

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT
MINUTES OF THE BOARD MEETING
July 14, 2022**

A public meeting of the Directors of the Skyline Improvement and Service District was held on July 14, 2022 via Zoom.

Kurt Harland, Latham Jenkins and Jim Lewis constituting of a quorum were present. Attending were Worthy and Maria Johnson, Bob Norton, Derek Goodson and Wendy Meyring.

1. Call to order

Kurt Harland called the meeting to order at 4:00 p.m.

2. Review and approve Board minutes 6/17/2022:

Action: Latham Jenkins made a motion to approve the minutes as written. Jim Lewis seconded the motion. The motion passed 3-0.

No Public Comment.

3. Changes to the agenda:

Action: Item 16: It was noted that the agenda reflects November 1st. It should reflect November 8th.

4. Adoption of Agenda

Action: Kurt Harland made a motion to approve the board agenda, as revised. Latham Jenkins seconded the motion. The motion passed 3-0.

No Public Comment.

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

No Public Comment.

6. Correspondence received:

Maria Johnson – June 30, 2022

Maria Johnson – July 5, 2022

John Willot – July 9, 2022

John Willot – July 11, 2022

Bill Askew – July 12, 2022

Worthy Johnson – July 14, 2022

7. Board resolution #2022-2 to approve Water Meter Loan:

Action: Jim Lewis read the resolution. Jim Lewis made a motion to approve the resolution as presented. Latham Jenkins seconded the motion. The motion passed 3-0.

**RESOLUTION #2022-2 OF THE BOARD OF DIRECTORS
OF THE SKYLINE IMPROVEMENT AND SERVICE DISTRICT
TO APPROVE WATER METER LOAN**

The undersigned members of the Board of Directors (the “Board”) of the Skyline Ranch Improvement and Service District (the “District”) hereby adopt the following resolution to approve a One Hundred Forty-Five Thousand Dollar (\$145,000.00) State Land Investment Board (“SLIB”)

loan for the updating of District water meters.

WHEREAS, the District is authorized to acquire, construct, operate, and maintain improvements of local necessity and convenience;

WHEREAS, industry standards dictate that water meters should be replaced every twenty years due to worn out parts and meter inaccuracies;

WHEREAS, the water meters located on eighty-six (86) Lots within the District are older than twenty years old and do not provide automatic remote meter reading capability;

WHEREAS, the District desires to enter into a loan agreement with SLIB (“Loan Agreement”) to replace water meters throughout the District to ensure meters are up to date, efficient, accurate, and accessible;

WHEREAS, Wyo. Stat § 18-12-112(a)(iv) allows the District to accept from any public or private source grants for furtherance of its purposes;

WHEREAS, SLIB has approved a One Hundred Forty-Five Thousand Dollar (\$145,000.00) Loan at a zero percent (0%) interest rate for twenty (20) years (the “Loan”) for the replacement of District water meters;

WHEREAS, SLIB has also approved potential Loan forgiveness of twenty-five percent (25%) of the total Loan amount if the District adheres to EPA guidelines, timely draws down the Loan, and adheres to all other requirements set forth in the Loan Agreement;

WHEREAS, Article 16, Sec. 4 of the Wyoming Constitution states, in pertinent part, that, “[n]o debt in excess of the taxes for the current year shall, in any manner, be created by any county or subdivision thereof ... in the State of Wyoming, unless the proposition to create such debt shall have been submitted to a vote of the people thereof and by them approved”; and

WHEREAS, based on the taxes of the District’s property for the current year, the District is prohibited from incurring debt in an amount more than Two Hundred Seven Thousand Dollars (\$207,000.00) without submitting such debt to a vote of the people of the District and approval thereof; and

WHEREAS, the total SLIB Loan amount of One Hundred Forty-Five Thousand Dollars (\$145,000.00) is less than the maximum allowable debt under the Wyoming Constitution without submitting such debt to a vote of the people of the District and approval thereof and, therefore, may be incurred by the District without a vote of the people of the District.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The District is hereby authorized to accept a One Hundred Forty-Five Thousand Dollar (\$145,000.00) Loan from the SLIB for the replacement of District water meters by executing a Loan Agreement after legal counsel review.
2. The Loan shall specify a zero percent (0%) interest rate for the funds over a twenty (20) year term.
3. The District shall repay the Loan in twenty (20) equal annual installments of Seven

Thousand, Two Hundred Forty-Nine Dollars and Eighty Cents (\$7,249.80), beginning in the 2022-2023 Fiscal Year and ending in the 2041-2042 Fiscal year.

