

OFFICIAL SUMMARY PROCEEDINGS OF THE BOARD OF THE
SKYLINE IMPROVEMENT AND SERVICE DISTRICT
TETON COUNTY, WYOMING

The Directors of the Skyline Improvement and Service District met in regular meeting on **October 17, 2024**, in the Mountain Property Management Conference Room, located at 250 Veronica Lane, Jackson, Wyoming and via Zoom. The meeting was called to order at 4:04 p.m.

Directors present: Kurt Harland, Chair, Latham Jenkins, Secretary

REVIEW AND APPROVE MEETING MINUTES OF SEPTEMBER 25, 2024 (Video time: 00:00:58)

A motion was made by Chair Harland and seconded by Secretary Jenkins to approve the minutes. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

No Public Comment

CHANGES TO THE AGENDA (Video time: 00:01:18)

Chair Harland noted the additional of Discussion regarding the Architectural Review Committee

ADOPTION OF THE AGENDA (Video time: 00:01:40)

A motion was made by Chair Harland to approve the agenda with the noted addition, Discussion regarding the Architectural Review Committee and seconded by Secretary Jenkins. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

No Public Comment

PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA (Video time: 00:01:57)

Tom Yannios regarding the need for the Board to have more stringent oversight of construction sites staging their work within the roadway, which is a safety issue for users of the roadway. As his wife was injured when passing by a landscaping project that was being completed on Teal Road.

Maria Johnson regarding the status roadway weed trimming in the easement in filings 2, 3, and 4, and why the bill in September was so much for spraying noxious weeds.

Deb Krisik regarding the noxious weed spraying and the crews pulling thistles near her property, and why she was not notified of their schedule.

Chris Thulin regarding the need to add a tab on the district's website providing information to homeowners on noxious weeds. This tab should include what the district and what the homeowners are each responsible for. An annual reminder to owners of their obligation to spray noxious weeds each year.

Alan Wood asking if there is a written document noting the district and homeowners responsibility related to the roadway easement.

CORRESPONDENCE RECEIVED BY THE DISTRICT OFFICE (Video time: 00:18:35)

Alan Wood 9/26/24 regarding release of September meeting minutes and the path forward for rewriting the CCRs.

Maria Johnson 9/27/24 regarding the recent cost of the noxious weed spraying and the lack of grass trimming in filings 2, 3, and 4.

Deb Krisik 9/30/24 regarding the lack of grass trimming and spraying in filings 2, 3, and 4.

Maria Johnson 10/3/24 regarding Energy Laboratory test results related to bill paid in September, 2024.

Michael Minter 10/6/24 regarding the selection of a district snow removal vendor.

Warren Machol 10/7/24 requesting the loan documents for Well #4 and the Water Supply and Storage loan.

Warren Machol 10/10/24 asking about the road staking for snow removal.

Maria Johnson 10/11/24 asking if a decision has been made about trimming the road easement grasses in filings 2, 3, and 4.

Deb Krisik 10/11/24 regarding the need to trim the road easement grasses in filings 2, 3, and 4.

Deb Krisik 10/15/24 regarding the road easement noxious weed spraying and pulling of thistles outside of the easement.

James Miller 10/16/24 requesting a copy of the district documents.

Worthy Johnson 10/17/24 requesting reimbursement of second payment of meter loan charge.

REVIEW 3-MONTH SEPTEMBER ACTUALS VS. FULL YEAR FY 2024-2025 BUDGET (Video time: 00:19:07)

The September 30, 2024 Actuals vs. 2024-2025 Budget were reviewed by Wendy Meyring.

REVIEW OF SEPTEMBER 30, 2024 TREASURY REPORT

Operating Checking Account – FIB – \$2,923.66

Operating Savings Account – FIB - \$21,777.06

Operating Reserve Account – WGIF - \$27,629.91

Road Reserve Account – FIB - \$62,796.25
 Road Reserve Account – WGIF - \$493,658.18
 Water Reserve Account – FIB - \$17,530.16
 Water Reserve Account – WGIF - \$165,967.17
 Well #4 – WGIF - \$7.41

Total Cash on Hand as of 07/31/2024 \$792,289.80

APPROVE PAYMENT OF INVOICES (Video time: 00:27:13)

A motion was made by Chair Harland to approve the payment of \$317,062.17 of monthly bills and Secretary Jenkin seconded the motion. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

