

SKYLINE IMPROVEMENT AND SERVICE DISTRICT  
MINUTES OF THE BOARD MEETING  
June 14, 2023

A public meeting of the Directors of the Skyline Improvement and Service District was held on June 14, 2023, in person and via Zoom.

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

Attending in person were Worthy and Maria Johnson and Warren Machol.

Attending via Zoom were John Willott, Jamie Streater and Mike Minter.

Call to Order:

Bob Norton called the meeting to order at 4:03 p.m.

1. **Review and Approve Board Minutes of May 23, 2023:**

Action: Bob Norton made a motion to approve the May 23, 2023 minutes. Latham Jenkins seconded the motion. The minutes were approved, 2-0, noting the need to add the operating account balances under the Treasury Report

**Public Comment:**

Warren Machol - You listed all the reserve cash accounts and the operating account isn't listed in the group.

2. **Changes to the Agenda:**

**Action:** No changes noted.

3. **Adoption of the Agenda:**

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

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

Warren Machol - I sent to Wendy today, a copy of the minutes of the public meeting back to August 19th of 2021. Asking her to include it in the Zoom meeting here tonight. I'd like to talk about that at the appropriate time between, number 10.

John Willott - I sent to the board that my disappointment in the fact that the committees don't seem to be up and running by now.

Warren Machol - It was late, but I wanted to make sure you got it, regarding math that's for the budget for item 11.

John Willott - You guys need to up your game on communication. The note about this meeting being today went out today, and if we ever want homeowners to be engaged and involved, we got to do better. Give people time. I would also say that we need to get the documents out beforehand so people can look at them and see them for at least some period of time before the actual meeting.

Michael Minter - As soon as there's a draft of the agenda and the minutes, it ought to be distributed to the community rather than people having to go search for it.

5. Correspondence received by District Office:

Josh Kilpatrick – June 1, 2012

Jennifer Russell – June 1, 2023  
 Warren Machol – June 6, 2023  
 Warren Machol – June 7, 2023  
 Warren Machol – June 7, 2023  
 Warren Machol – June 12, 2023  
 Warren Machol – June 12, 2023  
 Warren Machol – June 12, 2023  
 Jennifer Russell – June 12, 2023  
 Jennifer Russell – June 12, 2023  
 Warren Machol – June 13, 2023  
 Warren Machol – June 13, 2023  
 Jamie Streater – June 13, 2023  
 Jamie Streater – June 13, 2023  
 Jamie Streater – June 13, 2023  
 John Willott – June 13, 2023  
 Worthy Johnson – June 14, 2023  
 Michael Minter – June 14, 2023  
 Warren Machol – June 14, 2023

6. **Review 11-month May actuals vs. full year FY 2022-2033 final budget**

**Board Comment:**

Bob Norton - Our interest income is substantially over budgeted, as before. We've got a couple of items that are 1% or so over budget. The overall cash expenditures are well below budget.

7. **Review May 31, 2023 Treasury Report:**

Action: Bob Norton made a motion to transfer \$134,000 from the First Interstate Bank Operating Reserve account to the WGIF Operating Reserve. Latham Jenkins seconded the motion. The motion passed 2-0.

**Board Comment:**

Bob Norton - This is as of May 31<sup>st</sup> –

Operating Savings Account - FIB -	\$157,090.52
Operating Reserve Account - WGIF -	\$21,499.46
Water Reserve Account- FIB -	\$14,134.39
Road Reserve Account – WGIF -	\$379,093.52
Road Reserve Account – FIB -	\$54,670.84
Water Reserve Account – WGIF -	\$106,991.23

Funds in First Interstate Bank - \$220,026.56  
 Fund in Wyoming Government Investment Fund - \$507,584.21

Total Funds on Hand - \$727,610.77

In addition, there is an additional \$31,000 in revenue that has been collected as of June 12<sup>th</sup>.

Latham Jenkins - With the Wyoming Government Investment Fund, is there any FDIC protection?

Bob Norton – There is not FDIC insurance on the WGIF accounts. I think that's one thing that I would like to see the Finance Committee to investigate. I mean, I've done my own. The last time I looked it was at the rates it was

4.9% versus .2%. I think it's a good investment, but that's something I think the Finance Committee should look into.

**Public Comment:**

Warren Machol - It's guaranteed by the Wyoming Sovereign Wealth Fund, is my understanding. The largest sovereign fund in the world, \$70B. Why don't we clean out the road and water funds that are earning zero in those spaces if the operating account is the one to pay the bills?

**Board Comment:**

Bob Norton - The reason is because we have a couple ongoing projects that have been delayed, mostly due to weather. You'll note that we have transferred funds in and out of the Road Reserve. We didn't this last month, but we have in previous months. I think we can, in the future, but, because of the ongoing projects, I think it's good to have that fund available.

**Public Comment:**

Warren Machol - I appreciate that we are moving some of this money. It's been several months where I think we've lost some opportunity to collect versus earning approximately zero. I do think a bit more analysis needs to be done on the process, given we can move funds rather rapidly. I also sent to you after you did the movement for 2022 for the water fund, which I have a copy of here. When you moved \$38,708 to the water reserve funds and, given we're cash on cash accounting, there was \$21,274 that wasn't accounted for. It becomes important because these reserve funds are earning 5% and getting them in there allows the account to grow, which we need in these cases. Did you look at the analysis that I sent you? Did you notice that there's \$21,000 not accounted for?

**Board Comment:**

Bob Norton - No, I did not. The board made the motion to make that transfer. At the end of this fiscal year, June 30th, the board will analyze that and then make additional recommendations to transfer funds to a reserve account. The state of Wyoming does not look at individual reserve accounts. It's all reserves as far as they're concerned. They don't differentiate between road reserve and water reserve. That's just an internal thing we do, which I think is a good thing to do. But from the state's standpoint, when we're going after grants and loans, they say you have 700,000 in reserves, not road or water.

**Public Comment:**

Warren Machol - We're assessing people not for one reserve. Where we are assessing them for separate activities and not equally. In the case of the roads, the people in Upper Skyline pay more than the people in Lower Skyline. In the case of the water, we have a disproportion of a very small group paying a great deal into the reserves. So, the idea that they aren't separate after that kind of manipulation is hard to understand. I believe that the idea that you're saying they're all one, maybe it should be one single assessment for everything, and you move past this. But, if they're going to be separate, they should be accounted for accurately and cleanly. I've had two accountants look at it, and you left off \$21,000. I know you absorbed Jim Lewis's job and weren't responsible for that budget, but you were responsible for moving it to the appropriate account. So, I believe that amount still needs to be moved to the appropriate water reserves.

