

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT  
MINUTES OF THE BOARD MEETING  
August 18, 2022**

A public meeting of the Directors of the Skyline Improvement and Service District was held on August 18, 2022 via Zoom.

Kurt Harland, Latham Jenkins and Jim Lewis constituting of a quorum were present. Attending were Worthy and Maria Johnson, Bob Norton, Warren Machol, John Willot and Wendy Meyring.

**1. Call to order**

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

**2. Consider posting meeting video on website:**

**Action:** Kurt Harland made a motion to post each meeting's Zoom video recording on the Skyline ISD website until the written meeting minutes are approved and posted on the website. At which time the video will be deleted. Latham Jenkins seconded the motion. Jim Lewis noted he will be recusing himself from this vote. The motion passed 2-0.

Public comment:

Warren Machol – made public comment following item 4 – Asking for the video to be saved on the website indefinitely.

**3. Review and approve Board minutes 7/14/2022:**

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

Public comment:

Worthy Johnson – Resolution 2022-1 – 86 of 90 lots to be included in project. The four lots not included in the project should be properly noted. The lots not included are: 2-5, 3-5, 4-3, and 26.

**4. Changes to the agenda:**

**Action:** Jim Lewis noted that Item 11, regarding Evan's Construction Snow Removal Contract 2022-2023, should read three-year snow removal contract 2022-2025, beginning 2022-2023.

Public comment:

Worthy Johnson – Questioned Item 12 – Approve interest rate on borrowings from Road Reserves to fund 25% ISD share of Exploratory well #4 pursuant to Board Resolution 2022-2. Jim Lewis noted that the Board Resolution noted should be 2022-1.

**5. Adoption of Agenda**

**Action:** Kurt Harland made a motion to approve the board agenda, with noted revisions. Latham Jenkins seconded the motion. The motion passed 3-0.

Public Comment:

John Willot – Asked what the process for selecting a temporary replacement for Jim Lewis, as his resignation is effective August 19, 2022. In addition, he asked when the open position will be advertised for the November 2022 election, to be in compliance with the Special District Election Act.

Warren Machol – Asked for the Board to share with the owners why this open seat wouldn't be elected in November.

**6. Public Comment on items not appearing on the agenda:**

John Willot – Asked about status of purchase of easement for exploratory well #4, as of today, and associated cost. In addition, he asked what steps have been taken thus far.

Bob Norton – Thanked the Board for having the roadway grasses cut, as the grass encroaching onto the roadway was a safety concern.

Warren Machol – Asked if the ISD applied for the SLIB loan. If so, what is the status of the application. Questioned why owners are already being assessed for the cost of the loan, when it hasn't been finalized. How will liability be handled once completed for contractors being in homes.

Worthy Johnson – Site Committee and Architectural Review Committee – what does the committee receive from owners following the approval, and what follow up does the committee do once a project has started? There is sizable equipment and material being moved from a property on NW Ridge. Can owners get an update on this?

**7. Correspondence received:**

Worthy Johnson – July 19, 2022

Worthy Johnson – July 20, 2022

Worthy Johnson – July 25, 2022

Worthy Johnson – July 25, 2022

Warren Machol – August 1, 2022

Warren Machol – August 2, 2022

Wendtland & Wendtland LLP – August 10, 2022

Warren Machol – August 17, 2022

**8. Review 1-month July actuals vs. full year FY 2022-2023 budget:**

**Action:** Jim Lewis reviewed the financials for FY 2022-2023. No significant funds have been received. Total income after one month is 1.39% of the total budget, and expenses are at 1.32% of the total budget. The next significant income will be received in November and December.

**9. Review July 31, 2022 Treasury Report and approve payment of invoices:**

**Action:** Jim provided the Treasury Report as of 7/31/2022. Cash on hand is \$615,910.90 after netting out \$22,500.00 in refundable deposit, total cash is \$593,410.90, compared to the previous month, net of the refundable deposit, total of \$592,720.89. Of the \$593,410.90 the road reserve contained \$390,783.49, the water reserve contained \$80,158.86, and the operating reserve held \$144,414.97. On July 18, 2022 we received approximately \$8,800.00 in delinquent payments.