Unpaid Bills By Property For Skyline Improvement & Service District As of 10/14/2024					
Skyline Improvement & Service District					
Date	Vendor	Ref. No	Description	Due Date	Total
10/1/2024	Mountain Property Management		Monthly Management road share	10/1/2024	\$1500.00
10/1/2024	Mountain Property Management		Monthly Management water share	10/1/2024	\$1500.00
10/1/2024	Mountain Property Management		monthly Dropbox fee - road share	10/1/2024	\$9.99
10/1/2024	Mountain Property Management		monthly Dropbox fee - water share	10/1/2024	\$10.00
10/14/2024	CNA Surety Direct Bill		bonding - road share	10/14/2024	\$140.00
10/14/2024	CNA Surety Direct Bill		bonding - water share	10/14/2024	\$140.00
10/14/2024	Clearwater Operations & Services	2307	monthly contract	10/14/2024	\$800.00
10/14/2024	Clearwater Operations & Services	2307	additional readings, lead service line work	10/14/2024	\$325.00
10/14/2024	Lower Valley Energy		acc#294586001	10/14/2024	\$16.53
10/14/2024	Lower Valley Energy		acc#294586003	10/14/2024	\$17.29
10/14/2024	Lower Valley Energy		acc#294586002	10/14/2024	\$520.77
10/14/2024	Evans Construction Company	pay app1	street resurfacing project	10/14/2024	\$280348.80
10/14/2024	Teton County Health Department	25-1476	water test 9/9	10/14/2024	\$20.00
10/14/2024	Teton Media Works, Inc.	432351	road project advertising	10/14/2024	\$138.00
10/14/2024	Nelson Engineering	65679	road project work	10/14/2024	\$585.50
10/14/2024	Nelson Engineering	65679	water system project	10/14/2024	\$236.25
10/14/2024	Nelson Engineering	65679	backflow & hydrant work	10/14/2024	\$1226.25
10/14/2024	Office of State Lands and Investments		annual payment on meter loan #DW247	10/14/2024	\$5306.00
10/14/2024	Office of State Lands and Investments		pay out all accrued meter loan assessment income through FY 24/25	10/14/2024	\$16021.19
10/16/2024	Worthington & Maria Johnson		refund 22nd half of 22/23 FY meter loan assessment	10/16/2024	\$42.15
10/17/2024	United States Postal Service		PO Box renewal	10/17/2024	\$71.00
10/17/2024	United States Postal Service		PO Box renewal	10/17/2024	\$71.00
10/17/2024	HUB International - BHJ		bonding - road share adjustments	10/17/2024	\$8.22
10/17/2024	HUB International - BHJ		bonding - water share adjustments	10/17/2024	\$8.23
11/1/2024	Snake River Excavation		payment 1 of 5-24/25 snow removal contract	11/1/2024	\$8000.00
Total for Skyline Improvement & Service District					\$317062.17
Transfers to be Done					
	Operating savings to Operating checking		funds for bills	\$35,989.87	
	Road Reserve to Operating Checking		funds for current bills & previous expenses(\$348.75)	\$281,421.05	

PUBLIC COMMENT (Video time: 00:27:35)

Worthy Johnson regarding the need to bid out the weed spraying and road easement work and asked if the easement grass trimming should be considered an individual owner expense in the future.

Chris Thulin and Worthy Johnson requesting the tax bills provide a year-to-year comparison for current to the last year.

SNOW REMOVAL VENDOR UPDATE (Video time: 00:34:14)

Snake River Excavation has been selected as the district’s plowing vendor for the 24/25 season. Chair Harland will sign the contract following this meeting.

BACKFLOW PREVENTER COMMUNICATION UPDATE (Video time: 00:34:47)

Paul D’Amours has indicated he will continue to work on this topic on behalf of the district. The district is seeking to engage a new attorney while Paul steps back from his practice. The district will be contacting attorney Sara Van Genderen.

METER LOAN UPDATE (Video time: 00:36:28)

The meter loan 25% forgiveness has been applied to the loan. The first annual payment is due November 15th. The district is waiting for final loan documents to be provided.

WATER SUPPLY AND STORAGE LOAN UPDATE (Video time: 00:36:41)

A motion was made by Secretary Jenkins to authorize Chair Harland to sign the Drinking Water State Revolving

Fund Loan Agreement between the Wyoming State Loan and Investment Board and Skyline Improvement and Service District and Chair Harland seconded the motion. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

No Public Comment

APPROVE WENDY MEYRING AS SECOND CHECK SIGNER (Video time: 00:37:41)

A motion was made by Chair Harland to authorize Wendy Meyring to be the second check signer when a board member is not available to do so. This authorization will only be implemented if the district’s governing documents allow and Secretary Jenkins seconded the motion. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

PUBLIC COMMENT (Video time: 00:37:57)

Chris Thulin asked who has historically been the second signer?
Worthy Johnson asked if the district document allows an independent third party signing the checks.

DISCUSSION REGARDING THE ARCHITECTURAL REVIEW COMMITTEE (ARC) (Video time: 00:41:09)


Chris Thulin raised the ARC’s concern that there are a number of construction projects in the subdivision that have not been submitted to the committee for review. The question of the effectiveness of the ARC and the Site Committee were discussed and whether the ARC should continue to be in place. Following much discussion, the Board will consider the make up of the ARC and how it should function moving forward.