John Willott - I understand how we've moved the money around from operating to reserves in the past. My concern is, now that we have this SLB loan, there's some specific language in paragraph J. It states, "The borrower shall keep accurate records and accounts for drinking water systems separate and distinct from other records and accounts. Such water systems shall be maintained in accordance with generally acceptable government accounting standards. And, at a minimum, the borrower shall have annual financial statements prepared by independent parties." They also go on to say, "The user's charges shall ensure that each recipient of drinking water services will pay such recipients proportional share of the cost of operation maintenance,

including replacement of the system." I think we would have a hard time ensuring that we're in compliance with those two right now as to the way we're currently doing it. I think we could find ourselves in a world of hurt if somebody comes in to do some audit here. When we signed the contract in February of '22, it's been a full year. Where's the documents that it says we're supposed to produce?

Warren Machol - the idea that the state believes they're all commingled is counterintuitive, and one of the reasons I brought forth that we had shorted the money for '22.

John Willott - We don't need to get our feet shot off here by, "Well, we've always done it in the past." We've now got some new set of rules that we need to figure out how to be in compliance.

Worthy Johnson - I brought up a couple of meetings ago of trying to allocate bills to various accounts so that you can keep a balance in one versus the other accounts. At the end of the year, June 30<sup>th</sup>, would have balances transferring reserves back to reserves. My perspective on the way the accounting is being done, you should have a final number or numbers, have them go into the reserves, and start July 1st fiscal with zero on all the accounts until you get revenues coming in from the county to then be allocated to set accounts. They can be allocated according to those percentages, which would be similar for the second filing and different than the first filing, which would be somewhat similar as well. But you know what the fixed costs are for each one of the people. That's my thought on it to try and keep things a way bit simpler. Rather than a year-end, you have a reserve, an operating reserve, that you then figure out where it does or doesn't go, which doesn't seem to be very transparent.

John Willott - And who prepares the treasurer's report? Doing the words in green, I can understand green and red over the numbers, but doing the words in green is very hard to see.

8. **Approve Payment of Invoices:**

**Action:** Bob Norton made a motion to approve the invoices as presented. Latham Jenkins seconded the motion. The motion passed 2-0.

Skyline Improvement & Service District					
Date	Vendor	Ref. No	Description	Due Date	Total
5/30/2023	Lower Valley Energy	Jun SLR 2023	Acct 294586001 - 003	6/16/2023	\$121.58
6/1/2023	Mountain Property Management		Monthly Management	6/1/2023	\$3000.00
6/8/2023	Teton County Health Department	23-2759	water test 5/1	6/8/2023	\$20.00
6/8/2023	Clearwater Operations & Services	1627	monthly service, 811 locates	6/8/2023	\$706.25
<b>Total for Skyline Improvement &amp; Service District</b>					<b>\$3847.83</b>

9. **Update on Well No. 4 Construction Project:**

**Board Comment:**

Bob Norton - The well #4 construction contractor was going to mobilize today. John and I were out there earlier today, but now is proposing to start drilling tomorrow. That was subject to finishing up another job, but I think we'll be starting here shortly.

10. **Update on Water Meter Installation Project:**

**Action:** Bob Norton made a motion to authorize Latham Jenkins, as the Secretary, to sign the contract for the water meter project. Latham Jenkins seconded the motion. The motion passed 2-0.

**Board Comment:**

Bob Norton - The contractor, as you know from the last meeting, was awarded the contract and is preparing the bonds and insurance. We need to sign the contract. I presume that will happen in the next few days.

**Public Comment:**

Michael Minter - There are supposedly two types of meters under part two. One is a displacement type, which

has a warranty for 10 years and the ultrasonic magnetic meters are warranted for 20 years. I was just wondering why the displacement type isn't warranted for 20 years also.

**Board Response:**

Bob Norton - The meter bid is the Neptune ultrasonic. There was the other option and that's partially because we have state funding. We couldn't specify one or the other. We had to have an open bid. But, the meter bid is the Neptune with the 20-year warranty.

**Public Comment:**

John Willott - What is the District's position to whoever you contracted to come into our homes if he damages the floor damages stuff in the crawl space, is that on him? Where is the liability? Do we need to have the homeowners get him to sign something or it's on him.

**Board Response:**

Bob Norton – The contractor is providing insurance and a bond. So, their insurance covers any damage. Typically, if there is a claim, it would be a claim to the district. The district would turn it over to their insurance company to take care of it.

**Public Comment:**

John Willott - So the homeowner will need to send it to the district first and you guys will then send it to the plumber?

**Board Response:**

Bob Norton - Once we have the contract signed, I want to send out a letter to all the homeowners to let them know the contractor information and what the schedule is. The meters must be ordered, and I don't know how long that'll take. They told us that they can get them to us in three or four weeks. So, we anticipate starting in August.

**Public Comment:**

John Willott - What was presented at the Town Hall meeting on August 2021, there are multiple changes to what was represented to the homeowners. Is there going to be any communication back to the homeowners about all the changes?

**Board Response:**

Bob Norton - I believe this is part of the proposed Article 5 amendment that we are proposing. We have 45 days for discussion for people to submit written comments. The biggest change is the meter will be owned by the district and not by the homeowner.

**Public Comment:**

Worthy Johnson – Bob, I don't believe you were at that the August meeting. I disagree with you that the only change was the homeowner was going to own it versus the district. The meeting minutes basically said the ISD was going to own it from the beginning.

**Board Response:**

Bob Norton - We have to change Article 5 of the Rules and Regulations to reflect this.

**Public Comment:**

Worthy Johnson – The August 19, 2021, minutes noted the installation of the new meters was one of the recommendations from the WWDC level two report. That is an interesting statement that the board requested this be included in the report. On page two, we're talking about Josh saying that the district will have more flexibility for billing based on monthly water usage. I can only say that that's a red herring because you can only

charge for water twice a year through the county. So, there's no way you can individually charge a homeowner or a lot owner on a monthly basis. You were talking about Josh saying that requesting \$145,000 entirety of the project long term is 20 years, 0% interest, with an average annual payment of approximately \$85. The way you have it set up right now, our bid was \$123,000. Does that \$123,000 include the 15% contingency? Because that's part of what the contract says.

**Board Response:**

Bob Norton - There is some contingency built into the \$123,000, I believe \$10,000. What is additional is the engineering inspection fees. That's a separate contract. But, it's roughly 10% on top of that, totaling \$135,000. There is one contract with Nelson for \$11,000, with two parts. One part is for design and the second part is for the construction phase.

**Public Comment:**

Worthy Johnson - On page three, going down to the second full paragraph, Josh then presented product sheets and images of an example meter and meter installation. That attachment is on page 22, which is the second to last page, which basically depicts a backflow preventer, check valves and yokes. So, he basically said that this is all included in the \$145,000 contract, which we now don't have.

