

SKYLINE IMPROVEMENT AND SERVICE DISTRICT
MINUTES OF THE BOARD MEETING
May 23, 2023

A public meeting of the Directors of the Skyline Improvement and Service District was held on May 23, 2023, in person and via Zoom.

Kurt Harland, Bob Norton and Latham Jenkins (via Zoom) constituting a quorum were present.

Attending in person were Maria Johnson and Wendy Meyring.

Attending via Zoom were Jamie Streater, Worthy Johnson, and Warren Machol.

Call to Order:

Kurt Harland called the meeting to order at 4:02 p.m.

1. **Review and Approve Board Minutes of April 20, 2023:**

Action: Bob Norton made a motion to approve the minutes. Kurt Harland seconded the motion. The motion passed 3-0.

Public Comment:

Wendy Meyring - I received an email from Warren Machol asking about incorporating a couple of the spreadsheets that he sent with correspondence included in the minutes. I can add these documents to the minutes.

2. **Changes to the Agenda:**

Action: No changes noted.

3. **Adoption of the Agenda:**

Action: Kurt Harland made a motion to adopt the agenda. Latham Jenkins seconded the motion. The motion passed 3-0.

4. **Public Comment on Items Not Appearing on the Agenda:**

Worthy Johnson - The clearance of the sand on the roads, I appreciate what's been done and it's a lot better. I was just wondering from Bob's perspective when he said we didn't have it in the budget, why we can't take it out of road reserves to pay for it if we needed to.

Warren Machol - The point Worthy had brought up in the last meeting about the amount of gravel and sand that was spread this year specifically up on West Ridge Road, Evan's pushed snow well past the easement on the properties and then deposited a substantial amount of gravel and sand. It was an exceptional year. I don't think it's something that you can budget for a record snowfall and the idea that it hadn't been planned for as the reason not to deal with the substantial piles of gravel. I've already had a crew in here and they've dealt with my lawn and got most of it up. But in the areas that are natural by my barn, somebody wants to come by and look at the piles of gravel where Evans deposited snow 15 to 20 feet onto the property.

I think it makes the case that this is something that should be dealt with as part of our road maintenance. It's not as bad as it was in the years right after we did chip seal. In those years it was substantial, and I think that's when we purchased the gravel sprayers and had Trees Inc. in to pick up the substantial amount of gravel that was everywhere. But this year there's a substantial amount of sand and gravel that was deposited on properties well outside the easement.

I would also point out, it appears we missed the opportunity for so far this year to earn \$8,000 of interest, by keeping so much in zero interest bank accounts. That \$8,000, non-budgeted income, would've gone a long way to pay for a non-budgeted expense. So I'd like to have both of those items addressed when we get around to paying bills and dealing with the amount of debris on people's properties.

5. **Correspondence Received by the District Office:**

Worthy Johnson – April 26, 2023
Rebecca Webb – April 26, 2023
Worthy Johnson – April 26, 2023
Bob Norton – April 27, 2023
Rich Assenberg – April 27, 2023
Chris Thulin – April 28, 2023
LGLP Renewals – May 2, 2023
Josh Kilpatrick – May 4, 2023
Josh Kilpatrick – May 5, 2023
Worth Johnson – May 22, 2023
Michael Minter – May 22, 2023
Warren Machol – May 23, 2023

6. **Review 10-month April Actuals vs. Full Year FY 2022-2023 Final Budget:**

Board Comment:

Bob Norton - Through April everything's in budget. Again, a substantial increase in interest income and on the expense side everything's pretty close, as pointed out. We did add some additional street sweeping. That bill isn't reflected in this because it came in May, but we'll have to adjust the budget. We can do that because we have some areas that are under budget, probably the road repair and maintenance.

7. **Review April 30, 2023 Treasury Report:**

Board Comment:

Bob Norton - The treasurer's report shows the expenditures, bills that have been paid. The reserve accounts contain the following:

Checking Account – FIB - \$259.02
Operating Savings Account – FIB - \$131,505.11
Operating Reserve – WGIF - \$21,410.19
Total Operating Funds - \$153,174.32

Road Reserve - FIB - \$54,684.44
Water Reserve - FIB- \$14,129.28

Water Reserve – WGIF - \$106,546.97
Road Reserve – WGIF - \$377,519.41
Total Reserve Funds - \$574,290.29

Public Comment:

Warren Machol - How much money in total do we have in interest bearing accounts and how much do we have in non-interest bearing accounts?

Board Response:

Bob Norton – They are all interest bearing. But the First Interstate Bank, is earning around .25%. The interest rate in the Wyoming Government Investment Fund (WGIF) the last time checked was 4.78%.

Public Comment:

Warren Machol - We've had this discussion since, December and January in detail, we talked about the idea that on average we're spending \$12,000 to \$15,000 a month, and we do have several months where we have larger expenses. The idea that each hundred thousand dollars at this rate earns us approximately \$500 a month or a thousand dollars with \$200,000 average balance. We were giving up a thousand dollars of interest a month on the risk that we might have to pay a \$25 wire fee to get some of it back.

Every time we hear about unbudgeted expenses, we would have the potential for unbudgeted income. I know it was asked in detail by John at the last meeting about why we have so much in an operating account when all the money's going for water or for roads. More importantly is why it's not earning a substantial amount of interest for us in this circumstance. It also leads, after we get through with this, to the spreadsheet that I sent in response where I thought your calculations were wrong on what should have been put last year into roads and water. I sent in the spreadsheets that were attached to the minutes. Weren't attached to the minutes that I made sure got attached this time. But why don't we deal with the interest portion first? And do you have a proposal to move money to an interest-bearing account for the next month?

Board Response:

Bob Norton - I do have a proposal and it is somewhat subject to what we decide about the budget coming forward. But generally, I can tell you I'd like to move \$135,480 into the Wyoming Government Investment Fund. \$69,446 into the road reserve and \$66,034 into the water reserve. In fact it might be even more depending on what we decide with the preliminary budget to make those moves in June. But those are my preliminary numbers.