4. Loan payments shall be generated by annual assessments in the amount of Eighty-Four Dollars and Thirty Cents (\$84.30) against each of the eighty-six (86) Lots on which water meters are located for a period of twenty (20) years.

5. The District shall endeavor to adhere to all terms and conditions of the Loan Agreement in order to qualify for available Loan forgiveness.

6. A separate account with First Interstate Bank is authorized to segregate and hold the Loan and to make disbursements to contractors for water meter replacement work.

Dated this day of _____, 2022.

Kurt Harland

Latham Jenkins

Jim Lewis

Public Comment:

Worthy Johnson
Derek Goodson

8. Review 12-months June actuals vs. full year FY 2021-22 amended budget:

Action: Jim Lewis reviewed the financials for FY 2021-2022. The district ended the fiscal year at 103% overall for revenue and 89.22% for expenses, compared to the amended budget. During the August meeting, reserve transfers for both the roads and water will be proposed. The district completed the year within budget.

9. Review June 30, 2022 Treasury Report and approve payment of invoices:

Action: Jim provided the Treasury Report as of 6/30/2022. There were several homeowners that paid their taxes after the May deadline. Approximately \$8,000 was paid in June, and the district received these funds in July. \$615,220.15 after netting out \$22,500.00 in refundable deposit, total cash is \$592,720.88, compared to the previous month, net of the refundable deposit, total of \$570,444.50. Of the \$592,720.88 the road reserve contained \$390,780.44, the water reserve contained \$81,158.59, and the operating reserve held \$143,783.71.

Jim Lewis read the below list of invoices as of 7/13/22:

Date	Vendor	Ref. No	Description	Due Date	Total
7/1/2022	Lower Valley Energy		Acct 294586003	7/11/2022	\$ 149.61
7/1/2022	Lower Valley Energy		Acct 294586001	7/11/2022	\$ 20.46
7/1/2022	Lower Valley Energy		Acct 294586002	7/11/2022	\$ 184.24
7/1/2022	Mountain Property Management		Monthly Management	7/1/2022	\$ 3,000.00
7/5/2022	Teton Environmental Health LLC	22-2749	Water test 6/6	7/5/2022	\$ 20.00
7/12/2022	Clearwater Operations & Services	1275	ARV reclamation work, 811 locates, PRV	7/12/2022	\$ 640.62
7/12/2022	Clearwater Operations & Services	1275	Monthly contract	7/12/2022	\$ 600.00
7/12/2022	Frontier Landscaping	33502	Weed spraying & pulling	7/12/2022	\$ 2,105.00
7/13/2022	Hess D'Amours & Krieger, LLC	7681	Draft & finalize resolutions	7/13/2022	\$ 1,640.00
Total for Skyline Improvement & Service District					\$ 8,359.93

Jim Lewis made a motion to approve the payment of the invoices totaling \$8,359.93. Latham Jenkins seconded the motion. The motion passed 3-0.

No Public Comment.

10. Motion to suspend the regular board meeting:

Action: At 4:15 p.m. Kurt Harland made a motion to suspend the regular board meeting. Jim Lewis seconded the motion. The motion passed 3-0

No Public Comment.

11. Call the Public Budget Hearing to order and ask for public comment on the proposed final FY 2022-23 budget:

Action: Kurt Harland opened the Public Budget Hearing for the FY2022-2023 budget at 4:15 p.m. Public comment will be limited to 2 minutes per participant. Emailed public comments received prior to the meeting will be attached to the minutes.