**Board Response:**

Bob Norton - We're not putting in meter yokes and backflow preventers. What he was showing you was a typical installation.

**Public Comment:**

Worthy Johnson - But it was told to the people at that meeting that that was included in this contract.

Warren Machol - The minutes says the public meeting is being held to fulfill the SLIB drinking water requirements. The state revolving fund loan requirement is stated in the program rules. Its purpose is to give the public an overview of the metering project, present any alternatives that were considered, provide a preliminary schedule, explain the proposed funding and the financial impact to users and property owners. This meeting was the one meeting where the board of directors came and told the members what was going to happen and how much it was going to cost.

The whole budget was \$145,000, including a 15% contingency. That entire budget included the picture that was shown, which included all the plumbing and installed for his most recent project, which was Spring Creek. You have told us that this contractor was the one who did that project.

That contractor who did that project has the exact same protocol as defined in the bid sheet that Nelson put together. It also says in here under page five at the top that Kurt brought up, the fact that backflow preventers/dual check valves will be installed in every house as part of the project for safety of the system. Now you've pulled out the backflow preventers from the project and you believe only four or five people don't have check valves and will be getting a bill for this.

I don't know if you want to correct it or not, but this process was everybody would get a new check valve. We should be worried about 20-year-old check valves. And the idea that our system could be contaminated was the reason I pushed so hard that if we were going through this process, we should install those to protect the safety and soundness of our system. These are the words from our member of the board directors saying with undue certainty that every home would get a new check valve in the process. And that was included in the price of the project.

John Willott - The price of the project was increased from \$126,000 to \$145,000 explicitly because of the addition of check valves.

Worthy Johnson - Jim Lewis was appreciative of Warren bringing that up.

Warren Machol - On page nine, right at the end, a second member of the board of directors thanked me for suggesting the protection, which is now been added to the project. That's the last page right before closed public meeting.

Worthy Johnson – “Warren stated in closing that he appreciated the fact that backflow prevention was considered. Jim thanked Warren for suggesting that protection, which has now been added to the project.”

John Willott - Going back to the start of being able to communicate to the homeowner about this project, you got to start from here. This is what they're told. All these changes are going to need to be explained. Why is this change occurring? And I don't know right now that you have any idea what the total cost of the homeowner's going to be.

Warren Machol - More importantly, it's the first time you posted it on the last minutes. So it's the first time I got to see the RFP. It says in there that they're going to put check valves in or tanks and they're just going to charge the homeowners. It doesn't say what this does, which says everyone is inclusive going to get a check valve. That's what the public disclosure was when this project was conceived.

There are a couple other parts that I think are important. I asked Josh several detailed questions, with all the big projects we had to do, what benefit was being gained since we're already metered, and we only need to be metered to be able to be eligible for any SLIB loan. You don't have to be remotely metered. What was the benefit? He at that time thought that there was 15% wastage in unaccounted for water in this system and that most of that, not all of it, he couldn't tell how much was probably due to old meters.

Now, last year's water, we had negative, we actually charged for more water than we produced. Probably a timing issue. This year, I believe from your budget which you've presented, there was only 5% that was unbilled for water. So that means the ability to gain any income from changing these meters is nil. And that means that this is \$145,000 now plus expense. Because we don't know how many homeowners are going to get charged to put these meters in. I believe we have a substantial problem that has to be managed. The last one I'm going to point to you is page eight. And I think this is a key item.

Josh clarified that the estimated hard cost was \$800- \$900 per meter installation. And alluded to the fact that it's difficult to sign value to the benefit to homeowners.” If I look at the bids you've received so far, they're way above the \$800 - \$900, and they don't include what was included in here, which was the check valve.

There's a disconnect between what all the homeowners were told and what reality has been brought forth. I then followed up by saying that I spoke to a representative of the Aspens and Indian Springs and both have decided that the cost of labor and meters was better spent on other places throughout their water system for better value and thought that there should be some discussion of the topic. I then asked if the 20-year debt is incurred on each individual property and the meter breaks in say five years, who is responsible for repairing that meter? Jim Lewis, the Treasurer of the board, replied that is the district's responsibility. Jim added that one of the stipulations of the loan application is the district own and maintain the meters. Warren asked for confirmation that the current district rules and regulations are not written that way. Jim agreed.

Currently, the regulations state that the curb stop of the property is where the owner's responsibility for the waterline and maintenance begins. That was almost two years ago. We've never seen documents for discussion. I believe that's your item down here, item 12.

But for two years no one's brought forth to the members what their new liability is or what the district's new liability is within their house. I believe we have a really big procedural problem and I'm not sure how it happened, but that procedural error has created a lot of discontent of people not knowing what their future liability is, because the board is going to change the rules and assign them risks that in here says the board's

going to own for 20 years. And now you want to assign them the costs, and you want to make the judgment that anybody that has old check valves doesn't get new ones, and thus we don't have the protection to our system.

It was difficult to understand why this was in the WWDC to begin with and pushed forward. I did find some comfort in the idea that we'd have a more secure and safe system by having all new check valves in our community and thus protect us from some back siphoning. We heard from Mr. Anderson, somebody who purposely did that to his water system. Those things are one of the reasons I said, okay, this meter project may have some benefit to our community, but I do believe before you sign the contract, which doesn't include the check valves, doesn't include the cost to install the check valves, and doesn't cover the specific liabilities for the 20-year term of the loan, you have a public problem because your attestation was held to fulfill the SLIB drinking water state political fund requirements for full and accurate disclosure.

John Willott - In addition to this letter you're going to compose to the homeowners and the frame of reference, I suspect that's also going to have to be copied to the state, because it's my understanding that this document was actually sent to the state along with the bid package to gain approval.

The point is you probably need to go back to the state and homeowners to notify them of the changes.

**Board Response:**

Bob Norton - The state has had copy of that for the loan approval. The state has approved the contract.

**Public Comment:**

Warren Machol - Did you sign attestation that what you told the public is what you put in the loan agreement? Because we never saw the loan agreement. I think the idea that you're going to hand individual members bills that weren't described to them as bills is problematic.

**Board Response:**

Bob Norton - The loan agreement has been provided to those that have requested it. It's a public document. But it is just the standard state of Wyoming loan agreement. The loan agreement does not refer to the public hearing.

**11. Approve Advertisement of preliminary FY23-24 Budget and Notice of Budget Hearing July 20, 2023:**

**Action:** Bob Norton made a motion to move the July monthly meeting and FY 23-24 Budget Hearing to be held on Tuesday, July 18, 2023. Latham Jenkins seconded the motion. The motion passed 2-0.

**Board Comment:**

Bob Norton - I'm going to be traveling on the 20th. I would like to have the budget hearing or the regular July meeting on the 18th or the 19th.