Public Comment:

Warren Machol - You can get money back, you said in two days from the interest bearing account?

Board Response:

Bob Norton - We can get access to it, yes.

Public Comment:

Warren Machol - So what's the need for \$65,000 to be approximately zero interest and give up the extra 4.5%?

Board Response:

Bob Norton - I understand your argument. It all needs to go through a very specific motion to place that money into the reserve account. And there's a couple of discussions that have to happen with the budgeting before I can make that motion.

Public Comment:

Warren Machol - I've brought it up for six months, Bob, so I'm just hoping we'll get to a better place and earn what we can with no effort.

8. Approve Payment of Invoices:

Action: Bob Norton made a motion to approve the invoices as presented. Kurt Harland seconded the motion. The motion passed 3-0.

Board Comment:

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

Latham Jenkins – Did Clearwater Operation’s rate increase affect the budgeting?

Bob Norton - They did not increase their base fee. I think it is \$7,200 a year. They did increase their hourly fees. So, it will affect next year when we have them do extra things such as the water testing and leak testing or other things like that.

Bob Norton - The sweeping of the roads, that \$2,250, was the additional amount that had not been budgeted, requiring us to make a budget adjustment this year.

Public Comment:

Worthy Johnson - Coming up West Ridge Road, going around the corner at Perkins you'll see there's an Aspen tree that's got a big blue mark on it. I'm just wondering how we are going to take care of that. I don't think it's going to fall on the road, but it's a leaner and it probably needs to be taken care of.

Board Response:

Bob Norton - I noticed that blue mark and I don't know who placed the blue mark. In my opinion, unless it inhibits traffic flow or traffic issues, I wouldn't remove it. But we could certainly remove it if people are afraid it is going to fall on the road.

| Skyline Improvement & Service District | | | | | |
|---|----------------------------------|---------|--|-----------|-------------------|
| Date | Vendor | Ref. No | Description | Due Date | Total |
| 5/1/2023 | Mountain Property Management | | Monthly Management | 5/1/2023 | \$3000.00 |
| 5/11/2023 | Lower Valley Energy | | acc#001-003, 3/14-4/13 | 5/11/2023 | \$351.43 |
| 5/11/2023 | Latham Jenkins | | reimbursement website renewal 4/22/23-4/22/24 | 5/11/2023 | \$132.00 |
| 5/11/2023 | Clearwater Operations & Services | 1594 | April operations, line inventory, locate 811 | 5/11/2023 | \$727.50 |
| 5/11/2023 | Mountain Property Management | | repayment for town hall meeting notice - Teton Media Works | 5/11/2023 | \$22.00 |
| 5/11/2023 | Teton County Health Department | 23-2556 | water test 4/3 | 5/11/2023 | \$20.00 |
| 5/18/2023 | Idaho Traffic Safety | 194717 | sweep roads | 6/10/2023 | \$2250.00 |
| Total for Skyline Improvement & Service District | | | | | \$6502.93 |
| Grand total - Both Pages | | | | | \$12385.18 |

Skyline Improvement & Service District - Well #4 Grant invoices

| Date | Vendor | Ref. No | Description | Due Date | Total |
|--|-------------------------|---------|---------------------------------------|-----------|------------------|
| 5/11/2023 | Nelson Engineering | 61353 | well engineering work - WWDC portion | 5/11/2023 | \$133.50 |
| Total for Skyline Improvement & Service District - Well #4 Grant invoices | | | | | \$133.50 |
| Total for Skyline Improvement & Service District-to be transferred from road reserve as part of intra-company loan | | | | | \$33.38 |
| Total for WWDC - awaiting their disbursement | | | | | \$100.12 |
| Total Due | | | | | \$133.50 |
| Skyline Improvement & Service District - Meter Loan invoices | | | | | |
| 5/11/2023 | Nelson Engineering | 61431 | engineering work through 4/15 - meter | 5/11/2023 | \$5319.75 |
| 5/11/2023 | Teton Media Works, Inc. | 352030 | bid advertisement - meter project | 5/11/2023 | \$429.00 |
| Total for Skyline Improvement & Service District - Meter Loan invoices | | | | | \$5748.75 |

9. **Water Meter Project – Bid Review and Award:**

Action: Bob Norton made a motion to award the Skyline Ranch residential meter replacement project to Plumbing Anytime for \$125,356. Kurt Harland seconded the motion. The motion passed 3-0.

Board Comment:

Bob Norton - We had the Meter Project bid opening on May 10th and the low bidder was Plumbing Anytime with a bid of \$125,356. The second bid was substantially higher. I have had experience with Plumbing Anytime. As a matter of fact, they did a very similar project for Spring Creek six-eight years ago. They did a very good job. I think the bids are reasonable. They bid utilizing the Neptune meters, which was the one we preferred. My recommendation and motion is that we award the Skyland Ranch residential meter replacement project to Plumbing Anytime for bid in the amount, \$125,356.

Public Comment:

Worthy Johnson - \$125,356, was where basically we started before, we added backflow preventers. We then discussed, this is before the August 21, 2021, Public Meeting that there was a necessity to put backflow preventers on. That raised the price to \$145,000 and everyone was agreeable with that. Then we basically got to \$145,000 and we excluded the backflow preventers. Now we're back down to \$125,000, which is below the \$126,000 that we started off with two years ago. So, what would be the process to go back given Kurt Harland's announcement at the Public Meeting that the \$145,000 included the backflow preventers? Include the backflow preventers for the lots that don't have backflow preventers?

My second question is that seems to be an extremely low price. But what happens if there are extras and the loan is for \$145,000 at which 91 lots are now paying and they've paid the first allotment of 20 years, where's the extra money going to go? I mean we're doing \$145,000 and we're getting a bid for \$125.4.

