

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 a special meeting on **April 10, 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 4:02 p.m.

Directors present: Kurt Harland, Chair, Latham Jenkins (Zoom), Secretary, and Jamie Streater, Treasurer.

REVIEW AND APPROVE MINUTES OF March 14, 2024 Public Meeting (Video time: 00:02:51)

A motion was made by Treasurer Jamie Streater and seconded by Chair Harland. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

PUBLIC COMMENT (Video time: 00:03:06)

Worthy Johnson regarding item 4, overage of water meter project and costs not included in budget vs. actual.
Warren Machol regarding the budget on the website does not include several costs, true cost is \$225,000-240,000. Cost overruns are a concern, based upon past project overages.
Warren Machol regarding concerns raised by John Willott, and the need to include John's email to the owners in the minutes.
Warren Machol regarding Josh Kilpatrick's comments of only using data from the WWDC Level II Study vs. using current data, and the need to look at other alternatives.

REVIEW AND APPROVE THE FOLLOWING DOCUMENTS FOR THE SRF LOAN APPLICATION PROCESS (Video time: 00:17:03)

CAPDEV- Assessment/Revised SRF Application

A motion was made by Chair Harland and seconded by Secretary Jenkins to approve the revised DWS/SRF Application CAPDEV- Assessment package as prepared by Nelson Engineering and presented during this meeting. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

PUBLIC COMMENT (Video time: 00:28:26)

Warren Machol regarding page 9 of 17 – Metered Sewer and Water Revenue – projection of water usage used to determine numbers listed?
Warren Machol asking what is the projection of the water that will be used in the future, and why we need more water production.

Section 2108 of the WIIN Act Self Certification for Applicants with Populations of 500 or Fewer (Video time: 00:39:47)


A motion was made by Chair Harland to authorize the District Chairman to sign a form stating compliance with Section 2108 of the WIIN Act Self Certification for Applicants with Populations of 500 or Fewer and seconded by Secretary Jenkins. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

No Public Comment

ADJOURNMENT (Video time: 00:41:20)

A motion was made by Chair Harland to adjourn the Special Meeting and Treasurer Streater seconded the motion. Chair Harland called for a vote. The vote showed all in favor and the motion carried. The meeting adjourned at 4:41 p.m.

Approved


Kurt Harland (Jul 23, 2024 08:32 MDT)

Kurt Harland
Chairman

Approved


Latham Jenkins (Jul 23, 2024 08:32 MDT)

Latham Jenkins
Secretary

Minutes of Public Hearing
Skyline Improvement and Service District
June 12, 2024
Mountain Property Management Office & Zoom

Attendees:

Skyline ISD Directors &
Officers Present:

Kurt Harland (Chairman)
Latham Jenkins (Secretary)
Jamie Streater (Treasurer)

Attorney: Paul D'Amours, Hess D'Amours Krieger

Sign-in sheet is below.

Call to Order – 4:00 p.m. by Kurt Harland

Introductions and Purpose of Meeting

Kurt Harland, Chair of the Board of Directors for the Skyline Improvement and Service District, introduced himself as presiding officer over the hearing.

Kurt Harland read the following: The Hearing is being held on the imposition of a Special Assessment being considered by the Board.

The Board has tried to keep you informed about the need for the improvements being considered today to be paid for by a Special Assessment through our regular meetings, Town Hall Meeting held on February 22, 2023, and most recently the Public Meeting held on March 14, 2024. We also emailed you and published in the Jackson Hole News & Guide on June 5, 2024, a notice to owners of the Special Assessment.

The hearing today is required by the District's Rules and Regulations and Wyoming statute to follow a specific format, which the Attorney for the District, Paul D'Amours, will explain to you before we officially get underway. That format does not permit the Board to answer questions that you might have.

Therefore, before we officially begin the hearing, the Board will take a few minutes to try to answer your questions.

We will stop the question-and-answer period at 4:30 p.m. if it goes too long and will begin the hearing at that time.

Please note that the statements made during this question-and-answer period will not be part of the official record of the hearing today. If you wish to state an objection to, or make a statement in support of, the Special Assessment and want your objection or comment to be part of the official record of the hearing, you must do so at the appropriate time during the hearing.

Now, Josh Kilpatrick will summarize the improvements to be paid for by the Special Assessment being considered today.

Skyline ISD Water Supply and Storage System Improvements Project

The nature of the improvements are: placing into service water well no. 4, replacing well pumps in water well nos. 2 and 3, upgrading electrical supply, replacing water transmission pipe and valves, rehabilitating the water supply control storage tank and potentially replacing the existing generator. In addition, a new control system will be added. This will include connectivity between the well site and tank building, and remote connectivity via the internet to the water system.