Public Comment:

Worthy Johnson

(this section has been intentionally left blank – the proposed final budget follows)

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

<u>Acct. No.</u>	<u>Owner REVENUES</u>	<u>ROAD</u>	<u>WATER</u>	<u>TOTAL</u>
5110	Road Maintenance Assessment	42,000		42,000
5120	Road Overlay Assessment	44,000		44,000
5112	Road Chipseal Assessment	26,000		26,000
5111	Road Overhead Assessment	9,185		9,185
	Water Assessment - SLIB Loan Repayment - 20Yr		7,250	7,250
	Water Assessment - Road Reserve Loan Repayment 5Yr		11,750	11,750
5135	Water Maintenance Assessment		26,656	26,656
5125	Water System User Fees		56,426	56,426
	Prior Year Adjustment		1,517	1,517
5137	Water Overhead Assessment		45,335	45,335
	TOTAL OWNER REVENUES	\$ 121,185	\$ 148,934	\$ 270,119
	<u>Other Income</u>			
5100	Interest Income	418.90	171.10	590.00
	Loan from Road Reserve	-	58,750.00	58,750.00
	WWDC Well #4 Exploration Grant		176,250.00	176,250.00
	SLIB radio-read Meter Loan		145,000	145,000
	TOTAL Other REVENUES	\$ 419	\$ 380,171	\$ 380,590
	TOTAL Combined REVENUES	\$ 121,604	\$ 529,105	\$ 650,709
	<u>EXPENSES</u>	<u>ROAD</u>	<u>WATER</u>	<u>TOTAL</u>
6149	Advertising	\$ 300	\$ 700	\$ 1,000
6040	Bonding	85	85	170
6041	Clerical Contract Services	7,200	28,800	36,000
6120	Contract Labor	7,000	-	7,000
6121	Water Contingency	-	7,000	7,000
	Water - Easement Purchase Well #4		8,000	8,000
6127	Insurance - Board of Directors	750	750	1,500
6128	Insurance - Equipment	-	1,650	1,650
6148	Office Supplies	250	350	600
6044	Professional Fees	-	5,000	5,000
6133	Repair & maintenance	-	37,400	37,400
6126	Road Overlay	30,249	-	30,249
6126.2	Road Chipseal	16,288	-	16,288
6207	Snow Removal	35,000	-	35,000
6220	Utilities	300	4,200	4,500
	Well #4		235,000	235,000
	Radio-Read Meters		145,000	145,000
	Water-Loan Repayment - 20 Yrs SLIB Water Meters		7,250	7,250
	Water-Loan Repayment - 5 Yrs Road Reserve Well#4 borrowing		11,750	11,750
6119	Water Operations	-	7,200	7,200
6221	Water Testing Expense	-	500	500
6219	Water Leak Detection	-	-	-
6043	Website Administration	300	300	600
	TOTAL CASH EXPENSES	\$ 97,722	\$ 500,935	\$ 598,657
	TOTAL CASH DISBURSEMENTS	97,722	500,935	598,657
6122	Depreciation	23,463	11,656	35,119
	TOTAL EXPENSES	\$ 121,185	\$ 512,591	\$ 633,776
Budgeted Cash Receipts in Excess of Expenses		\$ 419	\$ 16,514	\$ 16,933
Proposed Transfer from Water Reserve - **				
	Total Approved Transfers	-	-	-
NET BUDGETED INCREASE/(DECREASE) in CASH		\$ 419	\$ 16,514	\$ 16,933

**SKYLINE IMPROVEMENT & SERVICE DISTRICT
2021-2022 Budget (page 2 of 2)**

PROPERTY ASSESSMENTS:

Road Maintenance Assessment*					
5110	West Sub District 48 lots (64.30%)	\$	562.63	27,006	Note (1)
5110	East Sub District 42 lots (35.70%)		357.00	14,994	
				42,000	
Road Overlay Assessment*					
5120	West Sub District 48 lots		589.42	28,292	Note (1)
5120	East Sub District 42 lots		374.00	15,708	
				44,000	
Road Chipseal Assessment					
	West Sub District 48 lots		348.29	16,718	Note (1)
	East Sub District 42 lots		221.00	9,282	
				26,000	
Road Overhead					
	West Sub District 48 lots		102.06	4,899	Note (1)
	East Sub District 42 lots		102.06	4,286	
				9,185	
Water Maintenance Assessment*					
5135	4 land lots + 86 Homes + 1 ARU		292.92	26,656	Note (1)
Water Overhead					
	4 land lots + 86 Homes + 1 ARU		498.19	45,335	Note (1)
Water Loan Repayments					
	86 Lots SLIB Loan - 20Yrs		84.30	7,250	Note (1)
	90 Lots Road Reserve Well#4 Borrowing 5Yrs		130.56	11,750	Note (1)

Kurt Harland, Chairman

Latham Jenkins, Vice-Chairman

James Lewis, Secretary/Treasurer

Note 1 Lots 15 & 16 are one lot (vacated lotline)

Interest Income is allocated based on relative ending bank balances - 29% Water

Road assessments are based on the relative # of miles of subdivision roads. 64.3% of the total Skyline roads are in the West Sub District

Road Overhead, is split evenly across all homeowners due to being administrative in nature. Water maintenance and overhead costs are spread evenly to each lot.