Board Response:

Bob Norton - The loan is for a maximum \$145,000, it's like a construction loan. We only borrow what we need. So, if the meter installation cost is \$125,000, plus the engineering of approximately \$11,000, which is a contract we've already approved, then if we borrow \$136,000, then that's what we repay. So, it's not fixed at \$145,000. The second question, and we've discussed this previously on several occasions, I do not think that we should be cutting into people's plumbing to install backflow

preventers. I think we should enforce the backflow preventer and have the owner do that. There are not that many, maybe 10 or 12 homes that don't have backflow preventers. I think those homeowners ought to pay for the backflow preventer. That's my opinion on the backflow preventers.

That's how we went out for a bid. We've talked to the low bidder about this, and they said that would be fine. One of the first things they'll do is go into the house, to check the size of the meter, verify that if there's not a backflow preventer, they'll tell the homeowner that they could install it and give them a price. Every property's plumbing is going to be different. We have one homeowner who just built a house, and they didn't put in a meter yoke. So, I told them that we'll put the meter in, but they have to pay for the meter yoke and the backflow preventer. They said that's fine, and they would contract our plumbing contractor to do that before the meter is installed. So, I think it's a similar situation. If a property needs backflow preventer, then they should pay to have it put in. Again, my opinion.

Kurt Harland - I thought we discussed and agreed the district would not be buying backflow preventers, for a bunch of different reasons.

Public Comment:

Warren Machol - I just want to clarify, these aren't backflow preventers. These are check valves that were going to be installed. As I read in our current regulations, you're required to have backflow preventers. And as you've noted Bob, there are 10 or 12 people that don't have them on their irrigation systems. And that is a requirement of our water regulations. There is no requirement for check valves in our water regulations. That's why I insisted that the board should include the installation in every home, and they all be brand new, not old, so that we'd have the highest and best protection for our community. So, I don't believe there's any requirement for any homeowner to have check valves currently in our water regulations or no requirement that the board has to enforce that be done.

The idea that it was part of the original process, both Jim Lewis thanking me for making sure it would be in the budget and Kurt reinforcing the idea that it was going to be part of the budget and done. Now there is a different process since you've been on the board, but I don't believe you can enforce something that doesn't exist in the rules or regulations. As far as the installation of the water meters. If you pick water meters that require yokes, then that should be included in the price to install it. Mine happens to be for my house in line and always has been, and I've replaced it once, maybe twice since I've lived here. But it's an inline meter, not a yoked meter. There's no requirement for a yoke in our system and all this plumbing, just as it was pictured in the public disclosure, was included in the process.

I appreciate that you've reneged on much of the things that was in the public disclosure, but I do not believe you have the right to charge homeowners for this process where the total charge was going to be paid for by the loan and paid off over a 20-year basis. If you've got a different way of reading what the regulations say, I'm happy to discuss it, but I've gone through them in detail and there's no requirement for check valves.

The other items that I haven't been made aware of at this point is how insurance will be handled for the contractor doing the work, both for the installation and any damages that may transpire, and a warranty for any leaks or damages that may be caused by the contractor for the ISD owned meter in our homes.

I believe that needs to be addressed. You've also, in the past, Bob, mentioned that you were going to alter the Skyline water policies and regulations to give the board ownership of the water meters. I haven't seen any drafts at this point of what you're going to propose. I believe that both the insurance issues and the water regulations and policy need to be established before awarding this contract, unless they're covered in the contract

Board Response:

Bob Norton - The normal residential backflow preventer is called a dual check valve and that is what most of the homes have, and that's what is required by the state and by the international plumbing code. Other backflow prevention devices, on irrigation systems and other higher hazard systems are a reduced pressure principle, backflow preventers. But the household is a dual check valve and it's called a backflow preventer. The contractor does have requirements for insurance and a one-year warranty on all his work. The insurance covers liability for any damages caused by their workmanship and so forth.

I agree that we do need to alter the Skyline Regulations and that proposal was presented I think back in January. If you look back, you might find those minutes. I'm still willing to go with that. They might need to be modified a little bit. But basically, it just changes the current language, which says the meter is owned by the property owner to say the meter is owned by the district and all the rest of the interior plumbing, including the backflow preventer and the meter yokes is owned by the property owner. That's a summary of that, but I think we can bring that up at the June meeting and start the process. It's basically to change those regulations at the 45-day advertising period and hearing on that.

Public Comment:

Maria Johnson - what is the window for installation again?

Board Response:

Bob Norton - They must be finished by October. There were some questions about getting the meters. Apparently, there have been some shortages. But the contractor's supplier assured us that he had 90 meters in stock. Apparently, the Town of Jackson ordered some and it took six months to get them. I don't know how many they ordered, but in our case, we're only ordering 90 meters.

Public Comment:

Warren Machol - You had actually proposed back in January some regulations and then withdrew them. So, we had no discussion of them because you knew they were flawed. And at that point I pointed out this idea of yokes and I've had the discussion with you substantially that in my house I don't, mines in line and I know that there's other properties that are in line. And given the public disclosure that there would be no additional cost this was the all-in cost, the \$145,000 loan. I don't believe you can go back and renege on people and tell them they have additional costs because you chose meters that need things that aren't in our houses at this point. Now, if you believe that that's the appropriate way to go forward, I think you need to put on the record that what was discussed in the public meeting to get the loan is being reneged on. And there are additional costs going to be charged to homeowners in this process that were never disclosed.

Board Response:

Bob Norton - I did look at a couple of meters that were installed in line and those individuals did have

what I call the meter nuts and they did have a standard AWWA meter. So even though it was in line and didn't have a meter yoke, all that is needed is to loosen the nuts, put the meter in, tighten the nuts. If an individual does not have a standard meter installation, there may be some extra costs. But that would be very few and I don't believe it's a cost that the district should cover. I think it's the individual homeowners if they didn't put in a standard approved meter installation.

Public Comment:

Warren Machol - Well there is no standards or were no standards until you decided you were going to own meters inside our homes. But I've, as I said, replaced mine. I don't know if it's standard or not standard, but you keep talking about people putting in yokes and double check valves and these other things which are not in our regulations and not on our rules. At the public meeting when this was disclosed, there would be no additional costs to installing either the meters or the check valves in anyone's home.

