give me a call at 690-9600.

Thanks,  
Pete

---

**From:** Gust Bardy <gbardy@me.com>  
**Sent:** Wednesday, February 22, 2023 3:43 PM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Cc:** Amy Bardy <gsamye88@gmail.com>  
**Subject:** Re: Skyline Ranch ISD - Notice to Homeowners

Wendy

Checked and no leak found.

Thanks, Gust

**From:** Jim Lewis <jamesl5546@gmail.com>  
**Sent:** Wednesday, February 22, 2023 4:51 PM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Subject:** Fwd: Reading 2/22/23 875,169.3

hi Wendy

re your email- this is the first of two emails

The reading below was taken today 2/22/23 and shows 875,169.6 gallons

The next email photo was my october 8,2022 which was 873,113.6 gallons. we left for arizona on october 9th and returned for 20 days in December

We got back to Jackson feb 20th leading up to our house closing on march 9th.

The difference between the two readings is 2,055.7gallons.

During our absence we had a house checker come weekly and among other things ran all hot water faucets until they ran hot, ditto for showers and tub. Thermostats were set at 58 degrees.

Our realtors made periodic visits. No leakages

I'll email a meter reading photo on March 8th, the day before the closing.

---

**From:** Brahm Swirsky <bswirsky@me.com>  
**Sent:** Thursday, February 23, 2023 7:50 AM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Subject:** Re: Skyline Ranch ISD - Notice to Homeowners

Good morning,

Our PM checked the house as well as the water meter (not spinning). Hope we going the leak.

Regards,

Brahm

---

**From:** Warren Machol <wlm.assoc@gmail.com>  
**Sent:** Thursday, February 23, 2023 1:41 PM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Cc:** John Willott <jwillott@aol.com>; Worthy Johnson <wjohnson@lawrencecapitalmgt.com>; Maria Johnson <mariajjohnson53@gmail.com>  
**Subject:** Re: Information

Thank you for the information on the zoom calls . Will check when back at desk.

I have included the Johnsons and John Williot as both participated on the accounting call. I don't want to forget their requested items or modifications of my off the cuff reply.

As we discussed at the end of the accounting call you felt non of the items were much work to provide.

From memory:

Note all questions on last fiscal year.

Deposits - to respective reserve funds. Also when they were made.

Accounting for variable revenue collected vs actual costs. ( net excess accounted for)

Accounting for fixed revenue collected vs budgeted costs. (Net excess accounted for)

Accounting Statments for the previous fiscal year based on Generally Accepted Governmental Accounting standards.

Thank you

Warren

---

**From:** jwillott@aol.com <jwillott@aol.com>  
**Sent:** Friday, February 24, 2023 10:36 AM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Subject:** Re: Attendees for tonight

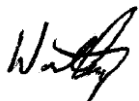
Wendy, Did you get a count on the people that were in the room on Wed? I think it may have been 18. Did you get a list of the people on the Zoom? The number and the named? We probable need to get a sign up sheet of who was in attendance in the future.  
JOHN

---

**From:** Worthy Johnson <wjohnson@lawrencecapitalmgt.com>  
**Sent:** Friday, February 24, 2023 2:33 PM  
**To:** Leah Duke <leah@mpmjh.com>; Wendy Meyring <wendy@mpmjh.com>  
**Cc:** mariajjohnson53@gmail.com  
**Subject:** First Half of County Payments to the SRISD  
**Importance:** High

Leah.....would you please email me the total \$ amounts requested and the account #s used by the SRISD for the checked off accounts depicted below for the first of 2 payments received and to be received by the SRISD from the County?

Thank you,



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**From:** Worthy Johnson <wjohnson@lawrencecapitalmgt.com>  
**Sent:** Sunday, February 26, 2023 2:20 PM  
**To:** Leah Duke <leah@mpmjh.com>; Wendy Meyring <wendy@mpmjh.com>  
**Cc:** mariajjohnson53@gmail.com  
**Subject:** SRISD Revenue Request from the County for 2022 - 2-23 Budget  
**Importance:** High



Leah.....I believe I found the answer to my previous email question to you last week.

It appears the circled number (\$265,968) made up of the individual numbers for the various water and road accounts-shown below- are what you put into the county. Kindly confirm.

Do you receive half that number 2x a year?