4 land lots + 86 Homes + 1 ARU

Water Usage Rate & Skyline Road and Water Assessments- FY 2021-22 and FY 2022-23

			FY 2021-22	FY2022-23	
Water rate per 1000 gal.			\$ 1.70	\$2.60	
Road Maintenance					
		West	\$ 502.34	\$ 562.63	
		East	\$ 318.75	\$ 357.00	
Road Overlay					
		West	\$ 549.23	\$ 589.42	
		East	\$ 348.50	\$ 374.00	
Road chipseal					
		West	\$ 308.10	\$ 348.29	
		East	\$ 195.50	\$ 221.00	
Road Overhead					
		West	\$ 74.00	\$ 102.06	
		East	\$ 74.00	\$ 102.06	
Subtotal Roads					
		West	\$ 1,433.67	\$ 1,602.40	\$ 168.73
		East	\$ 936.75	\$ 1,054.06	\$ 117.31
Water Maintenance					
			\$ 270.95	\$ 292.92	\$ 22.58
Water Overhead					
			\$ 348.46	\$ 498.19	\$ 149.73
Subtotal - Water					
			\$ 619.41	\$ 791.11	\$ 171.70
TOTAL					
		WEST	\$ 1,433.67	\$ 1,602.40	
			\$ 619.41	\$ 791.11	
West Road & Water			\$ 2,053.08	\$ 2,393.51	\$ 340.43
				\$130.56	
				\$84.30	
		WEST	\$ 2,053.08	\$ 2,608.37	\$ 555.29
EAST					
			\$ 936.75	\$ 1,054.06	
			\$ 619.41	\$ 791.11	
East Road & Water			\$ 1,556.16	\$ 1,845.17	\$ 289.01
				\$130.56	
				\$84.30	
		total	\$ 1,556.16	\$ 2,060.03	\$ 503.87
meters					
	20-years	86 homes	\$ 84.30	beginning FY 2022	
well #4					
	5-years	90 lots	\$ 130.56	beginning FY 2022	

12. Adjourn the Public Budget Hearing:

Action: Kurt Harland made a motion to adjourn the Public Budget Hearing at 4:19 p.m. Jim Lewis seconded the motion. The motion passed 3-0.

No Public Comment

13. Motion to reopen the regular Board meeting:

Action: Kurt Harland made a motion to reopen the regular Board meeting at 4:19 p.m. Jim Lewis seconded the motion. The motion passed 3-0.

No Public Comment

14. Approve adoption of the advertised FY 2022-23 District budget, and posting to ISD website:

Action: Kurt Harland made a motion to Approve the adoption of the advertised FY 2022-23 District budget, and posting to ISD website. Jim Lewis seconded the motion. The motion passed 3-0.

Public Comment:

Worthy Johnson

15. Approve the FY 2022-23 Water Service Policies and posting to website:

Action: Jim Lewis reviewed the policy and noted it is posted on the website. Jim Lewis made a motion to approve the adoption of the FY 2022-23 Water Service Policies and posting to website. Latham Jenkins seconded the motion. The motion passed 3-0.

Public Comment:

Worthy Johnson

(this section has been intentionally left blank – the Water Service Policies follows)

SKYLINE IMPROVEMENT AND SERVICE DISTRICT

Water Service policies effective July 1, 2022-June 30, 2023

PLEASE NOTE THAT THE DISTRICT TAKES NO POSITION ON THE TAX DEDUCTIBILITY OF ANY OF THE ROAD AND WATER ASSESSMENTS AND/OR CHARGES. YOU ARE STRONGLY ENCOURAGED TO SEEK THE ADVICE OF YOUR TAX COUNSEL.

1. WATER CHARGES FOR FISCAL YEAR 2022-23

a.) a \$791.11 base water maintenance charge per house, and metered ARU as of FY 2022-23, which is connected to the District water line. This consists of a water maintenance assessment of \$292.92 and water overhead of \$498.19.