Now as I said, if you're going to basically say that the public meeting and public disclosure was inaccurate and wrong, you should put that on the record before instituting the contract so people know that they're going to have additional costs above what was publicly disclosed for these meters, which was going to be \$145,000 spread over each of the homeowners. I know you weren't on the board at that point, you disagree what was done, but that's what was stated. As I said, if you want to put on the record that everything that was publicly disclosed was inaccurate and incomplete and you were not going to go with it, then I'm happy to hear that and we can go on that path.

Board Response:

Bob Norton - As soon as we have the contractor on board, get all the insurance and everything going, we will be notifying people. If we have a homeowner who has an inappropriately installed meter, there will be additional costs. But of all the ones I've seen, there hasn't been that problem. The international plumbing code and the standard meter sizes have been in effect since before the subdivision was started. So, I find it hard to believe that there's going to be anything that's very unusual.

Public Comment:

Warren Machol - I'm going to come back to this idea that you might want to read what was in the public disclosure and that the all-in costs would be covered by the \$145,000 and no additional costs per lot in this process. Essentially, you just said you're going to change that moving forward. Because it's your opinion that if there's an anomaly, even though it was shown that all this plumbing was done in the descriptions, that you don't believe that's what's going to be followed. The second part about the insurance, what is the coverage that is required for the contractor in this bid?

Board Response:

Bob Norton - The requirement is \$1M in liability and property damage, and there's also an umbrella. I could read you the whole thing, but I believe it easily covers installing, in this case, a \$780 meter.

Public Comment:

Warren Machol - I'm not worried about the \$780 meter. I'm worried about somebody's crawl space being flooded and the ISD having the liability associated with that. And if you tell me you have a \$1M basic policy with no deductible and then an umbrella policy above that to ensure that those disaster scenario, one in 100 or one in 1,000 that could happen wouldn't be a liability to the ISD.

Board Response:

Bob Norton - The contractor indemnifies the ISD from any activity they're doing.

Public Comment:

Warren Machol - The insurance is to the ISD as the contract or to each individual homeowner?

Board Comment:

Bob Norton - It also applies under the insurance to property damage, to where the meter is installed. The meters themselves are warranted for 20 years. The contractor's labor and installation is warranted for one year.

Public Comment:

Warren Machol - I haven't seen any of those documents, and that was one of the things that was covered originally that the ISD would be covering for the 20-year life, the liability for the meters. I think the biggest liability is in the first year of installation, but obviously there's 19 more years to go.

Worthy Johnson - Bob, so we stay at \$84.50 for most people until the loan is paid off. We don't adjust that every year, correct?

Board Response:

Bob Norton - In my opinion, no. But that's what was voted on in the last budget to assess everybody \$84. In my opinion, if you look at that bid schedule, most of the meters are one-inch meters. There's 70 of those. That's \$927. Some people have two-inch meters that cost \$2,200. Is it fair for the person that's putting in a three-quarter inch meter at \$809 to subsidize the guy that has a two-inch meter? That's a discussion I think we need to have as far as the assessment to repay that loan. But, at this point in time, that isn't part of the discussion.

Public Comment:

Worthy Johnson - How do we get the diameter for all these meters?

Board Response:

Bob Norton - Clearwater Operations has gone through and looked at them all and that's what the bid is based on. 11 - 5/8"s, 8 - 3/4", 70 - 1", 2 - 1 1/2" and 3- 2" meters.

Public Comment:

Warren Machol - Bob, you just brought up what was in your opinion again, and you might refer back to the Public Meeting and what was disclosed on how these would be paid for and it was per lot not per meter sites. And again, we have a public disclosure of how this loan will be handled and how it'll be done. Now we get a new board member and he has a new sets of opinion and it seems like the public disclosure is not being followed.

So, I don't know when this stops where we're going to go and do borrowings and in debt ourselves for items and then you want to change the rules as you go forward. But it was publicly disclosed to be a per lot charge, not a per meter charge or a meter diameter or anything else. The idea that you want to change how things are done and how the rules are after public disclosure of acquiring the loan is troubling. So, you might want to read what's in the public disclosure because it seems to have not been followed well.

10. **Approve Preliminary Draft FY 2023-2024 Budget, Approve Preliminary Draft Assessments:**

Action: Bob Norton made a motion to approve the Preliminary Draft FY 2023-2024 Budget and Assessments. Kurt Harland seconded the motion. The motion passed 3-0.

Board Comment:

Bob Norton - The purpose of putting this together and approving this preliminary draft is we need to submit to the State of Wyoming a preliminary draft. They want to know the revenues, all the income, the expenses for the last completed fiscal year, and then the estimated year-end for this fiscal year ending June 30th. I'm proposing some adjustments in the road maintenance assessment and the revenues.

Going down through the expenses, the advertising I increased because we have elections, we have the water public hearings, public hearings, and then we have advertisements for bids. I've increased that \$1,200, whereas last year it was \$382. Bonding shouldn't be much of an increase; I did a 5% increase. The clerical contract services, thank you, Wendy, have not increased. The contract labor for roads, I did put in \$3,000 for street sweeping, \$4,300 for striping, and \$4,600 for roadside maintenance and \$1,000 on signs, which is similar to the numbers that were last year time other than the street sweeping.

The water contingency, I've got that in there at \$8,000. The previous budget was \$6,559. What I have in that \$11,000 is \$8,000 to prepare the WDC grant and SRF loan applications for the water supply and storage project, and then \$3,000 for Clearwater because they raised their rates for a little additional contingency. We didn't really have any clear water contingency in the current budget. The water easement purchase, if you recall, we had \$8,000 budgeted the last time. We spent \$2,000 on legal and descriptions. The \$6,000 is for the purchase of the easement. Insurance, not much change there. A little 5% increase budgeted. Office supplies, slight increase. Water repair and maintenance a 10% increase is what I projected. On the water reserve account, I budgeted \$30,908 to go to the reserve account for the water.

