

SKYLINE RANCH IMPROVEMENT AND SERVICE DISTRICT

MINUTES OF MEETING

November 10, 2016

A public meeting of the directors of the Skyline Ranch Improvement and Service District was held on November 10, 2016 @ 5:30 at the office of Nelson Engineering in Jackson, Wyoming.

The following directors, constituting a quorum, were present: Kurt Harland, Bob Norton and Rene Glick. Homeowners included Arne Johanson, Josh Thulin, Chris Thulin, Warren Machol, and Jim Lewis. Carly Schupman was present as the Bookkeeper and Janette Baribeau from Clear Water Group. Latham Jenkins arrived shortly after the meeting began.

Kurt served as Chairman, Bob served as Vice-Chairman, and Renee served as Treasurer.

Kurt Harland called the meeting to order.

Business added to the agenda:

Site of future meetings: Kurt offered the possibilities of using the offices of Bershire-Hathway, located at 138 North Cache St., or public use space @ Owen Bircher, and noted that there are a few other spaces available.

Kurt noted that item 4, New Bookkeeper Candidate, would have to be revised as the new bookkeeper candidate was not able to attend this evening's meeting, however the issue of a new bookkeeper would be discussed.

Chris Thulin requested that written clarification of the duties of the ARC be added to the agenda; this item was added as 9a.

1.) Clear Water Group Presentation By Janette Baribeau:

Janette Baribeau 307-690-6220

Janette provided an Emergency Response Contact form (copy attached).

-Clear Water, (Janette), visits both Skyline pump houses once a week and runs a full well cycle at each well to determine the need for adjustments in the compressor for the air levels. She also records switch raw usage data to determine average daily usage which she compares to usage in previous years to track any problems that may appear.

-Janette lives in Jackson so is available for emergency situations such a power outages which may require re-setting breakers for the generators or other action. If Janette encounters a problem that she cannot fix on site, she contacts her boss, Dave Arentz (307-690-5512). Historically Dave has called Bob to

discuss the problem and resolution rather than immediately calling in a sub-contractor, which has saved Skyline money.

-Red lights attached on the outside of the two pump houses go on to indicate breaker outages/ breakers needing to be re-set. These are visible to the road so Skyline members can make note if they are on and Janette needs to be contacted.

- Janette conducts monthly bacteria testing, as dictated by EPA protocols, which were revised in the spring of 2016. She tests three houses, rotating monthly such that each house is tested once a quarter. Houses are chosen from different areas of Skyline to broaden the readings. Jim Lewis mentioned a problem the Willots experienced when power went out this Fall and the water pressure dropped; the Willots both got Giardia. Jim requested notification by e-mail to all Skyline owners of lowered water pressure. Arne mentioned he also contracted stomach problems, possibly giardia; Bob expressed uncertainty that the incidences of giardia were related to the lowered water pressure.

-Janette noted that when water pressure is low, she can do a bacteria test and a flush at hydrants. Bob commented that Skyline only has two yard hydrants, one yard hydrant at the entry to Skyline and one at the water tank. Thereafter there was a discussion about chlorination. Currently Skyline does not add chlorine to its water. Janette stated that in an emergency, she could access chlorine from other water systems in Jackson. Bob noted that Skyline's current water system is structured such that a chlorine system can be installed either for back up or for continuous use. Bob noted that having a chlorination system would be useful should Skyline experience a pipe break.

-Chris asked about the age of the existing compressor and Bob noted that the current compressor is 6-7 years old and probably has a 15+ year life; the compressor has probably been replaced 2-3 times in the past 25 years.