**10. Approve payment of invoices:**

**Action:** Jim Lewis read the below list of invoices as of 8/17/22:

Date	Vendor	Description	Due Date	Total
7/20/2022	Teton Media Works, Inc.	SISD Budget Hearing JH News & Guide	7/20/2022	\$ 165.00
7/26/2022	Lower Valley Energy	Acct 294586001, 294586003 & 002	8/18/2022	\$ 524.95
7/26/2022	Teton Media Works, Inc.	SISD election notice	7/26/2022	\$ 66.00
8/1/2022	Mountain Property Management	Monthly Management	8/1/2022	\$ 3,000.00
8/3/2022	Teton Environmental Health LLC	Water test 7/11	8/31/2022	\$ 20.00
8/9/2022	Clearwater Operations & Services	Jul operations & 811 locates and water testing	8/9/2022	\$ 961.25
8/9/2022	Latham Jenkins	Reimburse - annual renewal List Serve account	8/9/2022	\$ 64.00
8/9/2022	Westwood Curtis Construction Inc	Leak repairs	8/9/2022	\$ 4,088.44
8/11/2022	Frontier Landscape	Tall grass mowing 7/27 & 28	8/11/2022	\$ 2,542.50
8/11/2022	Nelson Engineering	SLIB loan work	8/11/2022	\$ 172.50
8/15/2022	Electrical Wholesale	Supplies - sign installation	8/15/2022	\$ 97.04
8/15/2022	Mountain Property Management	Labor to install signs 8/1-8/9	8/15/2022	\$ 761.25
8/16/2022	Modern Lighting & Electrical	replace connector, diagnostic well #3 Jan & Feb	8/16/2022	\$ 834.17
<b>Total for Skyline Improvement &amp; Service District</b>				<b>\$ 13,297.10</b>

Jim Lewis noted the reimbursement payment to Latham Jenkins for the renewal of the List Serve account. Jim read the bills to be paid.

**Action:** Jim made a motion to approve the \$64.00 reimbursement payment to Latham Jenkins. Kurt Harland seconded the motion. The motion passed 2-0, Latham recused himself from the vote.

Public comment:

Warren Machol – Are bills accounted for when paid or incurred?

**Action:** Jim Lewis made a motion to approve the payment the invoices totaling \$13,233.10. Kurt Harland seconded the motion. The motion passed 3-0.

No Public Comment.

<b>Unpaid Bills - Well #4 Grant Operations</b>					
For Skyline Improvement & Service District					
As of 8/11/2022					
Date	Vendor	Ref. No	Description	Due Date	Total
8/11/2022	Nelson Engineering	59306	engineering - grant portion		\$2044.68
8/11/2022	Nelson Engineering	59306	engineering - SISD portion		\$681.57
<b>Total for Skyline Improvement &amp; Service District</b>					<b>\$681.57</b>
<b>Total for WWDC - awaiting their disbursement</b>					<b>\$2044.68</b>
<b>Grand Total Due</b>					<b>\$2726.25</b>

Jim Lewis noted the breakdown of the Nelson Engineering invoice. The ISD's portion is 25%, \$681.57. The grant portion, 75%, is \$2044.68. The payment has been approved by WWDC. The ISD is waiting on the funds to be deposited into the ISD account. Once funds have been received, the full payment will be paid, following Board approval.

Jim Lewis made a motion to approve the ISD's portion of the invoice of \$681.57, being 25% of the total bill. Latham Jenkins seconded the motion. The motion passed 3-0.

Public comment:

Warren Machol – Asked for information as to what was completed by Nelson Engineering.

John Willot – Asked who is the hydrologist employed by.

**11. Approval to open road reserve account with Wyoming Government Investment Fund (WGIF):**

**Action:** Jim noted that all road reserves are currently with First Interstate Bank. The available investment options are limited for ISD's. WGIF is an investment option. Jim Lewis made a motion to open a road reserve account with WGIF. The motion was seconded by Latham Jenkins. The motion passed 3-0.

No Public Comment.

**12. Approve Evan's Construction Snow Removal Contract 2023-2025:**

**Action:** Jim Lewis made a motion to approve the three-year contract, noting the Terms and Conditions of the contract. With the first-year cost of \$34,774.00, in monthly installments of \$5,795.67 from November 2022 to April 2023. The annual contract increase will be based on the Mountain Plains Consumer Price Index. Kurt Latham seconded the motion. The motion passed 3-0.

Public Comment:

Maria Johnson – Requested information on whether the contact includes the end of season sweeping.

**13. Approve interest rate on borrowings from Road Reserves to fund 25% ISD share of Exploratory well #4 pursuant to Board Resolution 2022-1:**

**Action:** Jim Lewis made a motion to approve the interest rate to be 2%, being the maximum in Board Resolution 2022-1. Kurt Harland seconded the motion. The motion passed 3-0.

No Public Comment.