The above will be added to each owner's property taxes and collected by the Teton County Treasurer, for the benefit of the district.

b.) a variable water usage charge of \$2.60/1000 gallons (.00260/gal) will apply for each homeowner's estimated usage for fiscal year beginning July 1, 2022 through June 30, 2023 based on each homeowner's **PREVIOUS 12-MONTH USAGE for FY 2021-22, based on meter readings which were either provided by each homeowner, or District estimates if homeowners did not submit timely readings.**

As some homeowner's submit readings at various times other than on the requested April 30 and October 31 dates, the District will determine 12- month average usage, using interpolation or extrapolation of meter reading data to arrive at estimated usage for 365 days.

Because homeowner water use varies from year to year, there may be an adjustment by June 30, 2022. If your then calculated actual estimated 12-month usage is lower than previously estimated, you will end the year with a credit balance, which will be taken into account for the FY 2022-2023 usage charge. If your usage is higher, there will be an additional amount due. This together with your higher usage, will be factored into your usage charge for FY 2021-2022.

The above usage charge for FY 2022-23 will also be on each owner's property taxes and collected by the Teton County Treasurer, for the benefit of the District. Please note above disclaimer in red.

2. READINESS TO SERVE FEE

\$791.11 for each un-improved lot.

This charge will be added to each unimproved owner's property taxes and collected by the Teton County Treasurer, for the benefit of the District. Please note above disclaimer in red.

Each home/lot owners will receive from the District a statement breaking down all line item assessments and charges, with the total reconciling to each property owner's property tax amount noted on the property tax form as "Skyline East" or "Skyline West".

3. CONNECTION FEE

For any new building or ARU, which is newly connected to the District's Main water line in FY 2022-23, a one-time connection fee of \$6,947 will be due with timing at the discretion of the District. For future years, this connection fee, will increase annually based upon the increase in the Consumer Price Index-Western Region as published by the U.S. Department of Labor for the 12-month period ending in April of the then current year as compared to the previous April.

This connection fee will be billed directly by the District to the lot/homeowner.

4. BILLING

No additional billing will occur for fiscal year beginning 7/1/2022 through 6/30/2023 except for any connection fees (item #3 above), or meter-not read charges and administrative fees, (item # 5 below), fines (item #9 below) or owner requested assistance from the District's water operator, Clearwater Operations, to look into a homeowner water issue or an 811 Locates call. Billings for Clearwater's services will be charged at \$80/hour.

For any billings, after 30 days from invoice date, interest will accrue at a rate of 1.5% per month (18% per annum)

5. METER READING

For fiscal year beginning July 1, 2022 the District requires each homeowner to read their own meter twice, by **October 31, 2022 and April 30, 2023** and provide these readings, **with a clear photo of the meter face**, to the District's bookkeeper, Mountain Property Management (MPM), at office@skylineranchisd.com. MPM will alert each homeowner or homeowner's property manager/caretaker by email (on the District's record) 30 days prior to the reading deadline, on October 1, 2022 and March 31, 2023 of the upcoming meter reading deadline of October 31st and April 30th respectively.

This is very important so that we can monitor our peak water usage in the District during the summer months and low usage over the winter months.

Should a homeowner fail to read and report a meter reading at the interval determined by the District, the water usage for that period will be based on an estimate determined by the District based on the highest usage for that period in the previous two years based on the Districts records.

Such usage and related charges will include a non-refundable administrative fee of \$15 per instance, and a meter-not read charge of \$25, which will be billed separately. These charges will be billed to the owner if readings are not submitted by November 30, 2022 and May 31, 2023.

If any homeowner finds the above reading interval's not convenient due to time out of Jackson, please communicate with the District for approval of alternative dates. It is up to the homeowner to reach out to the District if an alternative date(s) is needed, as the District will only be sending out TWO email notices, as an early alert of the upcoming meter readings required by October 31 and April 30th. Please make a note on your calendars of these dates.

1. COMMUNICATION TO PROPERTY OWNERS

All communication to property owners will be sent via email. If a property management company or caretaker should be contacted it is the homeowner's responsibility to advise the District accordingly and provide their contact information.

If necessary, communication can be sent by regular mail to the residence, or another address, if the District has been directed to do so by the owner in writing.