Procedure – Paul D'Amours

I. Introduction

Paul D'Amours, Attorney for the Skyline Improvement and Service District, introduced himself. The Board asked Paul to briefly explain how the hearing today will be conducted.

II. Hearing Procedures required by Law

Paul D'Amours read the following: The Hearing today is required by the Wyoming Improvement and Service District Act, and must be conducted according to the Wyoming Administrative Procedure Act as well as the Skyline Improvement and Service District's Rules and Regulations.

The procedure we will follow today may seem at times unnecessarily complicated or not necessarily applicable to what we are doing here today. For instance, the presiding officer will call for opening statements, submission of evidence, and closing statements. Only statements made under oath during the evidence portion will be considered as evidence by the Board for the purposes of this hearing. Most of you

who intend to speak today will want to testify under oath about the Special Assessment while some of you may only want to make a statement that is not under oath, but which will not be considered evidence for the purposes of this hearing. Nevertheless, we must follow the procedures that I am about to explain even if most of you will only speak after the presiding officer calls for evidence.

III. Hearing Procedures

- a. Open Hearing and read Notice to Owner
At the beginning of the Hearing, the presiding officer, Kurt Harland, will announce that the hearing is opened and will read the notice that was published in the Jackson Hole News & Guide.
- b. Call for written complaints and objection to the filed with the Board
The presiding officer will then call for all written complaints and objections to be filed with the Board. Please note that for any objection to be counted as part of the 30% threshold to defeat the Special Assessment, the objection must be in writing.
- c. Opening statements by those filing written complaints for objections
The presiding officer will then allow those landowners who have filed written complaints or objections to make opening statements. Please come forward in person or use the raise your hand feature if attending by Zoom. Once called upon by the presiding officer, state our name, the property you own or represent, your objection and the reason for your objection. Please keep your comments to two minutes.
- d. Opening statements by those in favor of the Special Assessment
The presiding officer shall then allow those landowners in favor of the Special Assessment to make an opening statement. Please come forward if her in person or use the raise the hand feature if attending via Zoom. Once called upon by the presiding officer, state your name, the property you own or represent, and your comments. Again, please keep your comments to two minutes.
- e. Presentation of Evidence
The presiding officer shall then call for the submission of evidence. Please keep any testimony you give to two minutes.

Kurt will first call for anyone objecting to the Special Assessment who wishes to testify under oath. Please come forward if here in person or use the raise your hand feature if attending via Zoom. Once called upon by the presiding officer, raise your right hand to be sworn in. Then, please state your name, the property you own or represent, and your testimony. If you wish to submit any documents as evidence, please do so at this time.

When the evidence of those objecting to the Special Assessment have been heard, Kurt will call for anyone in favor of the Special Assessment who wishes to testify under oath. Please come forward if here in person or use the raise your hand feature if attending via Zoom. Once called upon by the presiding officer, raise your right hand to be sworn in. Then, please state your name, the property you own or represent, and your testimony. If you wish to submit any documents as evidence, please do so at this time.

- f. Board to call witnesses to take notice of information or materials
After submission of evidence, the board may call any witnesses and may take official notice of any information or materials included within the District's files. By taking notice of the information and in the District's files, the information and materials in the District's files officially become part of the record for this Hearing.

In the interest of time, we ask that if you would like to testify under oath about your objection to or support of the Special Assessment so that it becomes evidence for the Board to consider, please do so during the evidence portion.

- g. Anyone else and closing statements
When all the evidence has been received, the presiding officer will provide all interested landowners an opportunity to make closing statements if they so desire, starting with those who object to the adjustments followed by those who are in favor of the adjustments.
- h. Close hearing
After all interested landowners have been heard, the presiding officer will declare the hearing closed and the Board will take the matter under advisement. The Board will consider a resolution ordering improvements be paid by Special Assessment at tis next regular meeting pending certification that objections have not been received by owners or agents representing property

subject to thirty percent (30%) or more of the projected dollar assessment for the improvements.

I. Hearing begins – 4:35 p.m.

a. Opening of hearing and reading of Notice to Owners

Kurt Harland stated: I now declare the Hearing to consider the Resolution of Intent to Order Improvements to be paid by Special Assessment officially open.

Kurt Harland read the following notice.