-A discussion was had about Skyline's two pumps. Bob noted that the pumps are set to alternate and in an emergency the water system can run for several days one pump. The pumps are capable of producing 235-250 gallons of water per minute. Janette noted that currently, in the non-summer/ non-irrigation season, the pumps run about ½ hour per day, compared to a high usage in the summer months, which in August of 2016 ran 4 hours a day (usage is monitored by a meter).**NOTE: Bob reviewed these minutes and noted that the pumps run 3 hours per day in the in the non-summer/non-irrigation season, compared to 18 hours a day in August of 2016; see attached email for details of water usage and pump time.** One pump can produce 235 gallons per minute, the other 250 gallons per minute. It was calculated that at a maximum usage of 250 gallons per minute, a pump could generate a maximum of 360,000 gallons per day. The current system can run with one pump to meet maximum demand. Water usage for the past two years in the high months of irrigation, July and August, has been at 6 times the levels used in the non-irrigation months (Bob estimated this to be @ 40,000 gallons per day in the high months). Jim queried about asking home owners to alternate irrigation to an every other day schedule; Bob noted that this might help but other communities have found that owners will water twice as much every other day, defeating the purpose of the alternating

day schedule. As the discussion progressed, Bob noted that high usage of 235 gallons per minute is not the problem, the challenge is the amount of hours the pumps run.

-Kurt asked Janette to provide information on what happened to Skyline's water system when Jackson experienced the recent power outage and Skyline had no water for several hours. Janette noted that the breakers were tripped due to power surges; then the power went out. The breakers and the alarms had to be re-set. Bob stated that essentially, the breakers tripped to protect the pumps by turning them off; when the breakers trip, usually the generator will go on, but the combination of surges followed by a power outage cause the lack of water, an unusual occurrence. Warren questioned the installation of another sensor before the transfer switch to provide further protection. Currently there are no phone lines hooked up to the pump houses. Bob estimated that the cost to put in a simple auto dialer where the existing alarms are located would approximate \$300-400, the bigger expense being running a phone line to the pump houses. Once installed, Bob estimated that the cost of maintaining the phone lines would approximate \$600 a year. If pursued, Janette noted that it would be beneficial that the auto dialers include controls to notify which pump, and what problem has occurred (rather than a generic notification of a problem).

-Clear Water follows EPA guidelines for testing; Janette notifies Skyline of the results and completes reports that are sent to the EPA. The tests are for copper, radon, nitrates and asbestos levels and are required on a varying basis from monthly to every five years, depending on substance being tested. She completes monthly bacteria testing, and quarterly does all required EPA testing; she is currently working on the nitrate testing (needs a SPO hydromatic tank sampling point). Written reports are due to the EOA by April one for the prior year, and are forwarded to Skyline's Water Board by July. Bob noted that the only testing issue Skyline has ever had related to well 1, regarding arsenic levels. The well was reflecting 44 parts/billion and the existing limit was 50 parts/billion. The EPA lowered the guidelines to 10 parts/ billion and Skyline abandoned the well. (Skyline was never in violation of the EPA rules.) Consumer Confidence Reports, mailed annually, note the years in which a given test was done. Bob has been completing Consumer Confidence Reports. Copies of the report are distributed to Skyline property owners.

In response to a question by Warren, Janette noted there is no written operating manual for the water system. Janette stated that Clear Water works with both Westwood Curtis and Teton Water Works, both Jackson based, and both of which companies have a reputation for responding quickly. There is some protection built into the current system which uses the two pumps on an alternating basis. System parts are sourced from Grahm Striker or Corning in Idaho Falls, or more rarely from Denver; suppliers are usually able to provide parts as quickly as overnight if needed.

-A discussion occurred about the keys to the pump houses. Currently Janette has a set and Bob has 1 set. Bob indicated he would pass his keys to the other members of the Water Board, and also volunteered to take Jim Lewis, Board Member elect, on a tour of the pump houses.

Chris suggested that the Board create an online library of forms and information regarding documents relating to water issues. In response to a question by Josh, Bob indicated that he will sort through paper

documents and pass them to the Board. Currently, many paper documents are stored in plastic containers in the old pump house.