NEXT BOARD MEETING – THURSDAY, NOVEMBER 21, 2024

ADJOURNMENT (Video time: 01:33:53)

Chair Harland made a motion to adjourn Skyline Improvement and Service District monthly board meeting. Secretary Jenkins seconded the motion. Chair Harland called for a vote. The vote showed all in favor and the motion carried. The meeting adjourned at 5:37 p.m.

Approved


Kurt Harland (Dec 13, 2024 18:29 MST)

Kurt Harland
Chair

Approved


Latham Jenkins (Dec 15, 2024 11:28 MST)

Latham Jenkins
Secretary

CORRESPONDENCE RECEIVED

From: Alan Wood <alanbwoodmd@gmail.com>
Sent: Thursday, September 26, 2024 11:25 AM
To: wendy@mpmjh.com
Subject: Re: Skyline September Board Meeting - Rescheduled

Wendy, I was unable to attend this month's meeting due to surgery at Mayo Clinic. When and how might notes be available? Thank you, Alan

From: Alan Wood <alanbwoodmd@gmail.com>
Sent: Thursday, September 26, 2024 4:03 PM
To: Wendy Meyring <wendy@mpmjh.com>
Subject: Re: Skyline September Board Meeting - Rescheduled

So I'm wondering what the path forward to rewrite the first filing's covenants might be. Were any recommendations offered if the funds came from sources other than the ISD?

Did he say that the Site Committee itself or the covenants of each filing have no legal standing?

Looking ahead. Thank you, Alan

From: Maria Johnson <mariajohnson53@gmail.com>
Sent: Friday, September 27, 2024 1:58 PM
To: Wendy Meyring <wendy@mpmjh.com>
Subject: Easement trimming

Hi Wendy,

Just a bit confused about Kurt's response to the \$4400 for weed spraying...no mention of easement grass trimming. I realize he cut the easement grass in the first filing...(probably because he has a listing there!) but in the next breath he said the ISD supports weed control and easement grass trimming. No trimming in the 2nd, 3rd or 4th filing. So how much was the Frontier bill last year? Were they told not to cut easement grass? My opinion...easement should be cut. I can't address the weed control in the different filings.

Curious about the bill from year to year for Frontier. How was it divided up between East and West?

Thanks, Maria
Maria J. Johnson

307.203.2600 WY

From: Deb Krisik <dk@tetonfilmworks.com>
Sent: Monday, September 30, 2024 2:12 PM
To: office@skylineranchisd.com
Subject: Weeds & Spraying

Hi Wendy,

I'm confused about our filings not getting sprayed & easement not getting trimmed? No weeds were sprayed on my property nor was any easement trimmed- it's easy to tell I don't think taking care of 1st filing explains the \$4400 expense which I see no proof of?

I'd really like an explanation & breakdown of billing.

Thanks Wendy

Deborah Krisik
dk@tetonfilmworks.com

From: Maria Johnson <mariajohnson53@gmail.com>
Sent: Thursday, October 3, 2024 12:25 PM
To: Wendy Meyring <wendy@mpmjh.com>
Subject: Energy laboratories bill

Hi Wendy,

Do you have the results from that test(s)? Please send,

Thanks, Maria
Maria J. Johnson
307.203.2600 WY
941.964.7526 FL

From: michael minter <michaelminter1950@gmail.com>
Sent: Sunday, October 6, 2024 8:11 AM
To: Wendy Meyring <wendy@mpmjh.com>
Subject: Skyline Ranch snow removal

Wendy, has a snow removal service been chosen? Residents are probably considering snow removal from their driveways for the winter. Thank you, Mike Minter

From: Warren Machol <wlm.assoc@gmail.com>
Sent: Monday, October 7, 2024 1:01 PM
To: Wendy Meyring <wendy@mpmjh.com>; Skyline Ranch Improvement & Service District <info@skylineranchisd.com>
Subject: Loan documents & status

Wendy,

Please provide the loan documents for both the Well #4 and the recently approved supply and storage loan. I can find neith on the Web site.

Would you also provide the status of the 25% loan forgiveness on the meter loan. If not all ready received the ETA and hold up.

Thank you

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: Thursday, October 10, 2024 11:02 AM
To: Wendy Meyring <wendy@mpmjh.com>
Subject: Re: Skyline - District Plowing Vendor Selected

Wendy,

Thank you for the information on vendor choice. Do you know if any staking will be done, or is it the owner's responsibility?

All the best

Warren

From: Warren Machol <wlm.assoc@gmail.com>
Sent: Thursday, October 10, 2024 11:31 AM
To: Wendy Meyring <wendy@mpmjh.com>
Subject: Re: Skyline - District Plowing Vendor Selected

Wendy,

I appreciate the update. May want to provide a community reminder of responsibility.