Thank you, Worthy

p.s. the second page of the 23f budget is incorrectly dated I believe as 2021 – 2022 budget....

From: Worthy Johnson  
Sent: Sunday, February 26, 2023 11:33 AM  
To: Worthy Johnson  
Subject: SRISD 2022 - 2023 Budget/Revenues only

**SKYLINE IMPROVEMENT & SERVICE DISTRICT**  
2022-2023 Budget (page 1 of 2)

Acct. No.	Owner REVENUES	ROAD	WATER	TOTAL
5110	Road Maintenance Assessment	42,000		42,000
5120	Road Overlay Assessment	44,000		44,000
5112	Road Chipseal Assessment	26,000		26,000
5111	Road Overhead Assessment	7,385		7,385
	Water Assessment - SLIB Loan Repayment - 20Yr		7,250	7,250
	Water Assessment - Road Reserve Loan Repayment 5Yr		11,790	11,790
5135	Water Maintenance Assessment		26,656	26,656
5125	Water System User Fees		60,961	60,961
	Prior Year Adjustment		1,792	1,792
5137	Water Overhead Assessment		38,135	38,135
	<b>TOTAL OWNER REVENUES</b>	<b>\$ 119,385</b>	<b>\$ 146,583</b>	<b>\$ 265,968</b>
	<b>Other Income</b>			
5100	Interest Income	418.90	171.10	590.00
	Loan from Road Reserve		58,750.00	58,750.00
	WWDC Well #4 Exploration Grant		176,250.00	176,250.00
	SLIB radio-read Meter Loan		149,000	149,000
	<b>TOTAL Other REVENUES</b>	<b>\$ 419</b>	<b>\$ 380,171</b>	<b>\$ 380,590</b>
	<b>TOTAL Combined REVENUES</b>	<b>\$ 119,804</b>	<b>\$ 526,755</b>	<b>\$ 646,558</b>

*Handwritten notes:*  
overhead  
ongoing expense that cannot conveniently be traced to or identified with any particular revenue item  
\$ amt put in to the County

*Worthy*

**From:** LGLP Renewals <lglp@lglp.net>  
**Sent:** Tuesday, February 28, 2023 11:23 AM  
**To:** LGLP Renewals <lglp@lglp.net>  
**Subject:** LGLP FY 24 Renewal Application-Due May 19, 2023

Dear Member,

Once again, it is time to complete your annual renewal applications for continued membership. The Google electronic form has been updated this year to simplify the process a little more for our members.

The application forms are created in Google forms, so there is one caveat. **To scan and upload your payroll tax documents, you will need to do so from a Google account.** Creating a Google account is a relatively simple process if you don't have an existing account. The attached Renewal Application Instruction Guide provides a link to create a Google account on page 1 within instruction item 1.

However, if you don't have or want to create a Google account, you may still utilize and submit the electronic renewal application form (See following links for non-google account users) by emailing your payroll tax documents to [lglp@lglp.net](mailto:lglp@lglp.net).

**The forms are password protected.** Enter **LGLP2024** into the **password** field (case sensitive). **Please select the appropriate hyperlink below for Google Users or Non-Google Users:**

Google Account Users - <https://forms.gle/GagSUZ3ps9eGBErV6>

Non-Google Account Users - <https://forms.gle/YPt25zaqDsPPESGaA>

These links are also available on our web site, [lglpwyoming.org](http://lglpwyoming.org)

Another option to submit your renewal application is to contact our office for a hard copy, however the electronic renewal application process is the preferred method.

You will also find an attached renewal application memo for your review. If you have questions, concerns or suggestions, we would like to hear from you so please email, [lglp@lglp.net](mailto:lglp@lglp.net), us in a separate email. The Board Members and staff of LGLP appreciate all you do for the constituents you serve, and we feel a great deal of gratitude to serve you!

Regards,

*LGLP Staff*

Local Government Liability Pool  
6844 Yellowtail  
Cheyenne, WY 82009  
Phone 307.638.1911

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

**Sent:** Wednesday, March 1, 2023 6:25 PM

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

**Cc:** John Willott <jwillott@aol.com>; Worthy Johnson <wjohnson@lawrencecapitalmgt.com>; Maria Johnson <mariajohnson53@gmail.com>; Corbin McNeill <camcneilljr@gmail.com>

**Subject:** Re: Information

Wendy

I'm sorry I didn't reply sooner on this critical topic.