In response to a question by Josh, Bob stated that there have been no problems in the first filing asbestos pipes on an ongoing basis in the 25 years that ISD board has had responsibility . There has been a need to repairs pipes that have sheared due to an earthquake and a blowout where wood supports were used. The life expectancy is about 70 years for the asbestos pipe; Bob says he's aware of pipes that have lasted 100 years. In response to a questions by Warren, Bob noted that there is a pressure control valve located on Kildeer Road which can separate the pressure for the first filing from that of the upper filings and which can be used in the event of pipe problems in the first filing. Josh asked about a master map of the water system Bob noted that he has "record" drawings (paper) of the system and has electronic copies as well.

In response to a question by Warren, Janette indicted that Clear Water could be more efficient in its' regular work and emergency responses by having an auto response system, although the current systems is working. Janette indicated that the cost /benefit considerations were up to the Skyline Board.

2.)Review of Minutes

Kurt noted the need to change the listed meeting address to 138 N Cache. Bob commented that he had made note of some changes to the minutes, which Carly had revised, prior to the minutes being presented for a vote. Bob moved to approve the minutes. A discussion followed where Bob stated that the correspondence that Jim asked to have attached to the minutes could not be attached as a part of the minutes as no action was taken by the Board and therefore was an unofficial document; the requested attachment could be treated as correspondence. Thereafter Kurt seconded the motion and the minutes were approved.

3.)Pay Bills

Jim requested that the financial spread sheets be kept current regarding the allocation of road vs. water expenses. Bob stated that the bookkeeper could be asked to do so going forward.

Chris asked for details pertaining to the bills noted as Evans and Landscaping. Bob responded that the bill from Evans reflected 1/6th of the annual snow plowing costs, paid from November through April, and the Landscaping bill was for weed and pest control along the roadways and around the pump houses.

Bob moved to approve the disbursements and the Treasurer's report; Kurt seconded the motion and the motion was approved.

4.)New Bookkeeper Candidate

Kurt stated that he spoke this evening with Kim from Wise Owl (Bookkeeping), who provided an estimated monthly cost to include bank reconciliations, cutting checks for bills, attending monthly meetings, composing an annual budget and providing financial statements, which Kurt understood her to have priced based on Kim's phone conversation with Carly. The estimate did not include preparations

and mailings for elections, monthly minutes or clerical work. Kurt noted that Kim did not seem thrilled to take on the work, therefore the increase in hourly cost to \$50.00/hour.

In response to Jim's question, Kurt noted that Kim does not have bookkeeping experience with ISDs or experience with the filings to meet state requirements for open records, the latter of which which Kurt thought would come under clerical work and was not included in Kim's estimated pricing for services.

A discussion ensued about the component parts of Carly's current responsibilities. Chris suggested the Board reach out to Skyline members to see if someone might be willing to take on writing up the monthly minutes, and volunteered to fill in as needed; Jim said he would write up the minutes for the December meeting.

Carly recommended that the Board take on the responsibilities for the elections to attract additional possible bookkeepers.

Warren asked about components of Carly's job. Carly discussed the multiple hours involved in the administrative work for the elections, the multiple hours involved in putting together the preliminary budget in May, and submitting reports to the State Public Funds Division. She also noted that the check writing for bills is only a small part of the work she does; she collects and opens the mail, allocates payments, provides water billing for homeowners, among other things.

Jim asked Carly to consider continuing on at the hourly rate proposed by Kim (an increase over Carly's current hourly rate), with the Board to be responsible for the minutes and elections; Carly agreed to consider the offer.

Thereafter Kurt made a motion that the Board send out an e-mail to Skyline members (via List Serve) asking for volunteers to take on the writing up of Board minutes; people interested to be asked to attend the December meeting to get a feel for what the work will entail. Rene seconded the motion and the motion was approved.

5.) Homeowner Billing Issues

Carly stated that she has set up an informal list of homeowners in arrears on water billing payments.

Levy - Kurt noted that he has been in touch with the property management company for the Levys. He stated that he believes the problem has occurred from an inaccurate water meter reading (leaving off a zero) and that the property management company will bring the payments up to date. He requested that Carly send out a statement to the property management company.