**14. Resignation of Jim Lewis effective August 19, 2022:**

**Action:** Kurt Harland and Latham Jenkins have accepted Jim Lewis' resignation.

**15. Approve appointment of new director effective August 19, 2022:**

**Action:** A call was made for volunteers. Bob Norton and Warren Machol volunteered to serve on the board. Kurt Harland made a motion to appoint Bob Norton to fill the vacancy on the Board of Directors of the Skyline Service and Improvement District resulting from Jim Lewis' resignation to serve until the next regular session, November 2023. The motion passed 2-0. Jim Lewis departed the meeting at 4:54 p.m. The appointed individual must take their Oath of Office within 10 days of the appointment.

Board comment:

Kurt Harland noted that the district's counsel has advised that the election will be in November 2023 as the 100 day requirement for public notice has not been met.

Public comment:

Warren Machol – Requested the Board expedite the process for the having the two board positions be elected by members of the district vs. by appointment. Warren questioned Bob's association with Nelson Engineering.

John Willot – Requested information from the ISD's counsel regarding the 100 day requirement.

**16. WYDOT's request for survey markers:**

**Action:** Kurt Harland made a motion to approve WYDOT's request to place survey markers. Latham Jenkins seconded the motion. The motion passed 2-0.

No Public Comment.

**17. Next Board meeting: Thursday, September 15, 2022**

**18. Adjournment**

Kurt Harland made a motion to adjourn the meeting. Latham Jenkins seconded the motion. The motion passed 2-0. The meeting adjourned at 5:01 p.m.

Approved

  
Kurt Harland (Sep 19, 2022 12:43 MDT)

Sep 19, 2022

Kurt Harland  
Chairman

Approved

  
John Latham Jenkins (Sep 28, 2022 15:02 MDT)

Sep 28, 2022

Latham Jenkins  
Vice Chair

## **Correspondence Received:**

**From:** Worthy Johnson <wjohnson@lawrencecapitalmgt.com>  
**Sent:** Tuesday, July 19, 2022 10:08 AM  
**To:** wendy@mpmjh.com; office@skylineranchisd.com  
**Cc:** mariajjohnson53@gmail.com  
**Subject:** Recording of 14 July Board/Budget Meeting

When can we get/listen to the recording please Wendy? Thank you, W&M



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**From:** Worthy Johnson <wjohnson@lawrencecapitalmgt.com>  
**Sent:** Wednesday, July 20, 2022 12:08 AM  
**To:** Wendy Meyring <wendy@mpmjh.com>; office@skylineranchisd.com  
**Cc:** mariajjohnson53@gmail.com  
**Subject:** RE: Recording of 14 July Board/Budget Meeting  
**Importance:** High

Rafter J has the recording posted and available for all to listen to. Why should not Skyline have the same capability? TY W&M

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**From:** Worthy Johnson <wjohnson@lawrencecapitalmgt.com>  
**Sent:** Monday, July 25, 2022 12:46 PM  
**To:** office@skylineranchisd.com; Skyline Ranch Improvement & Service District <info@skylineranchisd.com>  
**Cc:** mariajjohnson53@gmail.com  
**Subject:** Uphill construction from Meadowlark ..  
**Importance:** High

Digging uphill to the West...just South of Schwartz's home. Possible to alert us as to what's happening????

It would be appreciated.... Worthy & Maria



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**From:** Worthy Johnson <wjohnson@lawrencecapitalmgt.com>  
**Sent:** Monday, July 25, 2022 4:07 PM  
**To:** office@skylineranchisd.com; Skyline Ranch Improvement & Service District <info@skylineranchisd.com>  
**Cc:** mariajjohnson53@gmail.com  
**Subject:** RE: Uphill construction from Meadowlark ..  
**Importance:** High

No on "in a construction site". Just started going up the hill btwn Schwartz and Tracy Jacobsons. Arrived this AM and looks to be clearing a small path. Maria, please add more flavor....TYw

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**From:** Warren Machol <wlm.assoc@gmail.com>  
**Sent:** Monday, August 1, 2022 12:54 PM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Subject:** Re: ISD cutting grass

Wendy,

Do you know if contact labor includes street sweeping? If not, where is street sweeping on the Budget? Especially with all the new construction, the ISD will need regular tending to remove dirt from the roadway.

Let me know if I have this column of numbers is correct.

Contact labor numbers as follows:

\$7000 Total budgeted for 2022-23  
2105 Spraying  
2500 Weed whacking ( was not mowed)  
\$ 2395 Remaining as for 8/1/22

??? Tree timing

???? Street sweeping

XXX **EXPECTED** Budget **overrun?**

I would also like to know the number of members that received maintenance provided by the ISD.

As stated, none was done on many properties, mine included. Nor has the ISD traditionally done maintenance on individual properties.