**12. Approve Notice of Intent to Amend Skyline Regulations for Water Use Article V Water Meters and Backflow Preventers, Setting date of hearing to receive comment at Skyline Regular Scheduled meeting August 17, 2023:**

**Action:** Bob Norton made a motion to publish the notice and schedule the Special Meeting for Monday, July 31, 2023. Latham Jenkins seconded the motion. The motion passed 2-0.

**Board Comment:**

Bob Norton - This notice of intent allows 45 days for written comment and then a special meeting where comments are discussed. The 45 days would be July 30th, which happens to be a Sunday. I propose that we have the Special Meeting for the proposed change in the rules and regulations on Monday, July 31, 2023

The change is primarily that the district will own the meters. The property owner is still responsible for the rest of the plumbing throughout. The property owner is responsible for backflow prevention in accordance with the International Plumbing Code. That part has not changed.



The dual check is very common, which a lot of plumbers put in because it's the easiest way to show that it's done, but it's not the only option. Irrigation systems require a different backflow prevention device over and above the vacuum breaker you put on your hose bibb. That's all spelled out in the International Plumbing Code. None of that has changed and existing rules already state that.

If the homeowner doesn't want the district contractor to install the meter, they can hire their own plumber and we'll give them the meter and they can install it. If they absolutely refuse not to do that, there's a provision with notice, the district can shut off the water. And that's all in this chapter five.

**Public Comment:**

Maria Johnson - If there's a problem with the meter and it needs to be replaced, then who is going to cover the cost of the labor?

**Board Response:**

Bob Norton - There's a one-year warranty on the contractor's installation, if there's anything in the first year, that'll be fixed. There's a 20-year warranty on the meter. If the meter fails, we'll have to go back to the meter manufacturer. But that's the district's responsibility. Article five, says the meter is owned by the district and the district is responsible for maintenance of the meter. If a battery goes out, the district has to replace it. If something fails, the district has to replace it.

The motion today is to start the 45-day comment period. I had prepared some revisions back in December and January talking about how we had to redo this, but we never got around to doing the 45-day notice. So, if we vote today, we'll start that 45-day notice tomorrow, it'll be put on the website, and people can review it, and they have 45 days to provide written comment, and then a public hearing on July 31st.

**Public Comment:**

John Willott - If the meter starts leaking and puts water in your crawl space, that liability goes to the ISD? And does the ISD has insurance to be able to cover that?

**Board Response:**

Bob Norton - Yes. If the meter starts to leak the district is responsible. If plumbing, other than the meter leaks, that's not the district.

**Public Comment:**

John Willott - My only concern is that it needs to be spelled out very clearly because the poster child on this is Budge Drive. That was caused by a failure of a freeze plug in their water system in front of the actual meter. A quarter of a million gallons of water went into their crawlspace.

**Board Response:**

Bob Norton - That's not quite true. I did all the analysis on that. But you're right, that is a very good example of something that could fail. The Town of Jackson liability covered it.

**Public Comment:**

Worthy Johnson - Regarding 500 Meadowlark. Assuming that our water meter qualifies as part of this whole system, it would be appreciated if you would talk to the lawyer to include on the bottom of Article five, that 500 Meadowlark is excluded. We're going to need that because I can't go every year and pay \$84.50 and have the district send back to me a check.

**Board Response:**

Bob Norton - I think we can do that without writing your address in there specifically.

**Public Comment:**

John Willott - So a simple sentence then would say, preexisting approved radio read meters are exempt.

**Board Response:**

Bob Norton - we may have to make some of those changes. I'll talk to the attorney about the language.

**Public Comment:**

Warren Machol - Are there any other costs that are spelled out in there that homeowners need to do? I looked at the RFP and it talked about pressure tanks, yokes, other items.

**Board Response:**

Bob Norton - I believe a majority of the homes meet the International Plumbing Code requirements. When the plumber is in there, we've asked them to look and see if there are backflow preventions or if there's an issue. The plumbers will then notify the district. The district will then go to the homeowner to notify them they not in compliance with the regulations and repairs are needed. But the plumber is not going to start making changes to anybody's system. That's up to the homeowner. Now, we've already had a couple homeowners that said, we want to hire your plumber. I notified them they can hire the district's plumber to do whatever you want, but that's between you and the plumber.

**Public Comment:**

Warren Machol - For people that don't want to hire the plumber and assume their only cost was \$80.50, how are you going to handle those?

**Board Response:**

Bob Norton - If they don't want to use the district's plumber and can hire their own plumber, at their expense.

**Public Comment:**

Warren Machol - I'm saying if you come back and say that modifications to their system which was going to be inclusive in the amount, and now it's not \$80.50 or \$85.50, it's a thousand dollars charge to modify their system, how will you deal with that?

**Board Response:**

Bob Norton - That is up to the homeowner. I don't think the district is responsible. The rules and regulations say right now, you shall have a backflow preventer in accordance with International Plumbing Code. And we're not changing that. That's the same language as is in there right now.

If the homeowner has an issue with their backflow prevention system, then they'll have to fix it. The district can request they fix them if we know there's an issue. The existing rules provide the district can go through and do a backflow prevention investigation. The only time I've seen that happen is where a homeowner had a photo processing system and had chemicals running through. In that community, we had to tell them to go in and put in a special backflow preventor.

**Public Comment:**

Warren Machol - I'm not trying to go to the exception, but the rule, this was every backflow preventer would be changed for the protection of the community system. There's no way to check a backflow preventer for its accuracy or completeness. I do know that mine were only seven years old when the hundred-mile wind through my barn blew all the springs out of mine and were replaced.

Is there a letter that's going to go to homeowners telling them they're responsible for these other costs?

**Board Response:**

Bob Norton - The letter will notify the homeowners that we hired a contractor, that the project is scheduled to begin in August or September and asking the owners if they would like to set up an appointment. Otherwise, the contractor will be calling them to set up an appointment to install the new radio read meters.

**Public Comment:**

John Willott - Is it worthwhile to ask the contractor how much incremental cost it would be if he were to change all that?

**Board Response:**

Bob Norton - We did have that discussion with the contractor, and they said they would have a rate available.

**Public Comment:**

John Willott - I want to go back one more time on communicating with the state, in regard to all these changes. Under the loan, paragraph six, E-III, subset C, it states that, "The borrower shall inform the OSL, the WWCO and the DEQ of any changes, irregularities or problems including, but not limited to, change orders, contract interpretation, brief interoperation issues, withholding liens, and scheduled alterations." So, we have an obligation, by that clause, to inform the state.

**Board Response:**

Bob Norton - Changes in the contract, which they have approved. We don't have any change orders at this point in time. But if we do, we always submit those to the state, for approval.