Machol – Carly stated that she has not received a water meter reading, however she has some unopened mail.

Parker – Carly noted that the Parkers are making payments and are in the process of catching up on the past due balance, and have recently sent in a meter reading.

Ulrich – Carly stated that there is a past due balance and Skyline has not received a payment in 2 years but has recently received a water meter reading, after a shut off notice had been sent. Kurt said he has spoken to Lisa who for some reason forgot to pay last year's bill and is waiting for an updated bill and will thereafter pay the bill.

Kindt – Carly noted that there is a past due balance; random payments have been made and she has recently received a photo and a meter reading.

Ashley – Bob said he has tried to get in touch with Steve; Bill now has full time caregivers and Bob has not wanted to put the responsibility on them. Carly said that she has received payments, but not meter readings. Carly suggested using estimated usage. Bob said that it may be best for the Board to work with Steve to get into the house for a meter reading; he will get in touch with Steve .

Fleck – Kurt said he is working on this; Bob said he and Kurt have to get in touch with the homeowners again.

Frankel – Bob asked if there was any movement and Carly said yes, some movement. Carly said she has received a meter reading and payment.

Chapman – Kurt said he has spoken with the contractor and with Tom Chapman and is arranging to visit the house when the new meter is installed at which time he will take a picture of the reading on the new meter as well as a picture of the old, torn out, meter. Rene noted that the old meter was torn out and thrown away. Carly noted that there has not been a payment since 2011. Carly is in receipt of a photo, sent from the meter in the garage and in response to a question said that she does not have information on the meter readings before 2011. Kurt said he would follow up in contacting the contractor.

Kurt stated that with the number of houses currently for sale in Skyline, he's worried, and thinks we need to understand the allowable actions for enforcing water payment collection guidelines at the county level.

Nunns – Carly noted that she has received both payments and a meter reading and that the account is now current.

Lot 42– Rene noted that a lot of new trees have been planted and asked if the property has a water meter. Kurt replied no, the property just has a hose bib. Kurt said that he has spoken to the owner who has said she will put in an in-line meter and get a meter reading.

Jim asked if the Skyline ISD, as a taxing district, is allowed to accept less than the known amount due for water bills owed by homeowners, i.e. is the Board allowed to truncate water bills. He noted that with regard to real estate taxes the Teton County Treasurer would not accept truncated bills. Bob agreed and noted that the Board had selected a 3 year back billing as an arbitrary time frame, noting that properties can change ownership and the Board can't charge new owners for usage by the previous owners. Carly re-raised the problem with the Chapmans, which goes back to 2011. Bob said that in the instance of the Chapmans the Board should bill back to 2011 as there has been no change in ownership. Bob said that, for example, Warren's last meter reading was dated in 2014, and when the Board receives a reading it

will bill back for the two years. Jim stated that he's been reading through old Board minutes and in the minutes dated 8/6/15, there is reference to billing one homeowner back for three years and another homeowner being billed back for four years. Bob replied that in the instance of billing back for three years the homeowner had either mis-read the meter or dropped a zero out of the reading; in the instance of billing back for four years the homeowner had not read the meter and had not made a payment.

Kurt asked if there were any other water bill items to discuss, and Bob said he'd like to know Warren's intentions (regarding his water bill); Warren replied, "No comment".

Bob stated that the Board needs to follow through on notices to homeowners, that with a number of properties on the market it is important to put liens on properties with water payments in arrears to assure that the ISD gets reimbursed for water use. Bob stated that people are using the water and should pay the district for the water use. Bob noted that the Board's choices include liens, taking the homeowner(s) to court or shutting off the water.

Rene noted that sometimes homeowners don't list their home, they just sell it and asked about the cost of placing a lien on a house. Bob noted that while there is a cost, it's not exorbitant. Rene asked if after a certain period of time it would behoove the board to place a lien on a given house/property. Bob stated that in his opinion it would. Kurt noted that if a lien is placed, it would reflect as a mechanic's lien and would show up in a title search. Bob stated that it would be wise for the Board to make this a practice.