Can you please define your "working with Bob to get the financial information we discussed?" The questions discussed on 2/14 were generated from the budget vs. actual accounting for the 21-22 fiscal year. Since the fiscal year ended June 30, 2022, please explain what Bob is doing to facilitate what should be defined and documented. Has your team completed any of the items we previously asked for?

The accounting for reserve fund contributions, revenue tracing based by source, and the fiscal year Annual accounting based on Generally Accepted Government

Accounting standards should be readily available.

I want to set up a call to discuss the current delay and how to remedy it before additional time expires. Either tomorrow or Friday, I have availability to speak with you

Others in this distribution will want to participate also.

All the best

Warren

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

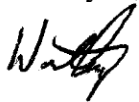
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**From:** Worthy Johnson <wjohnson@lawrencecapitalmgt.com>  
**Sent:** Tuesday, March 7, 2023 8:59 AM  
**To:** Leah Duke <leah@mpmjh.com>; Wendy Meyring <wendy@mpmjh.com>  
**Cc:** bobnorton51@gmail.com; mariajjohnson53@gmail.com  
**Subject:** SRISD Budget/Sub-Accounts/Tracking balances  
**Importance:** High

Morning Leah, and a beautiful, Sunny one it is..... a couple of questions:

- Are the monthly checks (see page one of the attachment please-June 30, 2022) coded in such a way:-5120 Road Overlay Assessment, -5137 Water Overhead Assessment, etc. or not? (too small to read)
- If not, how does the SRISD keep track of the balances in all the sub accounts (5097, 5100, 5110, 5111, 5112, 5120, 5125, 5132, 5135 & 5137)?
- do you keep sub-account balances throughout the year manually?
- have you year end balances for each of the sub-accounts?
- Where do any excess funds end up from the various accounts at the beginning of the following NEW YEAR (for instance 5125-Water System Usage Fees?

Thank you,



---

**From:** Worthy Johnson <wjohnson@lawrencecapitalmgt.com>  
**Sent:** Monday, March 13, 2023 5:28 PM  
**To:** bobnorton53@gmail.com; office@skylineranchisd.com  
**Cc:** jwillott@aol.com; Corbin McNeill <camcneilljr@gmail.com>; mariajjohnson53@gmail.com; michael minter <trewil@hotmail.com>; Anderson, Jeffrey B <Jeffrey.Anderson@tcw.com>  
**Subject:** FW: Excess Water Cash @ Year end '22f  
**Importance:** High

Bob, in running through the same numbers as depicted in the attached **PROFIT LOSS BUDGET vs. ACTUAL July 2021 through June 2022**, the DOLLAR amount available for RETURN to Water Reserves comes to approximately \$56,700 based on my understanding of standard Cash flow analysis.

It is appreciated that you have taken on the responsibility to replenish the water reserve with the excess accumulated cash in the various water accounts. I do not believe that has been done before. Feel free to correct me if I am mistaken. I am happy to go back for "X" number of years to correct these inadequacies.

I might suggest that each bill approved and check issued on the Treasurer's Report have a sub account number written in the memo line that depicts the sub account/number it is being drawn from-see P&L statement for numbers- and not only from the operating/administrative account with no sub-account reference. In this manner both MPM as well as the Board and the lot-owners can see exactly where the monies are being drawn from versus "having no idea."

This is what people today request and call it “transparency” versus “obfuscation” which needs to not ever occur going forward. I may be wrong but if not, would appreciate it if each check drawn was shown in some sub account immediately. Thank you for your inquiry.

Respectfully submitted,



p.s. It appears the difference between our 2 numbers is \$18,000.00 which has the manner in which the Transfer from Water to the operating/administrative account occurred-possibly without depicting the water reserve invasion.....

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**From:** Maria Johnson <mariajohnson53@gmail.com>  
**Sent:** Wednesday, March 15, 2023 1:14 PM  
**To:** Carly Schupman <office@skylineranchisd.com>  
**Subject:** Agenda

To all:  
Wondering why there isn't an update on the water meter bid? Discussion?