The road was changed. I thought that it was substantially high for the road overlay. I did \$20,653, which is 1/30th of the estimated 2023 costs, given that that's something that would happen every 30 years. And the chip seal is \$22,762, which is 1/7th of the estimated 2023 cost. Snow removal was a three-year contract with an inflation factor, so I just increased it 6%. Utilities, slight increase on that. Water operations, again, Clearwater wasn't going to charge more for their annual contract of \$7,200. Water testing expenses went up because we have some additional testing that needs to be done. I've projected the standard ones plus a \$700 for lead copper and \$1,700 for synthetic organic chemicals, which is a test that must be done every three years.

The website is the same. The loan repayment on the SLIB water meters, there wasn't any payment that had to be made last year, so that money that was pulled out will be set into the reserves. The first payment will be due the next fiscal year. The first payment is due six months after substantial completion. So that happens in October. The payment will be due in April or so. And then there's some repayment on the loan we borrowed from the road reserve to repay that.

For capital projects, we've got the completion of well #4. We had \$159,000 I had estimated. I thought we were going to get started on the well. We're not going to get started on it until June, so we may not spend quite as much. In this fiscal year, I'm going to have to spend a little bit more. I'll adjust that

accordingly. The radio read meters, there won't be too much of a bill that comes in this year. I think that existing is based on engineering costs. I did this before we had the bid opening, so I can adjust that somewhat to 133,000 to include some engineering.

Public Comment:

Michael Minter - Under 22/23 estimate, there are two numbers under water that don't seem to relate to any item. There's a \$213,181, and \$57,943. I don't think they belong there.

Board Response:

Bob Norton - I apologize for those numbers being in there. I was adding up what the actual total assessments would be, fixed assessments to the property owners, comparing year to year. And I should have deleted those. They don't have any meaning in the budget.

Public Comment:

Michael Minter - Under 23/24 there's a \$186,030. Probably the same thing. So, that probably doesn't belong there either.

Board Response:

Bob Norton - Yes. So, I had essentially shown that the total assessments that would be charged to the property owner on a per lot basis. The total is \$186,000 in the new budget as opposed to the old budget was \$213,000. So, we're lowering those assessments.

Public Comment:

Michael Minter - Cash receipts, and excess of expenses have zeros. I think that number should be totaled like \$30,000. If you subtract the total expenses \$480,000 from the total revenues \$510,000.

Board Response:

Bob Norton - In that line, the roads should be \$21,490. For the budget increase the water was \$8,980. The total is \$30,470.

Sorry about that. Up in the revenue, I'm recommending reducing the assessments. There's a slight increase in the road maintenance assessment, but a decrease in the overlay and the chip seal assessment. And the road overhead assessment's nearly the same. When it comes to the water side, the water system user fees, I'm thinking that's coming down a little bit. I base that at the same rate of \$2.60 per 1,000 gallons. But in the last April to April period, we only used about 20-million gallons. So, I took 95% of that and projected an income of \$51,168. The water overhead assessment has gone up slightly, about 3%.

Public Comment:

Michael Minter - I think it would be useful to show a current cash balance and the various accounts that we have and given the projected assessments to project at the end of 2024, what those balances might look like since we are trying to build up reserves in anticipation of our project.

Board Response:

Bob Norton - I've done a little bit of that, but I don't have it in this projection. I'm projecting that we would put \$64,905 into the road reserve in this next fiscal year, \$39,888 into the water reserve, for a total of \$104,793.

Public Comment:

Michael Minter - So we're only adding \$39,000 to water reserves?

Board Response:

Bob Norton - Correct. That's my projection. Now that could change if people want to do that. That essentially is based on the water reserve account of \$30,908 plus the additional cash over earnings of \$8,980. So that's how I arrived at those numbers. We can certainly budget to put more into reserves if people want to do that. We'll just have to increase the assessments accordingly.

Our total water reserves right now are \$120,676. As I mentioned, I was talking about placing another 66,000 in there from this fiscal year's earnings, which would boost that up to \$186,710. The road reserve, if we make the increase, would put it up to \$501,000.

Public Comment:

Warren Machol - One of the things you mentioned, you put striping in the budget for this year. Are you planning on chip sealing?

Board Response:

Bob Norton - We didn't stripe this year. We are budgeting for next year. The board voted down doing chip seal. It was budgeted this previous year. I don't have it in there right now, but if people want to do the chip sealing, we have the money and the reserves to get the job done. So, one of the things that I have to say about chip sealing is we typically need to bid it in February or March so we can lock into prices, but the work doesn't occur until the end of July or August. So, it's two fiscal years. We do the bidding in next fiscal year, but it'll be the 2024-2025 fiscal year when the work is done.

Public Comment:

Warren Machol - the reason I'm asking is if we're planning on chip sealing, not this year because we moved it out and we're looking at it the next year, shouldn't we wait on striping until we put down the new chip seal? So that we just don't have to pave right over it.

Board Response:

Bob Norton - We can do that. We could leave that money for striping, which was roughly \$3000. Or, we can leave that in there for putting together the contract documents for bidding. I think that contract was estimated last time it was about \$5,000 so we might have to raise that a little bit so that we can get the bids done for the chip seal in this next fiscal year.

Public Comment:

Warren Machol - I'm just asking from a timing standpoint to, seems not efficient to put down a stripe and then chip seal.

Board Response:

Bob Norton - I understand what you're saying.

Public Comment:

Warren Machol - I'm looking at the budgeted numbers that are in blue, which was about \$58,000 and both in the budgeted and in the receipts for estimated. If we look at the expenses that were incurred that are in blue, there's \$14,190 and \$4,449, which totals a little less than \$19,000. So, there's the difference between the \$58,000 and the \$19,000 is just excess that was charged for water that wasn't used to pay bills. Am I reading that correctly? So that leaves an excess of \$39,000. Is that right?