**Public Comment:**

Warren Machol - The idea is the public meeting was required for full disclosure and included with the package to get the loan. The idea that Nelson Engineering failed to include the check valve in the loan package is where the flaw in administrative failure happened. The costs were supposedly in there, the pieces were in there, and it's truly one of the things that was submitted to get the loan from the beginning. What Bob's saying is the loan that was approved never comprehended that anybody would look at what was in the public disclosure and see if it matched up to the loan. Since they got approved without, he's saying there's no change. This is where we got a big disconnect between what the public was told, and what was submitted to get the loan, and what the loan says. It's like you guys are talking on two sides of the road.

John Willott - You better make sure all these changes that we've had some discussions back in January, where the ladies were surprised at and she said, "Well, based on this the loan we wouldn't be approved." The loan documents were approved, and now on one hand says one thing, and the organization does something else. I think we need to be very careful here, and how well we communicate with not only the homeowners, but with the state.

**Board Response:**

Bob Norton - One of the things that you've read in the loan agreement, there is a potential for 25% loan forgiveness if we fulfill all the conditions of the loan. If the homeowners don't think that we've fulfilled that, and they want to protest, then we'll lose our 25% forgiveness, but that's their option.

**Public Comment:**

Warren Machol - There's an alternative option, we don't pay \$145,000 to begin with, so there's nothing to forgive.

**Board Comment:**

Bob Norton - We need meters. I think it's necessary that we get the meters. I can tell you I spent eight hours

yesterday figuring out the water rates for next year, because 17 people have not turned in meter readings in the last two or three years. It's a pain in the butt, and that's the time that I've spent. This has been going on for 30 years. It's very difficult to have homeowners read their own meter. They don't do it, and they'll have all kinds of excuses for not doing it, but the fact is they don't do it. With the radio read system we'll be able to read the meters, send out the bills, and we'll know that they're correct, and we don't have to argue with people about it.

**Public Comment:**

Warren Machol - I can't argue that the system we have is quite convoluted in the process, and the thing that was set up for going back, and looking back, and really comprehend it. Obviously, it could be simplified substantially in the process. But the idea that you have an exception of 10 people, and you just don't create a fine system and assess.

**Board Response:**

Bob Norton - They don't care. Even if we fine them. I've still got 17 that aren't reporting.

**Public Comment:**

Warren Machol - You just charge/fine them more money. That's not the problem that says we're supposed to spend \$145,000. I get it that the system's very convoluted. It wasn't that way until Jim Lewis invented it that way. It truly could be once a year, and a huge penalty if people don't do it. The idea of picking up all these liabilities, and the procedural items that have been there. I'm not going to argue that you've worked hard at this. I'm not going to argue that anybody hasn't worked hard, because it is very convoluted. At the same time, since you just got it completed, I make your request to get, for each lot, what their water usage is. I would be keeping track of it every year and redistributing it back to the board. It's public once you put it into the taxes anyway.

If you please send this to me, I'll do the same thing. Here's last year's, if you want to look at it, and it shows everybody's water usage, everybody's cost, and how much they pay into the system. It's very important data in making the decisions on how you bill people.

If you've already set the rates, and you've got a number of \$51,000, that number defines all the details.

**Board Response:**

Bob Norton - It'll be available once we approve the budget on July 18th. I calculated it before we went through all this, and so that number is a little bit less than \$51,000.

**Public Comment:**

Warren Machol - Whatever that number is, if you could send it to me, that would be helpful for the budget discussion. As far as what John brought up, about the state, I believe that you and Latham need to think long and hard about it, because we want to use the SLIB system for other portions of our development, and to have this small loan that is for a problem, and doesn't protect us, I think is something to take a very cautious approach to.

Worthy Johnson - Does the ISD have the authority to ask the state or county to go with Leah, Wendy, or Emily, and knock on the door and say, "We're going to read your water meter." I just wonder if you have the authority to be able to do that, as the ISD.

John Willott - Are you limited on how much you can fine them?

**Board Response:**

Bob Norton - Under the proposed rules, you'll see it says up to \$5,000. The way our rules are currently written it's a \$75 penalty.

13. **Approve Election Ad Submission – July 19, 2023:**

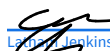
**Action:** Bob Norton made a motion to publish the election ad on July 19, 2023. Latham Jenkins seconded the motion. The motion passed 2-0.

14. **Next Board Meeting – Tuesday, July 18, 2023**

15. **Adjournment:**


**Action:** The meeting was adjourned at 5:46 p.m.

Approved

  
Latham Jenkins (Jul 19, 2023 11:55 MDT)

Latham Jenkins  
Secretary

Approved

  
Robert Norton (Jul 19, 2023 19:09 MDT)

Bob Norton  
Treasurer

## **Correspondence Received:**

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

**Sent:** Thursday, June 1, 2023 11:33 AM

**To:** Jennifer Russell <jennifer.russell@wyo.gov>

**Cc:** Bob Norton <bobnorton51@gmail.com>; office@skylineranchisd.com; thekurtharland@gmail.com

**Subject:** RE: Skyline ISD Water Meter Project

Jennifer,

Please find attached letter with attachments and NOA signed by Skyline Ranch ISD.

I am currently in the process with PA of executing the contract – obtaining bonds, insurance, agreement, rate sheets, etc. Once I have that information, the plan is to schedule a precon meeting; you should see an invite sent your way by mid-June.

Please let me know if there are other documents required.

Thanks,

**Josh Kilpatrick, PE**

Project Engineer

PH: (307)690-2086

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**nelsonengineering.net**

---

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**From:** Jennifer Russell <jennifer.russell@wyo.gov>

**Sent:** Wednesday, May 31, 2023 4:19 PM

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

**Cc:** Bob Norton <bobnorton51@gmail.com>

**Subject:** Re: Skyline ISD Water Meter Project

Josh:

In order to give concurrence, I will need:

- A letter/memo/email to the District recommending award of the project
  - Include whether the recommendation is for the project as bid or a modified project (describe modifications)
- The Bid Form (you can leave out the qualifications statement if you so desire) of the Successful Bidder.

You may also want to fix the Bid Tab -- the header looks wrong:

**BID SCHEDULE**  
 TOWN OF JACKSON  
 BUDGE DRIVE PUMP STATION and WATER AND SEWER IMPROVEMENTS PROJECT  
**BID TABULATION**  
SKYLINE RANCH ISD RESIDENTIAL METER REPLACEMENT

ITEM	DESCRIPTION	UNIT	EST. QNTY	PLUMBING ANYTIME		JADE'S PLUMBING	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1.0	RESIDENTIAL METER REPLACEMENT	EA	1	23,042.00	23,042.00	210,000.00	210,000.00

Once they are fully executed (signed), please remember to send me:

- Notice of Award
- Agreement
- Notice to Proceed.