2. MAINTENANCE OF WATER LINES AND EQUIPMENT

The property owner is responsible for maintenance of the water service line from the curb stop to the house. The District will maintain the main lines and services from the main to, and including, the curb stop. The curb stop is the valve located near the property line.

3. METERS

The property owner is responsible to install a District approved meter with an approved backflow prevention device in accordance to international plumbing codes.

If a property owner would like to add an auxiliary meter, or needs to replace an existing meter, they must purchase a meter approved by the District and install the meter with an approved backflow prevention device in accordance to international plumbing codes.

4. METERS FOR IRRIGATION LINES, ILLEGAL TAPS AND TAMPERED METERS or CURB-STOPS

The district requires that all irrigation lines be metered and have a backflow prevention device to prevent bacteria from entering our water system. Fines will be imposed by the District for any irrigation lines, discovered by the District, to either be unmetered, and/or found not to have a backflow prevention device. Fines will also be imposed for illegal taps, tampered meters, tampered curb-stops, or replacing meters, without the District being advised of the change so that a current meter reading and photo can be taken at the time of the meter change.

Please send any questions to the Board of Directors at PO Box 3601, Jackson, WY 83001 or to info@skylineranchisd.com

16. Approve the FY 2022-23 General Guidelines regarding Water and posting to website:

Action: Jim Lewis noted the document has been posted to the website, and reviewed the document. Jim made a motion to approve the FY 2022-23 General Guidelines regarding Water and posting to website. Kurt Harland seconded the motion. The motion passed 3-0.

No Public Comment

**Skyline Improvement and Service District
Guiding Principals Regarding Water
Fiscal Year 2022-2023**

1. Metering of water has been a requirement from the time the original developers of Skyline were operating the water system, and continued when the ISD assumed responsibility for the water system in 1993.
2. Full metering of residential and irrigation lines is mandatory, with two readings per calendar year, by April 30 and by October 31st.
3. Both meter readings, must include a **clear photo** of the face of the meter with the reading clearly visible.
4. Residents with caretakers or property managers should instruct them accordingly about timely and accurate meter readings. This is the homeowner's responsibility not the District's to ensure timely reporting.
5. Failure to report a meter reading, or communicating an alternate date, will result in a no-meter reading charge and administrative fee.
6. No free water. The District will impose penalties for any tampering with meters, curb stops, illegal taps, or unreported unmetered irrigation lines, or irrigation lines that are metered but have no back flow prevention device.
7. The Skyline ISD currently uses a Single Block Rate structure where all water users are charged a constant price per gallon (\$x/1000 gallons), regardless of the amount of water used. This is referred to as the water usage rate. Refer to each year's Water Service Policies for current usage rates.
8. In addition, there is an annual water maintenance charge which consists of a water maintenance assessment and water maintenance charges. Refer to each year's Water Service Policies for current water assessment and water maintenance charges.
9. Both the water usage rate and the water maintenance charges will be reviewed annually concurrent with the annual budget process and are determined by, and subject to change, by the Board of Directors.
10. Both the water usage rate, the rate structure, and the water maintenance and water overhead charges will be set at levels that cover the full cost of producing, treating (if applicable), storing, and distributing water to Skyline residents. This includes financial reserves, operation, maintenance and repairs, all regulatory compliance costs, administration, and debt service costs. Debt service may, at the determination of the board, be assessed separately.
11. Water rates and maintenance charges are established in a manner to be fair and equitable. Fair means the rate is high enough to cover the full cost of the system. Equitable means that each water user, based on their individual metered water usage, for both home and if applicable, irrigation use, is paying their share of the total costs of operating the system, through both the prevailing water usage rate, and the water maintenance and overhead charges, as determined by the board annually.
12. Owners of undeveloped lot will be charged an annual readiness to serve charge currently A one-time connection fee will also be charged at a time determined by the Board, but prior to when the property is actually connected to the water system. The readiness to serve fee and the connection fee will be reviewed annually concurrent with the budget cycle. Refer to each year's Water Service Policies for current details.

13. The District has participated with the Wyoming Water Development Commission (WWDC) to identify medium-term recommendations to its capital asset improvement plan. The Board has considered the WWDC's recommendations on improvements to our water system. The WWDC reports are posted to the Skyline website.