Warren
WLM Associates
500 NW Ridge Rd
Jackson WY 83001

307 734 1920 (o)

917 455 7470 (c)

From: Maria Johnson <mariajohnson53@gmail.com>

Sent: Friday, October 11, 2024 8:39 AM

To: Wendy Meyring <wendy@mpmjh.com>

Subject: Easement grass cutting?

Good morning Wendy...just wondering if there has been a decision from the Board about grass cutting in the easement for filings 2,3 and 4?

Thank you in advance.

Maria J. Johnson
307.203.2600 WY
941.964.7526 FL

From: Deb Krisik <dk@tetonfilmworks.com>

Sent: Friday, October 11, 2024 2:20 PM

To: Skyline Ranch ISD - Office <office@skylineranchisd.com>

Subject: Re: Weeds & Spraying

Hi Wendy, Hope you're enjoying this wonderful weather in the saddle??!

So, a couple things:

Our road was not cut nor sprayed yet?

Which is now just silly

I assume Frontier landscape was the hand pulling team? Why were they pulling thistles 30 ft deep in my yard to the north & then driving down my driveway parking & hand pulling thistles?

And just for the record, they left three in the easement?

I hope you & ISD can clear this up in next meeting...

Happy Trails

Deborah K

From: Deb Krisik <dk@tetonfilmworks.com>

Sent: Tuesday, October 15, 2024 4:41 PM

To: Skyline Ranch ISD - Office <office@skylineranchisd.com>

Subject: Re: Weeds & Spraying

Thanks for getting back to me-

My easement does not reflect any weed sprayed along my easement that would have died back-

The fact that Frontier did walk people's properties & pulled thistles does explain the increase in our bill from them this year tho-

In the future it would be nice to have easements trimmed @ or around the same time throughout our big neighborhood-

It feels like if I didn't ask, it wouldn't get done? Maybe because this is the 2nd yr in a row-

Thanks for following up,

DK

From: James Miller <jim@tetonrealestate.us>

Sent: Wednesday, October 16, 2024 1:05 PM

To: Skyline Ranch ISD - Office <office@skylineranchisd.com>

Subject: RE: 355 Meadowlark Drive in Skyline

Wendy,

Somehow I don't have the bylaws for the Skyline HOA. I have a buyer for the home and they are asking them. It is not online. You only handle the ISD I think, it doesn't look like you handle the HOA? Can you refer me to the right place?

Jim Miller

Boardwalk Real Estate, Manager
Teton Real Estate, Manager
570-527-7537
PO Box 610 (USPS)
Wilson, WY 83014

From: Worthy Johnson <wjohnson@lawrencecapitalmgt.com>

Sent: Thursday, October 17, 2024 8:55 AM

To: Leah Duke <leah@mpmjh.com>; Wendy Meyring <wendy@mpmjh.com>; office@skylineranchisd.com

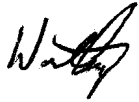
Cc: Kurt J. Harland <thekurtharland@gmail.com>; Latham Jenkins <latham@livewaterproperties.com>; Jamie Streator <jstreator58@gmail.com>; mariajohnson53@gmail.com

Subject: \$42.15

Importance: High

Leah et al,

Please have a check set up/approved for the second payment to the Johnsons for reimbursement for Meter loan charge. Thank you,



Correct address is: 500 N. Meadowlark Rd, 83001












Skyline Minutes 10-17-24

Final Audit Report

2024-12-15

Created:	2024-11-22
By:	Mountain Property Management (info@mpmjh.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAArplksFwpgJpgnZIF_r1lk7qYjEh5ATZ

"Skyline Minutes 10-17-24" History

-  Document created by Mountain Property Management (info@mpmjh.com)
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-  Document emailed to Kurt Harland (kurt@bhhsjacksonhole.com) for signature
2024-11-22 - 4:39:34 PM GMT
-  Email viewed by Kurt Harland (kurt@bhhsjacksonhole.com)
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-  Email viewed by Kurt Harland (kurt@bhhsjacksonhole.com)
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-  Document e-signed by Kurt Harland (kurt@bhhsjacksonhole.com)
Signature Date: 2024-12-14 - 1:29:36 AM GMT - Time Source: server- IP address: 107.122.173.86
-  Document emailed to Latham Jenkins (latham@livewaterproperties.com) for signature
2024-12-14 - 1:29:38 AM GMT
-  Email viewed by Latham Jenkins (latham@livewaterproperties.com)
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-  Email viewed by Latham Jenkins (latham@livewaterproperties.com)
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-  Document e-signed by Latham Jenkins (latham@livewaterproperties.com)
Signature Date: 2024-12-15 - 6:28:41 PM GMT - Time Source: server- IP address: 184.167.24.142
-  Agreement completed.
2024-12-15 - 6:28:41 PM GMT