Historically, the board has sent invoices when trees have fallen on the right-away for the cost of removal to the property owners.

When did the policy change?

Warren

**WLM Associates**  
500 NW Ridge Rd  
Jackson WY 83001

307 734 1920 (o)

917 455 7470 (c)

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**From:** Warren Machol <wlm.assoc@gmail.com>  
**Sent:** Tuesday, August 2, 2022 6:12 PM  
**To:** Wendy Meyring <wendy@mpmjh.com>  
**Subject:** Re: ISD cutting grass

Wendy,

There seems to be a disconnect here. Initially, you told me Fred used to mow the edges of some roads at his expense (BTW, this ended some +5 years ago) as the

reason for the recent expenditure of ISD funds. You then insist in several e-mails the edge of the road was mowed when it was actually roughly weed-whacked.

Also, before paying this bill, I want to let you know that the long grass weed whacked was never picked up in many places and is unsightly and blowing on the road.

What you may not know is the coincidence of timing. Jim Lewis listed his home today on MLS. [Jim Lewis home listing --- by Latham and Kurt \(all three ISD board members\)](#)

The home is co-listed by Latham and Kurt, the other two ISD board members. All of whom will benefit from the unprecedented spending of community funds to market Jim's home.

I have attached pictures of what it looks like when members tend their yards and road edges and keep them mowed at their expense. I also attached a picture of what the contracted rough weed whacking looks like; there is a substantial difference. (I can only attach two due to size limits if you would like more examples, let me know)

Would you please provide details of your orders to contact for this work? By whom and the date?

Thank you

Warren

Concerned ISD member.

PS. I will write under separate cover on the street sweeping requirements. Both Tanenger and the end of N Westridge need to be addressed.

**WLM Associates**  
500 NW Ridge Rd  
Jackson WY 83001

307 734 1920 (o)

917 455 7470 (c)

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# WENDTLAND & WENDTLAND LLP

Anthony T. Wendtland Phone: 307.673.4696  
[tony@wendtlandlaw.com](mailto:tony@wendtlandlaw.com) Also admitted in Montana

August 10, 2022

**SENT VIA FEDERAL EXPRESS PRIORITY OVERNIGHT 777629122768 TO:**

Skyline Ranch ISD  
c/o Kurt Harland, Chairman Berkshire  
Hathaway  
138 N. Cache  
Jackson, WY 83001

**SENT VIA U.S. FIRST CLASS MAIL TO:**

Skyline Ranch ISD  
Attn: Records Custodian and Board Members  
P.O. Box 3601  
Jackson, WY 83001

Dear Skyline ISD Records Custodian and Skyline ISD Board Members:

Our law firm represents a group of Teton County, Wyoming, landowners and voters who own property within the jurisdiction of the Skyline Improvement and Service District ("Skyline"). My clients presently include: John Willott, Worthy and Maria Johnson, Corbin McNeill and Warren Machol at this time.

On behalf of these folks, and expressly pursuant to W.S. §§ 16-12-201 through -205 (LexisNexis 2022) and applicable related state law and guidance, we hereby request that you make available full and accurate and complete copies of all of the following non-privileged Skyline public records:

1. The landowner and/or voter lists of names and contact information and email addresses used by Skyline and/or its administrative or any contract management people or entity(ies) (i.e. Wendy Morgan's company) to provide legal notices to Skyline owners and voters for the years: 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021 and 2022 (current).
2. The landowner and/or voter lists of names and contact information and email addresses provided by Teton County to Skyline for each of the years: 2015, 2016, 2017, 2018, 2019, 2020, 2021 and 2022 (current).
3. One uscable complete historical copy of the entire QuickBooks or similar electronic data file documenting the actual accounting records for all accounts for Skyline for the years: 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021 and 2022 (current) with the necessary password to open the accurate copy of that data file provided.
4. A complete copy of each audio and/or video recorded record of any Skyline Board meeting or other public business or informational meeting for the time periods: 2018, 2019, 2020, 2021 and 2022 (current). If

any such recording(s)/record(s)/file(s) were made but later destroyed or deleted please indicate that specifically.