Thanks!

Jennifer

On Wed, May 31, 2023 at 3:51 PM Josh Kilpatrick <[jkilpatrick@nelsonengineering.net](mailto:jkilpatrick@nelsonengineering.net)> wrote: (Documents are attached below)

Hi Jennifer,

Attached is the Bid Tabulation. The District's intent is to award the project to Plumbing Anytime (PA). We have experience working with PA on an SRF funded residential meter project completed in 2011 for Spring Creek Ranch and had a good experience.

Please let me know if you have questions.

Thanks,

**Josh Kilpatrick, PE**

Project Engineer  
 PH: (307)690-2086

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---

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[nelsonengineering.net](http://nelsonengineering.net)

---

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*If you have received this email in error, please notify us immediately by return email and delete this document.*

**From:** Jennifer Russell <[jennifer.russell@wyo.gov](mailto:jennifer.russell@wyo.gov)>  
**Sent:** Wednesday, May 31, 2023 3:45 PM  
**To:** Bob Norton <[bobnorton51@gmail.com](mailto:bobnorton51@gmail.com)>  
**Cc:** Josh Kilpatrick <[jkilpatrick@nelsonengineering.net](mailto:jkilpatrick@nelsonengineering.net)>  
**Subject:** Re: Skyline ISD Water Meter Project

Bob & Josh:

I just wanted to follow up with you to see what you have decided to do. As a reminder, DWSRF concurrence on award is required in order for the construction contract to be eligible for reimbursement.

As always, feel free to email or call me if you have any questions, comments, or concerns.

Jennifer

On Wed, May 17, 2023 at 3:02 PM Jennifer Russell <[jennifer.russell@wyo.gov](mailto:jennifer.russell@wyo.gov)> wrote:

Bob & Josh:

Sorry it took so long to reply. When I sent this question "up the ladder", essentially the answer I got was that, if the letter met State Statute, it's fine. Whether or not it meets State Statute is a legal opinion. Therefore, the District should contract their legal advisor regarding this issue.

I wish I could give you a "yes" or "no" answer, but I'm not in the position that allows for that.

Let me know what your advisor thinks.

As always, feel free to call or email me with any questions, comments, or concerns.

Jennifer

On Wed, May 10, 2023 at 3:26 PM Bob Norton <[bobnorton51@gmail.com](mailto:bobnorton51@gmail.com)> wrote:



Jennifer,

Today Skyline Ranch ISD conducted a bid opening for the Skyline Water Meter Project. The apparent low bidder, Plumbing Anytime, secured their bid with a cashiers check. When quiriied about a performance and payment bond, they stated that they intend to provide a bank letter of credit for the faithful performance of the contract.

My understanding of Wyoming Statute 16-6-112 is that if the project cost is under \$150,000, in this case the bid is \$125,356, the public entity may require the contractor to furnish any form of guarantee approved by the public entity.

Does the DWSRF program allow a contractor to guarantee the performance of the contract with a letter of credit from a local bank? If so, does the DWSRF have a standard form they prefer that Skyline ISD uses?

Bob Norton  
Skyline Ranch ISD  
Board of Directors

---

**From:** Jennifer Russell <jennifer.russell@wyo.gov>  
**Sent:** Thursday, June 1, 2023 12:08 PM  
**To:** Josh Kilpatrick <jkilpatrick@nelsonengineering.net>  
**Cc:** Bob Norton <bobnorton51@gmail.com>; office@skylineranchisd.com; thekurtharland@gmail.com  
**Subject:** Re: Skyline ISD Water Meter Project

Josh:

Thank you for the documentation. DWSRF gives concurrence to the award.

I'll "keep an eye out" for the meeting invite.

Hope all is well.

Jennifer

---

**From:** Warren Machol <[wlm.assoc@gmail.com](mailto:wlm.assoc@gmail.com)>  
**Date:** Tuesday, June 6, 2023 at 10:56 AM  
**To:** Wendy Meyring <[wendy@mpmjh.com](mailto:wendy@mpmjh.com)>  
**Subject:** Board meetings

Wendy

Please provide the location and password for the April and May ISD board meetings.

The website's link for the May board meeting says that the password listed nE5Lm?P1 is wrong.

Thank you for your assistance.

Warren

**WLM Associates**

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

---

**From:** Warren Machol <[wlm.assoc@gmail.com](mailto:wlm.assoc@gmail.com)>

**Date:** Wednesday, June 7, 2023 at 10:55 AM

**To:** Wendy Meyring <[wendy@mpmjh.com](mailto:wendy@mpmjh.com)>

**Subject:** Re: Board meetings

Wendy

The password on the website for the May meeting

- [May 23, 2023 - Video](#)
  - passcode:nE5Lm?P1

It says the WRONG when you try and access the recording.

Regarding the April recording, I would like a copy of the recording, if available. The minutes are an abbreviated record of the meeting and do not provide context to much of the discussions.

Please let me know if you have been instructed to destroy the meeting Zoom recording after the minutes are approved.

All the best

Warren

**WLM Associates**

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

---

**From:** Warren Machol <[wlm.assoc@gmail.com](mailto:wlm.assoc@gmail.com)>

**Date:** Wednesday, June 7, 2023 at 7:22 PM

**To:** Wendy Meyring <[wendy@mpmjh.com](mailto:wendy@mpmjh.com)>

**Subject:** Re: Board meetings

Wendy

Thank you for providing the link to the May meeting zoom recording. I will try to log in when at my computer tomorrow.

Would you please provide the meeting policy you referenced. I could not find on the web site nor to I recall meeting discussion on the subject.

Warren

---

**From:** Warren Machol <wlm.assoc@gmail.com>  
**Sent:** Monday, June 12, 2023 9:37 AM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Cc:** Kelsey Zelazoski <kelsey@mpmjh.com>  
**Subject:** Re: Board meetings

Dear Wendy,

Thank you for sharing the agenda for the upcoming meeting on Wednesday and the minutes of the previous board meeting. I will review them and provide my feedback promptly.

Could you please share the Zoom meeting recording that was held in May? It would be beneficial to have it for future reference if it is available for download.

Best regards,

Warren

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

---

**From:** Warren Machol <wlm.assoc@gmail.com>  
**Sent:** Monday, June 12, 2023 9:53 AM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Cc:** Kelsey Zelazoski <kelsey@mpmjh.com>  
**Subject:** Re: Board meetings

Wendy

Thank you for making the adjustment. It is now archivable

I do appreciate the assistance.