Arne asked if the cost of placing a lien should be paid by the property owner, and Bob said it should. Kurt indicated that he was in support of the idea, but that it was beyond his scope of knowledge and that he will follow up in discussing the legal guidelines with Paul D'Amours.

Chris requested that the Board pass a motion that it would notify homeowners in the beginning of 2017 that water meter readings and payments have to be made on a quarterly basis. Bob noted that the current Board policy is for readings and payments to be quarterly with exceptions for annual reading as requested of, and approved by, the Board.

Josh suggested that homeowners be notified that if the payments are one year behind, a lien will be put on the property. Bob agreed and stated that the first step will be for the Board to formally change it's policies to reflect the above.

Chris suggested the Board pass a motion to review a possible policy amendment no later than the January 2017 Board meeting to consider amending the current water reading and payment policies to reflect quarterly reading and payments, and liens after one year of being in arrears; Bob stated that he felt that was too ambitious to be asked of a board with new members.

Kurt suggested that an action item be added to the minutes of this meeting and that at the December 2016 meeting the Board review its policies on lien placement and water policy readings and payments.

Warren noted that many residents are only in Jackson part time. Josh noted that most part-time residents have caretakers that can take meter readings. Kurt responded that it's possible to charge for

water usage based on a three year history for homeowners wanting to pay on an annual basis, with credits to be issued, as appropriate, once a reading is done. Bob noted that the additional benefit of requiring quarterly, (vs. annual), readings is that quarterly readings can alert the Board to water leaks. Kurt stated that the district is still getting caught up with accurate meter readings; that once this is accomplished the payment issues will resolve themselves.

Kurt noted that this discussion leads to the consideration of the use of water meter readers. Josh noted that the cost of the meters is probably in the range of \$1800.00 per property. Bob added that the cost of installing the pits is about \$1200.00 per pit.

Arne noted that when working on his home, he was charged, and paid, a non-meter reading fee in addition to the base fee.

Josh noted that the same names are appearing on the arrears list now that were on the list when Josh was a board member in 6-8 years ago.

6.) Nunn Fence

Kurt stated that he has not heard back from Jennifer, of the Teton County Compliance Office, and that Ellis still believes that all he did was replace his existing fence. Kurt notes that the Compliance Office has been in touch with the Nunns and that any time more than 50% of a fence is replaced, the new fence has to meet the current County guidelines. He stated that the County Compliance officer has been out to the Nunn property to measure the fence and it exceeds the current allowable height. Kurt stated that he will follow up with Jennifer for updated information.

Chris noted that when the concerns were raised about the Nunns' fence at a Board meeting in June of 2014, there was also discussion of Alice Richter's fence. Kurt states that he does not recall receiving a complaint about the Richter fence; he received complaints from two homeowners about the Nunns' fence. He states that the Board passes along information to the County when the Board receives a complaint from a homeowner. There needs to be a complaint to register with the County's Compliance Office. Kurt notes that homeowners sometimes want to be anonymous and it's been the Board's policy to present the complaints to the County Compliance Office. He states that the Board should probably establish a protocol with regard to referring complaints to the County or to the ARC.

7.)Yield and Stop Sign Replacement Date

Kurt noted that this was an action item for him and Bob. Bob stated that the signs have been ordered and should arrive tomorrow or Monday, and that posts can be set. Bob advised that he will let Kurt know when the signs arrive.

8.) Renee's Resignation

Kurt stated that the Board was in receipt of Renee's resignation, which Renee would like to take place immediately, and Rene thanked the Board for letting her be part of it. Bob made a motion to accept the resignation; Kurt seconded the motion and the motion was passed. Kurt stated that the remaining

members of the Board were responsible for appointing a new Board member to serve out the remaining time of Renee's term (another two years). Kurt moved that Latham Jenkins be appointed, Bob seconded the motion and the motion was passed.