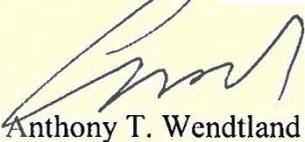
5. A complete copy of any notes of any Skyline Board meeting or other public business or informational meeting for the time periods: 2018, 2019, 2020, 2021 and 2022 (current). If any such recording(s)/record(s)/file(s) were made but later destroyed or deleted please indicate that specifically.
6. A complete accurate copy of all documents evidencing the purported or actual promulgation and/or adoption of any rules or regulations pursuant to the Wyoming Administrative Procedures Act by Skyline during the time period January 1, 2015, through the present inclusive.
7. A complete accurate copy of all documents evidencing the purported or actual promulgation and/or adoption of any other rules, guidelines or directives not identified in response to request 6 above in this letter during the time period January 1, 2015, through the present inclusive.
8. For the time period January 1, 2017, through the present (inclusive), complete accurate copies of all Skyline ISD documents evidencing or purporting to evidence any ISD Board Resolution concerning the new water well that is proposed to be drilled and paid for as described in the 2022-23 ISD budget.
9. For the time period January 1, 2017, through the present (inclusive), complete accurate copies of all Skyline ISD documents evidencing or purporting to evidence any ISD Board Resolution concerning the new customer water meters that are proposed to be purchased, installed and paid for as described in the 2022-23 ISD budget.

Please make all of these public records available in a timely fashion as set out and required in W.S. § 16-4-202(a)-(d) and W.S. § 16-4-204(a)-(e) and otherwise as required by law. Please be mindful of the seven and thirty day response time limits for these requests mandated in these statutes and please plan to communicate with me at this office concerning this response and to deal with any questions, proposed charges or fees and any other issues statutorily pertinent to this request. I will make it a point to be reasonably available and responsive for my clients with respect to this request.

Thank you in advance for your attention to this public records request.

Very truly yours,

WENDTLAND



Anthony T. Wendtland

& WENDTLAND, LLP

ATW/bnd cc: Clients

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

**Sent:** Wednesday, August 17, 2022 6:50 PM

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

**Subject:** Re: ISD weed wacking

Wendy

Let me be clear I am aware you do what the board tells you. I am not and have no interest in shooting the messenger.

However I would like to know who provided the requirement and provided your orders to weed wack skyline.

In addition, when you receive the orders and the cost of the entire job including ( weed control, weed wacking, tree trimming and any other associated costs to the community)

In my 29 years here I don't recall any of this type of work ever being done.

As far as taken under advisement, the **new policy** of doing certain owners' **maintenance with community money**.

I think you should assume there will be no accounting or allocation of costs based on work done.

I will note I have been waiting for the restoration caused by the installation for the new man hole and ARV in including replanting the wild grasses, since last October. Never seems to be a priority ( wonder why)

I stand by my comment on the correlation between cleaning up Skyline for the first time in my 29 years and Jim's home listed by Kurt and Latham. There is nothing off base with connecting the dots. Conflict of interest is rampant.

I look forward to the details.

All the best

Warren

**WLM Associates**

**500 NW Ridge Rd**

**Jackson WY 83001**

**307 734 1920 (o)**

**917 455 7470 (c)**

# Skyline Minutes 8-18-22

Final Audit Report

2022-09-28

Created:	2022-09-19
By:	Mountain Property Management (info@mpmjh.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAz0pKbi0dWco9oD4Tbr9PexBaidGETnvT

## "Skyline Minutes 8-18-22" History

-  Document created by Mountain Property Management (info@mpmjh.com)  
2022-09-19 - 6:31:59 PM GMT- IP address: 207.183.166.24
-  Document emailed to Kurt Harland (kurt@bhhsjacksonhole.com) for signature  
2022-09-19 - 6:36:29 PM GMT
-  Email viewed by Kurt Harland (kurt@bhhsjacksonhole.com)  
2022-09-19 - 6:36:36 PM GMT- IP address: 66.249.84.86
-  Document e-signed by Kurt Harland (kurt@bhhsjacksonhole.com)  
Signature Date: 2022-09-19 - 6:43:14 PM GMT - Time Source: server- IP address: 184.167.9.202
-  Document emailed to latham@livewaterproperties.com for signature  
2022-09-19 - 6:43:16 PM GMT
-  Email viewed by latham@livewaterproperties.com  
2022-09-19 - 8:07:43 PM GMT- IP address: 104.28.103.18
-  Email viewed by latham@livewaterproperties.com  
2022-09-26 - 6:44:02 PM GMT- IP address: 172.226.136.28
-  Signer latham@livewaterproperties.com entered name at signing as John Latham Jenkins  
2022-09-28 - 9:02:01 PM GMT- IP address: 207.183.177.24
-  Document e-signed by John Latham Jenkins (latham@livewaterproperties.com)  
Signature Date: 2022-09-28 - 9:02:02 PM GMT - Time Source: server- IP address: 207.183.177.24
-  Agreement completed.  
2022-09-28 - 9:02:02 PM GMT