All the best

Warren

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

---

**From:** Warren Machol <wlm.assoc@gmail.com>  
**Sent:** Monday, June 12, 2023 11:07 AM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Cc:** Kelsey Zelazoski <kelsey@mpmjh.com>  
**Subject:** Re: Board meetings

Wendy

Yes, I confirm that the link you provided on June 8 is currently available.

**WLM Associates**

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

---

**From:** Jennifer Russell <jennifer.russell@wyo.gov>  
**Sent:** Monday, June 12, 2023 11:16 AM  
**To:** Josh Kilpatrick <jkilpatrick@nelsonengineering.net>  
**Cc:** Wendy Meyring <wendy@mpmjh.com>; Steve Davidson (anytimesteve@gmail.com) <anytimesteve@gmail.com>; theoffice@plumbing-anytime.com; Robert Norton <norton@nelsonengineering.net>  
**Subject:** Re: Skyline Meter Project - Precon1 Meeting

Davis-Bacon forms from Dept. of Labor if you don't have something:

<https://www.dol.gov/agencies/whd/forms>

https://www.dol.gov/agencies/whd/forms

- [WH-200, WH-201, and WH-202 Forms & Instructions](#)

**WH-205: The Payment of Subminimum Wages to Student-Learners Under Section 14(a) of the FLSA**

- [WH-205 Form & Instruction](#)

**WH-226: Application to Employ Workers with Disabilities at Special Minimum Wages**

- [Online Section 14\(c\) Certificate Application](#)
- [WH-226 & WH-226A Forms & Instructions](#)

**WH-347: DBRA Certified Payroll Form**

- [Revised WH-347 Form & Instruction](#) Applicable to Contracts Entered into Pursuant to Invitations for Bids Issued or Negotiations Concluded On or After January 18, 2009.

**WH-280-E: FMI A Certification of Health Care Provider for**

On Fri, Jun 9, 2023 at 10:38 AM Josh Kilpatrick <jkilpatrick@nelsonengineering.net> wrote:

All,

Please plan on a meeting next Monday at 10am to discuss the following:

1. SRISD rule change and resulting delay in start of work.
2. Project schedule considering time required (45-days) for SRISD rule change.
3. Procuring meters for the project and payment for stored equipment.
4. Bonding language – dates for final completion and maintenance period.
5. Plan/strategy for meter installation.

- Information required in preinstallation letter to homeowners (i.e. verification of backflow prevention, contact info for Plumbing Anytime, etc.)

It would be nice to meet at the Nelson Jackson office (430 S. Cache ), however if you are unable to a remote link to the meeting is provided below.

Thanks,

Josh K. \_\_\_\_\_

## Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 240 931 690 659

Passcode: S89d5s

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

---

**Jennifer Russell, P.E.**

Project Manager – Construction  
DWSRF Technical Advisor  
Wyoming Water Development Office  
6920 Yellowtail Road  
Cheyenne, WY 82002  
Phone (307) 777-7626  
[jennifer.russell@wyo.gov](mailto:jennifer.russell@wyo.gov)

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---

**From:** Jennifer Russell <[jennifer.russell@wyo.gov](mailto:jennifer.russell@wyo.gov)>

**Sent:** Monday, June 12, 2023 2:27 PM

**To:** Josh Kilpatrick <[jkilpatrick@nelsonengineering.net](mailto:jkilpatrick@nelsonengineering.net)>

**Cc:** Wendy Meyring <[wendy@mpmjh.com](mailto:wendy@mpmjh.com)>; Steve Davidson ([anytimesteve@gmail.com](mailto:anytimesteve@gmail.com)) <[anytimesteve@gmail.com](mailto:anytimesteve@gmail.com)>; [theoffice@plumbing-anytime.com](mailto:theoffice@plumbing-anytime.com); Robert Norton <[norton@nelsonengineering.net](mailto:norton@nelsonengineering.net)>

**Subject:** Re: Skyline Meter Project - Precon1 Meeting

Sorry - I had a "Colombo moment" -- one more thing: anyone who is salaried does not have to meet Davis-Bacon -- it's intended for anyone paid by the hour.

Jennifer

---

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

**Sent:** Tuesday, June 13, 2023 10:17 AM

**To:** Wendy Meyring <wendy@mpmjh.com>; Kelsey Zelazoski <kelsey@mpmjh.com>

**Subject:** Agenda Items

Wendy,

Greetings,

I am in the process of reviewing the Board agenda for the 6 14 23 board meeting that was published yesterday. I will share a detailed list of additional items shortly. However, I urgently request that you forward the proposed amendment to Article V of the Skyline water regulations and the notice referenced in agenda Item #12 without delay.

I must let you know that I have a deep apprehension about the board's proposed approval process without distribution, review, or discussing the proposed change in regulations and financial implications with Skyline members or relevant sub-committees. The procedure is entirely unacceptable and must be addressed immediately.

Warren

**WLM Associates**

500 NW Ridge Rd

Jackson WY 83001

307 734 1920 (o)

917 455 7470 (c)

---

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

**Sent:** Tuesday, June 13, 2023 10:59 AM

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

**Subject:** Fwd: Agenda Items

Dear Wendy,

I just wanted to take a moment to express my appreciation for your swift response to my request regarding the Article V amendment. As you know, this matter will be discussed at our upcoming meeting, and I'm eager to hear about the board's decision regarding your ability to share it with Skyline members.

Thank you for your efforts in this matter.

Best regards,

Warren

**WLM Associates**

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

---

**From:** Jamie Streator <jstreator58@gmail.com>  
**Sent:** Tuesday, June 13, 2023 11:34 AM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Subject:** Fwd: Board meeting agenda

FYI. I am not aware of this meeting or the issues. Sorry but I have not received any notifications or info. Thanks

E James Streator, III | Managing Director | Investment Banking | **TD Cowen**

Email: [Jamie.streator@cowen.com](mailto:Jamie.streator@cowen.com)

Mobile: 203-856-7780

---

**From:** Jamie Streator <jstreator58@gmail.com>  
**Sent:** Tuesday, June 13, 2023 11:45 AM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Subject:** Re: Board meeting agenda

Yes I was aware of the committee appointment but not the board meeting. Do I need to attend the board meeting in my capacity as committee member? I can certainly dial in but very little notice or info

E James Streator, III | Managing Director | Investment Banking | **TD Cowen**

Email: [Jamie.streator@cowen.com](mailto:Jamie.streator@cowen.com)

Mobile: 203-856-7780

---

**From:** Jamie Streator <jstreator58@gmail.com>  
**Sent:** Tuesday, June 13, 2023 12:20 PM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Subject:** Re: Board meeting agenda

Great thanks just had no idea till I got these emails. Is this an open Board meeting or private. Thanks

E James Streator, III | Managing Director | Investment Banking | **TD Cowen**

Email: [Jamie.streator@cowen.com](mailto:Jamie.streator@cowen.com)

