

**Skyline Improvement and Service District**  
**Guiding Principals Regarding Water**  
**Fiscal Year 2023-2024**

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, until a radio read meter is installed the owner shall provide two readings per calendar year, by April 30 and by October 31<sup>st</sup>.
3. Both meter readings, must include a **clear photo** of the face of the meter with the reading clearly visible. After the radio read meter is installed meter readings will be taken by the District's operator from the street, without entering the house, via the radio read transmitter on the meter and a handheld receiver.
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 based on benefit received. 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. 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.