Board Response:

Bob Norton - I'm not sure you're reading correctly. As I say, when I calculated the water system user

fees, I took the 20 million gallons that had been used, took 95% of it. So, I used 19,680,000 gallons sold. And that at \$2.60 per thousand, that works out to \$51,168. That's how I arrived at the water system user fees. One thing you got to keep in mind is that the water billing is based on the previous year. So, we got April to April water meter readings. That's how they're calculated for the next fiscal year. And that's how I came up with that number. The way it was budgeted for this current fiscal year 22-23 was based on the 21-22 water reading. So you're paying for the water a year after you used it.

Public Comment:

Warren Machol - We're just dealing with the budget here, not how it's calculated. So, this budget was for the year based on those facts and the numbers that were attached to that have left \$39,000 excess above expenses for the amount charged for water last year. I just want to make sure I'm reading that on the current to-date numbers. And if I remember, one of the reasons water repairs and maintenance is so high is we moved money onto that account from legal. And that's one of the reasons it's at the number it's at this point. So that's \$39,000 of the \$67,000 of total excess cash received by Skyline ISD. Is that correct?

Board Response:

Bob Norton - That's what was budgeted and put and charged to people at \$2.60 a thousand gallons.

Public Comment:

Warren Machol - then the 1500 was the catch-up for the two numbers. So in total, would you agree that's approximately \$58,000?

Board Comment:

Bob Norton - Yes

Public Comment:

Warren Machol - Then the expenses are \$14,190 and \$4,449, approximately \$18,500 rounded to \$19,000 of expenses. Do you see those numbers? The differential is \$39,000. Do you see how that's arrived at?

Board Response:

Bob Norton - I understand what you're doing.

Public Comment:

Warren Machol - You were having a problem understanding and kept going back to what's charged versus how it's charged. So at the bottom here you have \$67,700 as budgeted cash receipts in excessive expenses. Do you see that?

Board Response:

Bob Norton - Well, let me interrupt. I understand that you don't agree with the way the budget was set up last year. What I'm telling you is this is the revenue and the estimated revenue and the estimated expenses. I've adjusted it for the next year a little bit differently. The blue lines, to me, those were done previously. They don't necessarily reflect it. I'm more interested in talking about the proposed budget as opposed to the previous budget because I understand you don't agree with it and we're not going to agree on it.

Public Comment:

Warren Machol - We don't have to agree on it. But if we agree that there was \$39,000 of excess revenue that was charged for water, it should be dealt with in the following year to address that excess charge, which is what I was

leading to because without dealing with the past you can't deal with future, You are responsible to set the budget and set it appropriately, it seems you have a plug number here of \$30,900 going to the water reserve account, means you're only applying that to people that use water and not to people that don't use water, even though it benefits every lot equally if it's going to rebuild our water system.

Board Response:

Bob Norton - I understand what your argument ... but I don't agree with you.

Public Comment:

Warren Machol - Bob, you were talking about agreement or disagreement. I'm trying to deal with the facts, not agreement or disagreement. You mentioned that if we were going to, in your opinion, increase reserves, it would all go on people that currently use water. So, it wouldn't be a fixed charge per lot. So, everyone gets a benefit just like when we have the loan, every lot pays equally into paying for our infrastructure.

11. **Hwy 22 Discussion:**

Board Comment: Our neighbors, Bar Y Estates, Gros Ventre West, Gros Ventre North and Indian Springs had a meeting about Highway 22.

Some of them are very concerned that they don't want to see the road widened. They would like to make sure that the intersections are safe at each of the intersections, Pratt Road, Bar Y, Skyline and Indian Springs. So they're getting together and they want Skyline to get involved. The report from the WYDOT consultant is coming out in June, and they will have their options and recommendations at that point in time. I think it's important if we can get together with those folks to provide a unified front. But it takes a little more time because we don't know what the options are. The second thing they want to align with the Conservation Alliance and the Coalition for Responsible Planning. I don't know what those individuals' specific proposals are going to be, but I think it's a little premature to align with other groups before we know what their proposal is and what the consultants have determined. I don't know if anybody else has some major concerns they want to take back to those meetings about Highway 22. The new bridge will be four lanes.


12. **Next Board Meeting – Wednesday, June 14, 2023**


13. **Adjournment:**

Action: The meeting was adjourned at 5:30 p.m.

Approved

Approved


Kurt Harland (Jun 15, 2023 08:33 PDT)


Robert Norton (Jun 15, 2023 12:32 MDT)

Kurt Harland
Chairman

Bob Norton
Treasurer

Correspondence Received:

From: Worthy Johnson <wjohnson@lawrencecapitalmgt.com>

Sent: Wednesday, April 26, 2023 8:11 AM

To: office@skylineranchisd.com

Cc: mariajohnson53@gmail.com

Subject: FW: Trash Service-Bear Proof Cans REQUIRED EFFECTIVE IMMEDIATELY

Importance: High

Team SRISD.....Kindly attach to minutes for all to know. TYw

----- Forwarded message -----

From: Yellow Iron Waste Removal <yellowironex@gmail.com>

Date: Tue, Apr 25, 2023 at 2:54 PM

Subject: Trash Service

Bearproof Receptacles & Rate Increase Concerns

Teton County Integrated Solid Waste & Recycling Intends to Increase Rates at the Teton County Transfer Station. Public Comment will be received until May 13, 2023.

[News Flash • Teton County, WY • CivicEngage \(tetoncountywy.gov\)](#)

Consequent upon the approval of the transfer station fee increase, we will be evaluating our pricing structure.

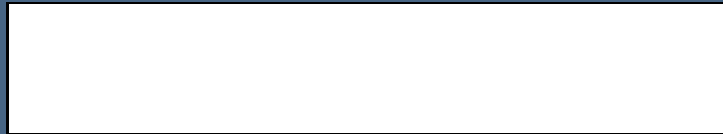
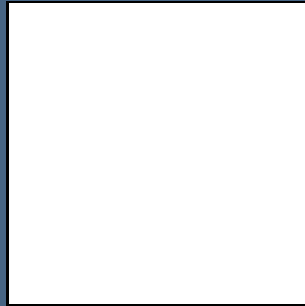
Local regulations now require the use of Bear Resistant Trash Receptacles in certain areas. These regulations are enforced by The Town of Jackson and Teton County. We Currently have Bearproof Dumpsters, 96 Gallon Bearproof Carts and 64 Gallon Bearproof Carts in stock. Please note there are increased rates associated with switching to Bearproof Receptacles whether we provide you with one or you provide your own. Please contact us if you are interested in a Bearproof Receptacle or are planning on building a Bearproof Enclosure.