14. It is the intention of the Board to use the WWDC's recommendations as a road map to make necessary medium and long-term improvements to our aging water system. These improvements, together with their financial implications will be incorporated in each year's annual budget.


17. Board director position election date- Tuesday, November 8, 2022:

Action: Jim Lewis noted that one director position is up for election on November 8, 2022. It is a four (4) year term. In July the Notice of Election will be published in newspaper for Nominations with a submission deadline of September 15, 2022, and in July an email to homeowners with a Solicitation for Nominations noting the September 15, 2022 submission deadline will be sent.

18. Adjournment

Kurt Harland made a motion to adjourn the meeting. Jim Lewis seconded the motion. The motion passed 3-0. The meeting adjourned at 4:32 p.m.

Approved


Kurt J. Harland (Aug 19, 2022 10:06 MDT)

Kurt Harland
Chairman

Approved


Latham Jenkins (Aug 19, 2022 10:52 MDT)

Latham Jenkins
Vice Chair

Correspondence Received:

On Thu, Jun 30, 2022 at 4:26 PM Maria Johnson <mariajohnson53@gmail.com> wrote:
I have a couple of requests of the Board before our July meeting.

First, referencing the agenda from the last meeting, 5/16/22

#14- review proposed SSID Water Service Policies and indicate intention to approve at the July 14th meeting.

#15- Review proposed SSID General Guidelines regarding water for FY 2022-23 and indicate intention to approve at the July 14th Board meeting.

I am requesting redline documents for both of these topics showing changes from the original documents and highlight in a contrasting color any discrepancies, modified and/ added text.

Secondly, I am requesting that the format for the budget be in columns showing a clear comparison between all expenses FY2022 and FY2023.

In order for homeowners to absorb the above information, they should receive it no later than new week before the July 14th meeting, by mail and email.

Thank you, Maria Johnson

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Maria J. Johnson
307.203.2600 WY
941.964.7526 FL

From: Maria Johnson <mariajohnson53@gmail.com>

Sent: Tuesday, July 5, 2022 9:39 AM

To: Carly Schupman <office@skylineranchisd.com>; Jim Lewis <jamesl5546@gmail.com>; Kurt J. Harland <thekurtharland@gmail.com>; latham@livewaterproperties.com

Subject: Redline documents

Thank you for your email....however I still would like to see the documents relined....make it easier for all to see and understand changes.--

Maria J. Johnson
307.203.2600 WY
941.964.7526 FL

From: jwillott@aol.com <jwillott@aol.com>

Sent: Saturday, July 9, 2022 12:16 PM

To: jamesl5546@gmail.com; thekurtharland@gmail.com; latham@livewaterproperties.com; info@skylineranchisd.com; office@skylineranchisd.com

Cc: wendy@mpmjh.com; jwillott@aol.com

Subject: Information request

Dear Skyline ISD Board,

I request copies of the following material:

Detailed audited financial ISD records and the signed auditor's reports for the last 7 years.

End of FY Balance in the Road and Water Reserve accounts for the last 7 years.

John Willott

From: jwillott@aol.com <jwillott@aol.com>

Sent: Monday, July 11, 2022 12:40 PM

To: jamesl5546@gmail.com

Cc: thekurtharland@gmail.com; latham@livewaterproperties.com; info@skylineranchisd.com; office@skylineranchisd.com; wendy@mpmjh.com

Subject: Re: Information request

Jim, Thank you for your reply. Since you have these in your files, please send me your official self audits for the 7 year period, and I assume they each includes the audited Water, Road and Operational Reserve numbers. If not please include those on a separate sheet.

I need these numbers before the July 14th board meeting. John

From: skylineisd@simplelists.com <skylineisd@simplelists.com>

Sent: Tuesday, July 12, 2022 1:13 PM

To: Skyline ISD <skylineisd@simplelists.com>

Subject: Question

Is anyone aware of what these dump trucks are hauling out of the house at the end of the cul-de-sac on NWest Ridge Rd? They have been going for a couple days and I saw one with a huge block of concrete. Just concerned about weight limit on the road and curious of what is going on. I do not mean to sound noisy but just curious and a little concerned. Thanks

From: Worthy Johnson <wjohanson@lawrencecapitalmgt.com>

Sent: Thursday, July 14, 2022 3:53 PM

To: Skyline Ranch Improvement & Service District <info@skylineranchisd.com>; Wendy Meyring <wendy@mpmjh.com>