Mobile: 203-856-7780

---

**From:** jwillott@aol.com <jwillott@aol.com>  
**Sent:** Tuesday, June 13, 2023 3:59 PM  
**To:** Kurt Harland <thekurtharland@gmail.com>; Latham Jenkins <latham@livewaterproperties.com>; Bob Norton <bobnorton51@gmail.com>; Wendy Meyring <wendy@mpmjh.com>  
**Cc:** Jamie.streator@cowen.com; John Goldstein <jgoldsteinhb@aol.com>; Michael Minter <trewil@hotmail.com>; Jeffrey B. Anderson <jeffrey.anderson@tcw.com>; Worthy Johnson <wjohnson@lawrencecapitalmgt.com>; Warren Machol <wlm.assoc@gmail.com>; Maria Johnson <mariajjohnson53@gmail.com>; Corbin McNeill <camcneilljr@gmail.com>  
**Subject:** Skyl;ine ISD Board not using the Finance or Infrastructure Committees

June 13, 2023

Dear Skyline Ranch ISD Board,

I am extremely disappointed that the Board Finance and Infrastructure Committees that were set up on May 10<sup>th</sup> have not been requested to meet by their chairman (see announcement below). Yet the Board is moving forward with the 2023-24 Budget and the Water Meter Project.

**Wendy Meyring** <[wendy@mpmjh.com](mailto:wendy@mpmjh.com)>

To: John Goldstein, Jamie Streater, michael minter, jwillott@aol.com, jeffrey.anderson@tcw.com

Cc: Bob Norton, Latham Jenkins, Kurt Harland

Wed, May 10 at 10:26 AM

Thank you for your interest in serving on a Skyline ISD committee. The Skyline ISD Board made the following appointments during the April 20<sup>th</sup> meeting:

Finance Committee – Latham Jenkins, Chair:

John Goldstein

Jamie Streater

Michael Minter

Infrastructure Committee – Bob Norton, Chair:

John Willott

Jeff Anderson

The committee chair will be reaching out to you to schedule a meeting.

Prior to the May 23<sup>rd</sup> Board meeting, you prepared a bid package for the water meter project and released it for bids without any review by the Infrastructure Committee. This bid package did not include the installation of backflow preventers that was promised at the August 19<sup>th</sup> 2021 public meeting that was required by SLIB for loan approval. So the scope of the project was reduced and the costs increased without informing members of the ISD or the State Agencies.

At the May 23<sup>rd</sup> Board meeting you presented a draft 2023-2024 budget that was not reviewed with either committee and your reviewed and **awarded** the Water Meter Project without review with either Committee.

Now at the June 14<sup>th</sup> Board meeting you propose to Approve Advertisement of the draft 2023-24 budget again without any review by either committee.

It appears to me that the Board has no plans to use the Committees that were discussed in February and approved in March. Why are you not willing to engage knowledgeable members of the ISD in the review of the proposed budget or infrastructure projects?

I believe that you should review both the budget and the project with Committees and get their thoughts and comments on both the budget and the project and get ISD member approval of the changes before moving forward on the 2023-24 Budget or the Water Metter Project.



John Willott  
Infrastructure Committee  
Member

---

**From:** Worthy Johnson <wjohnson@lawrencecapitalmgt.com>  
**Sent:** Wednesday, June 14, 2023 7:33 AM  
**To:** Wendy Meyring <wendy@mpmjh.com>; Skyline Ranch Improvement & Service District <info@skylineranchisd.com>  
**Cc:** mariajjohnson53@gmail.com  
**Subject:** Info for TODAY's Board Meeting.....from the posted AGENDA  
**Importance:** High

Morning Wendy.....Please disseminate the draft of:

ITEM 12: Amended Skyline Regulations for Water Use Article V "WATER METERS & BACKFLOW PREVENTERS....."

Thank you,



---

**From:** michael minter <trewil@hotmail.com>  
**Sent:** Wednesday, June 14, 2023 9:31 AM  
**To:** Bobnorton51@gmail.com; Wendy Meyring <wendy@mpmjh.com>  
**Subject:** Minter/Today's meeting

The normal meeting date for this month would be June 15. The meeting date was changed at May's meeting to June 14. I would suggest that Skyline residents be notified of today's meeting and include the zoom information. Thank you.

---

**From:** Warren Machol <wlm.assoc@gmail.com>  
**Sent:** Wednesday, June 14, 2023 2:27 PM  
**To:** Wendy Meyring <wendy@mpmjh.com>; Skyline Ranch Improvement & Service District <info@skylineranchisd.com>; office <office@wlcjh.com>  
**Subject:** Please have this one page analysis available for the Board meeting to day. (Document is attached below)

Wendy,

I have prepared the attached spreadsheet for use while discussing the proposed budget (item #11 of the agenda)

I have reviewed the minutes of the May meeting and observed that some members of the ISD board needed clarification about the concept of fiduciary requirements for fair and equal distribution of costs.

Please confirm receipt

Thank you

Warren

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

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# Skyline Minutes 6-14-23

Final Audit Report

2023-07-20

Created:	2023-07-19
By:	Mountain Property Management (info@mpmjh.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXDqjm1EHZ4qgsi6ca-9kSkXlf0wwB_2v

## "Skyline Minutes 6-14-23" History

-  Document created by Mountain Property Management (info@mpmjh.com)  
2023-07-19 - 5:19:24 PM GMT- IP address: 207.183.166.24
-  Document emailed to latham@livewaterproperties.com for signature  
2023-07-19 - 5:20:00 PM GMT
-  Email viewed by latham@livewaterproperties.com  
2023-07-19 - 5:54:18 PM GMT- IP address: 104.28.48.217
-  Signer latham@livewaterproperties.com entered name at signing as Latham Jenkins  
2023-07-19 - 5:55:36 PM GMT- IP address: 107.122.173.35
-  Document e-signed by Latham Jenkins (latham@livewaterproperties.com)  
Signature Date: 2023-07-19 - 5:55:38 PM GMT - Time Source: server- IP address: 107.122.173.35
-  Document emailed to bobnorton51@gmail.com for signature  
2023-07-19 - 5:55:39 PM GMT
-  Email viewed by bobnorton51@gmail.com  
2023-07-20 - 1:07:50 AM GMT- IP address: 66.102.6.78
-  Signer bobnorton51@gmail.com entered name at signing as Robert Norton  
2023-07-20 - 1:09:17 AM GMT- IP address: 184.167.32.75
-  Document e-signed by Robert Norton (bobnorton51@gmail.com)  
Signature Date: 2023-07-20 - 1:09:19 AM GMT - Time Source: server- IP address: 184.167.32.75
-  Agreement completed.  
2023-07-20 - 1:09:19 AM GMT