--  
Maria J. Johnson  
307.203.2600 WY  
941.964.7526 FL

---

**From:** jwillott@aol.com <jwillott@aol.com>  
**Sent:** Wednesday, March 15, 2023 3:14 PM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Subject:** Minutes of the Town hall meeting

Wendy can you please make the changes shown in Red on the transcript. I only changes a few of my words. JOHN

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**From:** Worthy Johnson <wjohnson@lawrencecapitalmgt.com>  
**Sent:** Wednesday, March 15, 2023 4:35 PM  
**To:** bobnorton53@gmail.com; office@skylineranchisd.com  
**Cc:** mariajohnson53@gmail.com; Corbin McNeill <camcneilljr@gmail.com>; jwillott@aol.com; michael minter <trewil@hotmail.com>; Anderson, Jeffrey B <Jeffrey.Anderson@tcw.com>  
**Subject:** FW: Excess Water Cash @ Year end '22f-response to Bob Norton  
**Importance:** High

Hi Bob.....you brought up at the 22 February Town Hall Meeting your thought/proposal to add to the March '23 Board agenda the excess Water dollar balance left over at year end fiscal 2022 back to the Water Reserve account. I see no AGENDA item on the just-released March Agenda. I formally request said item be added to the Agenda for formal approval. Thank you, Worthy & Maria Johnson

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**From:** Worthy Johnson <wjohnson@lawrencecapitalmgt.com>  
**Sent:** Thursday, March 16, 2023 3:36 PM

**To:** Wendy Meyring <wendy@mpmjh.com>; Kurt J. Harland <thekurtharland@gmail.com>; Latham Jenkins <latham@livewaterproperties.com>; bobnorton53@gmail.com; office@skylineranchisd.com  
**Cc:** mariajjohnson53@gmail.com; jwillott@aol.com  
**Subject:** FW: Committee Candidates for Consideration....  
**Importance:** High

Team SRISD.....I forgot to send to all....Sorry Worthy

**From:** Worthy Johnson  
**Sent:** Monday, March 13, 2023 8:36 AM  
**To:** [jwillott@aol.com](mailto:jwillott@aol.com)  
**Cc:** [mariajjohnson53@gmail.com](mailto:mariajjohnson53@gmail.com)  
**Subject:** Candidates for Consideration....  
**Importance:** High

Morning John.....Here a few more names that might be useful, etc.

Tim (?) Jacobson  
John Goldstein -you have I believe  
Jim Miller-building Meadowlark spec and was on Melody Ranch Board...Wrote long letter. He would be much better than me on the Goodson/Harland committee  
Warren Machol-excellent on Financial or Technical committee-his knowledge is invaluable as we both know-cannot dismiss out of hand...  
Jeff Anderson-engineering background as well

I know not a lot of people in the first Filing

Jamie and KK Streator

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# Skyline Minutes 3-16-2023

Final Audit Report

2023-04-21

Created:	2023-04-21
By:	Mountain Property Management (info@mpmjh.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8GuKjI9iiyRh6pQaBQYfcZysB8jczUtZ

## "Skyline Minutes 3-16-2023" History

-  Document created by Mountain Property Management (info@mpmjh.com)  
2023-04-21 - 2:26:48 PM GMT- IP address: 207.183.166.24
-  Document emailed to Kurt Harland (kurt@bhhsjacksonhole.com) for signature  
2023-04-21 - 2:28:48 PM GMT
-  Email viewed by Kurt Harland (kurt@bhhsjacksonhole.com)  
2023-04-21 - 3:12:31 PM GMT- IP address: 66.249.84.78
-  Document e-signed by Kurt Harland (kurt@bhhsjacksonhole.com)  
Signature Date: 2023-04-21 - 3:13:32 PM GMT - Time Source: server- IP address: 184.167.9.202
-  Document emailed to bobnorton51@gmail.com for signature  
2023-04-21 - 3:13:33 PM GMT
-  Email viewed by bobnorton51@gmail.com  
2023-04-21 - 4:39:56 PM GMT- IP address: 66.249.84.88
-  Signer bobnorton51@gmail.com entered name at signing as Robert Norton  
2023-04-21 - 4:44:05 PM GMT- IP address: 184.167.7.170
-  Document e-signed by Robert Norton (bobnorton51@gmail.com)  
Signature Date: 2023-04-21 - 4:44:07 PM GMT - Time Source: server- IP address: 184.167.7.170
-  Agreement completed.  
2023-04-21 - 4:44:07 PM GMT

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