Cc: mariajjohnson53@gmail.com

Subject: Budget Meeting 14 July 2022

Importance: High

Board members:

We look to this Water project as being over 100% authoritarian. You did no screening, no surveying, no discussion as to need/priorities; just a simple dictatorial act. You lay under the guise of the WWDC, yet you directed them in the exact direction you wanted them to go in; same for Nelson Engineering as well as the "Getting Great Rates" author. Your actions replicate 2017's exact same approach. That time you actually asked for a well test for each of wells # 2 and #3. When you received the results and the then Chairman was off the Board, everything regarding "well Drilling" became mute....until now.

You have fabricated the need for a 3rd well under totally fallacious assumptions two of which are intertwined: a 25% increase in overall irrigation due to a 50% increase in irrigation demand based on all 90 lots being built out and 35 ARU/guesthouses being built. The water usage has varied between 23 and 26mm gallons per year since 2011. There has been no "gargantuan increase" in water usage over this 11 year period.

Also, to say you are going in the future by WDEQ (Wyoming Department of Environmental Quality) guidelines is also "a lark.: you never have before; now you are going to be obedient children?"

The #1 concern should be the replacement of the 1st Filing's 1965-1974 asbestos/cement piping. Two of our Board members are from the First, and they are just sitting by...WHY? Should this antiquated piping break up, the First Filing may well be out of water for weeks if not months. Some people do not have their heads on straight.

RE: the 2023f Budget

#1 Why ask for another \$8k when you have not used the first \$8k in the 2022f budget as yet?

#2 Why is not the 10/31/21 Clearwater Billing of \$42.50 not being billed directly to the Warzinaks and Swirskys?

#3 The Westwood Curtis 10/13/21 billing for Bollards/ARV for \$\$11,290 brought the Repairs & Maintenance Actual to over \$31k, or 50% higher than any previous year. You Budgeted nearly \$39k. Where did the difference of \$8k go? Into what account? Also, the Westwood Curtis bill was said to have gone into the R&M Expense account “instructed by JL in a 10.13.21 email. I have yet to see that email. This bill is not an expense item. Ask your accountant/auditor. They are Capital items and need to be depreciated. In turn, the R&M Actual Expense account is \$11k too high and the excess between now \$20k and \$38k-the 2022f Budget is actually \$18k. Where is that surplus going?

Thank you,

Worthy Johnson

500 N. Meadowlark

Budget Meeting Public Comment:

Worthy Johnson read the following:

#1 Why ask for another \$8k when you have not used the first \$8k in the 2022f budget as yet?

#2 The Westwood Curtis 10/13/21 billing for Bollards/ARV for \$\$11,290 brought the Repairs & Maintenance Actual to over \$31k, or 50% higher than any previous year. You Budgeted nearly \$39k. Where did the difference of \$8k go? Into what account? Also, the Westwood Curtis bill was said to have gone into the R&M Expense account “instructed by JL in a 10.13.21 email. I have yet to see that email. This bill is not an expense item. Ask your accountant/auditor. They are Capital items and need to be depreciated. In turn, the R&M Actual Expense account is \$11k too high and the excess between now \$20k and \$38k-the 2022f Budget is actually \$18k. Where is that surplus going?

#3 Why is not the 10/31/21 Clearwater Billing of \$42.50 not being billed directly to the Warzinaks and Swirskys?

Regular Meeting Public Comment:

Worthy Johnson - The Westwood Curtis 10/13/21 billing for Bollards/ARV for \$\$11,290 should not be an expense.

Worthy Johnson – Questioned the economic rationale for raising the cost of the water from \$1.70 to \$2.60 when there has been minimal, if any, increase in distributing the water over the last year.











Skyline Minutes 7-14-2022

Final Audit Report

2022-08-19

Created:	2022-08-19
By:	Mountain Property Management (info@mpmjh.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAANIFVyXeUr5L5GzWyH8bta4UahL6eL0o7

"Skyline Minutes 7-14-2022" History

-  Document created by Mountain Property Management (info@mpmjh.com)
2022-08-19 - 3:00:04 PM GMT- IP address: 207.183.166.24
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2022-08-19 - 3:04:11 PM GMT
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2022-08-19 - 4:52:38 PM GMT- IP address: 207.183.177.24
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