Chris asked if there should be discussion prior to the motion and Kurt replied that he has been in touch with Paul D'Amours who has stated that the appointment is not an open forum, that the appointment not be open to public comment and that the position be filled immediately; the replacement is not up to the district, it's up to the remaining Board members.

Warren questioned whether, from a procedural viewpoint, it would be better to complete the election process of Jim's election to the Board and then, with Jim as a new Board member, appoint Latham to complete Renee's term. Jim stated that he felt that the upcoming work of the Board would involve a lot of analytics and if Latham was comfortable with that, then Jim had no problem with Latham's appointment; Jim also noted that Latham's technical skills with electronic and digital programs would be of benefit to the Board going forward.

Chris requested that a copy of Paul D'Amours' opinions regarding the method and speed of appointing a replacement Board member be added to the minutes of this meeting. Kurt responded that his communication with Paul was verbal, although Paul had forwarded copies of the state statutes. Chris requested that Kurt ask Paul for an email summation of his opinions to be attached to tonight's Board meeting minutes. Chris also requested that the Board put out an email to all Skyline homeowners notifying them of Renee's resignation and the appointment of Latham, along with reference to the advice of Paul D'Amours. Jim supported the concept of advising the homeowners of the changes in the Board. Warren concurred. Kurt assigned this responsibility to Latham.

Kurt advised Latham that needs to complete an Oath of Office, and fill out bank signature cards, to be notarized (notaries are available in Bob's office). Kurt advised that Latham and Jim coordinate their efforts on these items. Bob offered to give Latham a tour of the pump houses.

9.)Easement Across Lot 32 For Charter Communications

Bob stated that Charter has requested an easement on Lot 32 in order to run a cable from the entrance to Skyline to Mallard Road, citing concerns about running into other lines; the proposed line would run behind the AT&T hut on the north end of the lot and would overlap the easement in that area given to Teton County for the lights in the bike path tunnel. In response to Jim's question, Bob noted that the requested easement was about 15 feet from the right of way.

Warren suggested that as compensation for the easement, the Board request that Charter run a cable to the pump houses for Skyline's future potential installation of an auto dialer line (discussed during Janette Baribeau's presentation). Bob acknowledged the benefits of such an agreement. Arne noted that it doesn't cost anything to make the request. After a brief discussion, Bob made a motion to approve the requested easement across Lot 32, as presented, with a request for free data line service to the upper pump house, for future installation of an auto dialer. Kurt seconded the motion and the motion was passed.

9.a) Architectural Review Committee

Chris noted that when she met with the other members of the Architectural committee, it was her impression that the members viewed their responsibilities to encompass a review of submitted plans and making recommendations, not necessarily of fielding owner complaints/ being the first responders to homeowner complaints. Bob responded that the written responsibilities provided to the appointed ARC members noted that the duties included reviewing compliance with Skyline covenants and make recommendations to the Board. Kurt stated that it was his view that the ARC would be another conduit for the community to get information to the Board; the establishment of the ARC was to provide a more clearly stated pathway to get information to the Board.

Chris also questioned who would get back to a homeowner about the Board's final decision on a given issue. Arne said he, as a homeowner, would expect an answer back on his stated complaint/concern. Kurt stated that it would be his position that whomever received the initial complaint will be responsible for getting back to the complainant. Chris requested the Board notify the ARC members that the Board would like complaints responded to in this way.

10.) Election Ballots – Appointment of Judges, Count, Certification of Election, Oath of Office, Positions

Carly Schupman, Renee Glick and Arne Johnson were appointed as election judges.

The ballots were counted; Jim Lewis was elected to the Board.

The meeting was brought to a close at 8:40 PM.