Yellow Iron Excavating & Waste Removal

307-735-0583
PO BOX 1225

Wilson, WY 83014

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From: Rebecca Webb <rebecca.webb@wyo.gov>

Sent: Wednesday, April 26, 2023 9:29 AM

To: Penzi Tran <penzi.tran@wyo.gov>; Benjamin Wolff <benjamin.wolff2@wyo.gov>; Wendy Meyring <wendy@mpmjh.com>; Bob Norton <bobnorton51@gmail.com>; Leah Duke <leah@mpmjh.com>

Subject: Fwd: Skyline Improvement & Service District

Good Morning,

Please send all emails or calls to Penzi Tran who is now handling the SRF loan draw requests. His phone number is 307-777-5526, if you have questions. All LDRS must be hard copied with "original signatures" and supporting documentation on the LDR form- mailed to Penzi Tran.

Thanks, Rebecca
Rebecca Webb

Community Loan Officer
Office of State Lands & Investments
Herschler Building
122 West 25th Street, Suite W103
Cheyenne, Wyoming 82002-0600

Please Note New Mailing Address

rebecca.webb@wyo.gov

307-777-6046

307-777-2980 (FAX)

Disclaimer Notice: E-mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.

From: Worthy Johnson <wjohnson@lawrencecapitalmgt.com>

Sent: Wednesday, April 26, 2023 10:14 PM

To: Wendy Meyring <wendy@mpmjh.com>

Cc: mariajjohnson53@gmail.com

Subject: FW: 20 April Board Meeting

www.skylineranchisd.com

Hi Wendy....There is a password.....What pray tell is it please.....

I assume it changes monthly as well?

Thanks,



From: Bob Norton <bobnorton51@gmail.com>

Sent: Thursday, April 27, 2023 11:23 AM

To: kgross@surrycapital.com; Wendy Meyring <wendy@mpmjh.com>; Kurt J. Harland <thekurtharland@gmail.com>; Latham Jenkins <latham@livewaterproperties.com>

Subject: Re: Highway 22 neighbors

Kathy,

I am on the Skyline ISD Board and we are interested in the WYDOT plan for Hwy 22. I have not seen the latest plan, only earlier, a couple of years ago, ROW plans. I will see if there are more current plans, and if so bring the discussion to our next Board meeting.

If you have more current information please send it to me, or call me at 307-690-2089 if you want to discuss the multiple subdivision's access to Hwy 22.

Bob Norton

690-2089

On Thu, Apr 27, 2023 at 8:18 AM Kathy Gross <kgross@surrycapital.com> wrote:

Hi Bob,

Wendy Meyring gave me your name and suggested you might be interested in providing some of your expertise and possibly helping with neighborhood efforts regarding the current construction and future plans on Route 22. I am on the HOA board of Gros Ventre North and we are concerned about the safety of the intersection of Pratt Road and the highway. We know other communities, including Skyline, will be similarly affected by the current construction as well as the potential future road expansion. We are hoping to collaborate with other HOAs and entities along 22 in order to try to influence helpful outcomes. So far we have discussed this with board members of Gros Ventre West, Bar BC, and Indian Springs all of whom would like to be involved. At this point we think that focusing primarily on the safety of those who need to exit their roads onto Route 22 would be the best way to bring our concerns to WYDOT.

I understand that you are retired civil engineer and I'm wondering if we may be able to at least have a conversation to get some of your thoughts about the matter and perhaps pick your brain a bit. If you would like to be involved with this collaboration, all the better. We're hoping to include Skyline in one way or another.

If you're willing to set up a time to talk, please let me know what your availability might be. It would be greatly appreciated!

Thank you,

Kathy Gross
603-762-0244

From: rich kt814.com <rich@kt814.com>

Sent: Thursday, April 27, 2023 2:10 PM

To: office@skylineranchisd.com

Cc: nathan kt814.com <nathan@kt814.com>

Subject: RE: 3375 west killdeer - site committee authorized building permit info

Thank you. I appreciate that.

Rich Assenberg

architect | AIA

www.kt814.com | po box 8242 jackson wy 83002 | 650 w elk ave #11 | 307.690.4059

From: Chris Thulin <cthulin@carpetcowboys.com>

Sent: Friday, April 28, 2023 10:51 AM

To: Kurt Harland <kurt@bhhsjacksonhole.com>; Bob Norton <bobnorton51@gmail.com>; Latham Jenkins <latham@livewaterproperties.com>

Cc: Alan Wood <alanbwoodmd@gmail.com>; Emma Hill <emmawhill@gmail.com>; Chris Thulin

<cthulin@carpetcowboys.com>; Skyline Ranch <office@skylineranchisd.com>; Jenny Karns <jennykarnski@gmail.com>

Subject: Re: Skyline - Fairbanks Materials Samples

Hi Kurt, Bob and Latham:

Please see below from Wendy Meyring.

A couple of questions.

Has the Site Committee reviewed the Fairbanks project? If so, can you please send a copy of your review to the members of the ARC (listed above)?

Also, when I passed along two sets of plans and the material samples, I indicated that the architect wanted both the plans and samples back. Maybe keep one set of plans and return the second set and material samples?

Please advise.

If need be, I can pick up plans / samples to return, just need to know what's going on.

Thanks, Chris

On Apr 27, 2023, at 1:55 PM, office@skylineranchisd.com wrote:

Chris,

I hope you are doing well! Would it be possible to get the material samples back from the Fairbank's project?