Action Items:

- Connect with Bob for transfer of keys to pump house; make duplicates for all ISD Board members
- Notify homeowners to contact an ISD Board member if they see a red light on at either pump house
- Follow up with Bob for template he has been using to complete "Consumer Confidence Reports"
- Board to decide if the Board wants to go forward in completing "Consumer Confidence Reports", or if they should be completed by Clear Water
- Have Clear Water update the form "Emergency Response Plan for Wyoming Transient Ground Water System" from listing Bob Norton as a contact, to listing all three Board members
- Board to send out an e-mail to Skyline community seeking volunteers to attend Board meetings and write up the Board minutes
- Carly to mail an updated bill to the Ulrichs

- Bob to get in touch with Steve to get into the Ashley house to get a meter reading
- Kurt to follow up in visiting the Chapman residence to get photos of the old and new meters so a bill can be generated
- Kurt & Bob to follow up in getting in touch with the Flecks
- Kurt to contact the owner of Lot 42 to get an update on the owner's installation of an in-line meter
- Kurt to discuss legal guidelines of placing a lien on a property for non-payment of water bills with Paul D'Amours
- At the December 2016 Board meeting, the newly assembled Board is to review the current water policies regarding reading, payment and placing lien on properties where payments are in arrears
- Kurt to contact Jennifer @ the Teton County Compliance Office for an update on the situation with the Nunn's fence
- Bob to contact Charter with regard to the requested easement and the Board's request for a free data line

Emergency Response Plan for Wyoming Transient Ground Water Systems

All public water systems must have an Emergency Response Plan (ERP) that details emergency operations procedures for possible foreseeable emergencies such as power outage, loss of water, equipment failure, development of unsafe conditions, and other emergency conditions. When a sanitary surveyor conducts a sanitary survey on your system they will ask if you have an ERP. Please fill this form out now, and keep it handy.

System Name: Skyline Ranch ISD
Public Water System (PWS) Number: WY56 00217
Operator Name/Cell #: David Arentz 307-690-5512
Back-up Operator Name/Cell #: Janette Baribeau 307-690-6220
Owner Name/Cell #: Bob Norton 307-690-2089
Population Served: 260 Number of Service Connections: 83
Chemicals Used to Treat the Water: N/A
Name/# of Chemical Supplier: LSE / Lance Stoker 208-390-4366
Life Threatening Emergency #: 911
County Sheriff #: 307-733-4052
Critical/Vulnerable Customer Contact #s: Bob Norton / 307-690-2089

EPA Emergency Contact (Monday - Friday 9-4 pm Mountain Time) #: 1-800-227-8917
EPA After Hours Emergency Contact #: 1-800-424-8802 (Inform the operator you are a drinking water operator in the Environmental Protection Agency Region 8)

Wyoming Association of Rural Water Systems #: 307-436-8636
WY DEQ District Engineer Name and #: James Brough 307-335-6961
Alternate Sources of Drinking Water Bottled Water
Power Company #: 307-733-2446 Electrician #: Modern 307-733-6545
Plumber #: Wrench It - 307-413-3008 Parts Supplier #: 800-529-4517
Wyoming Water Agency Response Network #: 307-637-6471 Website: www.wyowarn.org

TOTAL COLIFORM POSITIVE SAMPLE: <http://www2.epa.gov/region8-waterops/emergencies-and-security-follow-unsafe-total-coliform-rule-positive-sample>

LOSS OF PRESSURE/WATER OUTAGE ACTION PLAN*** Reset Breaker,
Check fuses, check air pressure
WATER CONTAMINATION ACTION PLAN***
Chlorinate Wells, Flush System, Bacteria testing
Shut-off valve location and instructions: North of water storage tank.
Location of spare or repair parts: On site and Weber Drilling.

Please see the following website for more detailed information on emergency response plans:
http://www.epa.gov/safewater/watersecurity/pubs/small_medium_ERP_guidance040704.pdf
ALWAYS CALL THE EPA TOTAL COLIFORM RULE OR GROUND WATER RULE MANAGER
IF YOU HAVE A TOTAL COLIFORM RULE (TCR) POSITIVE/UNSAFE SAMPLE AT 1-800-227-8917

***Quick Emergency reference material/Public Notices for Loss of Pressure, Boil Orders, Do Not Drink, etc. can be found at: <http://www2.epa.gov/region8-waterops> Click the topic under the top "Drinking Water Online Quick Finder" header

Chris Thulin

From: Robert R Norton <norton@nelsonengineering.net>
Sent: Tuesday, December 06, 2016 7:34 PM
To: Chris Thulin
Cc: jamesl5546@gmail.com; 'Kurt Harland'; latham@circ.biz
Subject: RE: DRAFT - SKYLINE RANCH IMPROVEMENT AND SERVICE DISTRICT MINUTES November 2016 II

Chris,
I did check the numbers and I believe the numbers I gave are correct.

To pump 224,000 gallons a day (peak week August 2016) at an average pump rate of 242 gpm the total pump run time is 15.4 hours. Typically the peak day is about 20% higher than the peak week hence the peak day pump run time estimate of 18 hours.

The average water pumped in the winter of 2015 (Nov-Apr) was 35,325 gpd at an average pump rate of 242 gpm the pump run time is 2.4 hours.

However the average water pumped in the winter of 2016 (Jan-Apr) was 16,663 gpd which would result in an average pump run time of 0.63 hours, so given the time that Janette has been keeping records her ½ hr. of run time is reasonable. We did fix three leaks between Dec. 2014 and the spring 2015.

Bob Norton

From: Chris Thulin [mailto:cthulin@carpetcowboys.com]
Sent: Tuesday, December 06, 2016 6:08 PM
To: Robert R Norton <norton@nelsonengineering.net>
Cc: jamesl5546@gmail.com
Subject: RE: DRAFT - SKYLINE RANCH IMPROVEMENT AND SERVICE DISTRICT MINUTES November 2016 II

Hi Bob:

Got it and thanks, I really appreciate the time you spent to read the minutes and correcting my errors.

One question: I tried to be exact on the numbers related to water usage as this is an important issue for Skyline. I noted that you've changed the numbers on how many hours the pumps are running in non-irrigation season vs. in August of 2016. I've just listened to the tape again and Janette used the numbers I first put into the minutes; your corrected numbers are much higher... can you double check your correction about the hours so I can insert accurate information?

Thanks,

Chris

From: Robert R Norton [mailto:norton@nelsonengineering.net]
Sent: Tuesday, December 06, 2016 8:32 AM
To: Chris Thulin; jamesl5546@gmail.com; thekurtharland@gmail.com; latham@circ.biz
Subject: RE: DRAFT - SKYLINE RANCH IMPROVEMENT AND SERVICE DISTRICT MINUTES November 2016 II

Chris,
Attached are my suggested changes.

13

Robert Norton, PE&LS
Project Manager

NELSON
ENGINEERING since 1964
Professional Engineers & Land Surveyors

• JACKSON, WY • BUFFALO, WY •

P.O. Box 1599 • 430 South Cache St. • Jackson, WY 83001
(307) 733-2087 • (307) 733-4179 Fax • nelsonengineering.net

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From: Chris Thulin [<mailto:cthulin@carpetcowboys.com>]
Sent: Monday, December 05, 2016 11:17 AM
To: jamesl5546@gmail.com; thekurtharland@gmail.com; norton@nelsonengineering.net; latham@circ.biz
Subject: DRAFT - SKYLINE RANCH IMPROVEMENT AND SERVICE DISTRICT MINUTES November 2016 II

Hi Jim, Kurt, Bob and Latham:

Attached is a draft of the minutes for the November Board meeting; **please confirm receipt.**

Please advise of any changes you want to make by **highlighting the changes in either bold type, color etc.**

Also, the recording tape was turned off before the official results of the election were announced. Can one of you please provide-

The total number of ballots received
The number of votes for Jim Lewis
Any other details pertaining to the election that should be noted.

Also, The process by which each member took their title for the coming year.

As I understand it, Kurt will be President, Jim will be Treasurer, Latham will be Secretary.

Thanks,

Chris