Wendy Meyring

PO Box 2228

250 Veronica Lane

Jackson, WY 83001

307-733-1684 x. 101

License #3335

www.MountainPropertyManagement.com

From: LGLP Renewals <lglp@lglp.net>
Sent: Tuesday, May 2, 2023 2:26 PM
To: Andrea Hixon <ahixon@lglp.net>
Subject: Reminder-LGLP FY 24 Renewal Application is due May 19,2023

Dear Member,

Just a friendly reminder, it is time to complete your annual renewal applications for continued membership. If you have already submitted your application then please disregard this email. **Please note our new mailing address, 6844 Yellowtail Road, Cheyenne, WY 82009**

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.

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

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, 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

From: Josh Kilpatrick <jkilpatrick@nelsonengineering.net>
Sent: Thursday, May 4, 2023 4:35 PM
To: jon@atomic-strategies.com; anytimesteve@gmail.com; info@skylineranchisd.com; Wendy Meyring <wendy@mpmjh.com>; Jennifer Russell <jennifer.russell@wyo.gov>; Jones, Jon <Jon.Jones@coreandmain.com>; jadebeus@gmail.com; Robert Norton <norton@nelsonengineering.net>; thekurtharland@gmail.com
Subject: Skyline Ranch ISD Residential Meter Replacement - Pre-bid Agenda, Minutes and Attendance (DOCUMENTS ARE ATTACHED AT THE END OF THE MINUTES)

All,

Please find attached information from today's Pre-bid Meeting.

Please let me know if you have additional questions or concerns.

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

From: Josh Kilpatrick <jkilpatrick@nelsonengineering.net>

Sent: Friday, May 5, 2023 4:58 PM

To: Jones, Jon <Jon.Jones@coreandmain.com>; jadebeus@gmail.com; jon@atomic-strategies.com; Steve Davidson (anytimesteve@gmail.com) <anytimesteve@gmail.com>; Miquelle.bernard2@ferguson.com

Cc: Suzanne Lagerman <slagerman@nelsonengineering.net>; Jennifer Russell <jennifer.russell@wyo.gov>; info@skylineranchisd.com; bobnorton51@gmail.com; Wendy Meyring <wendy@mpmjh.com>

Subject: Skyline Ranch ISD Residential Meter Replacement - Addendum #1

(DOCUMENTS ARE ATTACHED AT THE END OF THE MINUTES)

All,

Please find attached Addendum #1 for the Skyline Ranch ISD Residential Meter Replacement project.

Josh Kilpatrick, PE

Project Engineer

PH: (307)690-2086

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Jackson, WY 83001

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From: Worthy Johnson <wjohnson@lawrencecapitalmgt.com>
Sent: Monday, May 22, 2023 8:52 AM
To: Wendy Meyring <wendy@mpmjh.com>; office@skylineranchisd.com
Cc: mariajohnson53@gmail.com
Subject: Bids for Water meters/treasurer's report (on website?) and bills presented
Importance: High

Team SRISD.....Please send out all of the above unless posted on website prior to meeting Tuesday.

TY

https://www.skylineranchisd.com/files/ugd/fd080d_94a12d9f7b264cdab6400ba1cb0ee5f8.pdf



From: michael minter <trewil@hotmail.com>
Sent: Monday, May 22, 2023 3:33 PM
To: Wendy Meyring <wendy@mpmjh.com>; Bobnorton51@gmail.com
Subject: Re: Minter/Budget

there are figures in the 22-23 water column below the line TOTAL OWNER REVENUES \$213,181 and \$57,943 that I don't understand and seem out of place. There is also a number(\$186,000) under the 23-24 water column, again below the TOTAL OWNER REVENUES line that looks out of place.

Budgeted cash receipts in excess of expenses. I calculate \$21,450 for road and \$8,980 for water and a total of \$30,430.

Thank you, MM

From: Wendy Meyring <wendy@mpmjh.com>
Sent: Monday, May 22, 2023 12:08 PM
To: Bob Norton <bobnorton51@gmail.com>; michael minter <trewil@hotmail.com>
Cc: Kurt Harland <thekurtharland@gmail.com>; latham@liveproperties.com <latham@liveproperties.com>
Subject: RE: Minter/Budget

I have updated this document on the website.

Wendy Meyring

PO Box 2228
250 Veronica Lane
Jackson, WY 83001
307-733-1684 x. 101
License #3335

www.MountainPropertyManagement.com



Mountain
PROPERTY MANAGEMENT

From: Bob Norton <bobnorton51@gmail.com>

Sent: Monday, May 22, 2023 12:06 PM

To: michael minter <trewil@hotmail.com>

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

Subject: Re: Minter/Budget

All,

I believe that the proposed preliminary budget that Mike is reviewing is from the April meeting. The preliminary draft budget was revised after that meeting. The current preliminary draft budget is attached, which is the one that should be on the web site.

Bob

On Mon, May 22, 2023 at 10:51 AM michael minter <trewil@hotmail.com> wrote:

Guys, I'm hoping to make the meeting in person or via zoom, but may have a scheduling conflict.

In case I can't make it, here are my comments/suggestions.

1. why was water maintenance assessment reduced from \$27.7K to \$17K. We need to be increasing reserves.
2. WWDC well grant. Under water column the entry is \$56,583, but under total the entry is \$78,000.
3. water supply/storage SRF loan. \$25,460 notal in total; likewise \$12,540 not in total
4. water assessment-\$45,780 needs to be much higher
5. receipts in excess of expenses are \$30,000 I believe

It would be useful to include a monthly balance sheet, if possible, or at least the cash balance accounts

Is our water system insured? Bill Schwartz stated that he wished his line was insured, and indicated that for a homeowner, it was not that expensive.

thank you, MM

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

Sent: Tuesday, May 23, 2023 3:57 PM

To: Wendy Meyring <wendy@mpmjh.com>; Bob Norton <bobnorton51@gmail.com>; Latham Jenkins <latham@livewaterproperties.com>

Subject: Fwd: Analysis of 2021 - 22 Water Reserves Accounting

sheets not attached to minutes

WLM Associates

500 NW Ridge Rd

Jackson WY 83001

307 734 1920 (o)

917 455 7470 (c)