The Notice to Owners states:

**NOTICE TO OWNERS OF PROPERTY WITHIN
SKYLINE IMPROVEMENT AND SERVICE DISTRICT
REGARDING SPECIAL ASSESSMENT**

PLEASE TAKE NOTICE that the Board of Directors (the “Board”) of Skyline Improvement and Service District (the “District”) adopted a Resolution of Intent to Order Improvements to be Paid for by Special Assessment on May 16, 2024. The following notice is provided pursuant to Wyoming Statute § 18-12-117:

1. The nature of the improvements (the “Improvements”) are: placing into service water well no. 4, replacing well pumps in water well nos. 2 and 3, upgrading electrical supply, replacing water transmission pipe and valves, and rehabilitating the water supply control storage tank.

2. The extent of the District to be improved is the entire District.

3. The probable cost of the Improvements as shown by estimates of a qualified engineer is \$1,403,000, \$448,000 of which shall be paid for by a grant from the Wyoming Water Development Commission and the remaining \$955,000 of which shall be paid for by a Wyoming Drinking Water State Revolving Fund loan if approved by the State and by voters of the District. Based upon 90 total assessment units in the District, the probable cost of the Improvements per unit of assessment, to be paid for by special assessment, is \$10,611.11. For purposes of allocating costs of the Improvements among the property owners in the District in accordance with the benefits to each property, each residential and vacant lot in the District shall be treated as one (1) assessment unit.

4. The cost of the Improvements shall be paid over a term of twenty (20) years by a special assessment against each residential and vacant lot within the District, which shall be collected with county property taxes. Based on the estimated interest rate for the financing of the costs of the Improvements, the total estimated cost to pay for the Improvements including the cost of engineering, design and construction, is \$1,104,805. The costs are to be divided among the property owners of the District whereby each assessment unit will pay approximately \$618.05 per year over the 20-year assessment. In the event the District receives anticipated loan forgiveness of 25% of the total loan amount, the total estimated cost to pay for the Improvements including the cost of engineering, design and construction, will be \$828,603 which, when divided among the property owners of the District whereby each assessment unit will pay approximately \$463.54 per year over the 20-year assessment. The special assessment shall begin in 2024.

5. The Board will consider a resolution authorizing such improvements at a public hearing to be held on June 12, 2024 at 4:00 p.m. at the offices of Mountain Property Management, 250 Veronica Lane, Jackson, Wyoming 83001. Participants may attend via Zoom at the following address: <https://us02web.zoom.us/j/3010924055>.

6. Maps, estimates and schedules showing the proposed improvements, the approximate amounts to be assessed, and all resolutions and proceedings shall be placed on file and may be seen or examined at Mountain Property Management, located at 250 Veronica Lane Jackson, WY 83001.

7. All complaints and objections concerning the proposed Improvements by owners of property subject to assessment will be heard and considered by the Board before final action under provisions of the Wyoming Administrative Procedure Act, Wyoming Statute §§ 16-3-101 through 16-3-115, at the hearing on June 12, 2024. All objections must be in writing and received by the Board prior to the hearing or hand delivered at the hearing. Objections may be sent to the Board at Skyline Improvement and Service District c/o Mountain Property Management, PO Box 2228, Jackson, Wyoming 83001, Attention: Latham Jenkins, Secretary of the Board of Skyline Improvement and Service District.

b. Call for written complaints and objection to be filed with the Board

Kurt Harland stated anyone who wishes to file a written complaint or objection to the Special Assessment may now do so.

No written complaints or objections were received.

c. Opening statements by those filing written complaints or objections.

Kurt Harland read, Anyone who objects to the proposed Special Assessment may now make an opening statement. Please come forward here in person or use the raise your hand feature if attending via Zoom. Once called upon, state your name, the property you own or represent, your objection and the reason for your objection.

No written complaints or objections were received.

d. Opening statements by those in favor of the Special Assessment

Kurt Harland read, Anyone who wishes to make an opening statement in favor of the proposed Special Assessment may now do so by coming forward if here in person or using the raise your hand feature if attending via Zoom.

No one came forward to provide a statement.

e. Presentation of evidence

Kurt Harland read, Anyone who objects to the Special Assessment who wishes to make a statement under oath or submit other evidence for the Board to consider, please step to the podium and raise your right hand.

No one came forward to be sworn in or submit evidence.

Kurt Harland read, Anyone in favor of the Special Assessment who wishes to make a statement under oath or submit other evidence for the Board to consider, please step to the podium and raise your right hand.

No one came forward to be sworn in or submit evidence.

f. Board to call witnesses or take notice of information or materials

Kurt Harland read, The Board wishes to take official notice of all information and materials in the District's files regarding the proposed improvements and the amount and duration of the Special Assessment, including but not limited to:

- i. All meeting minutes of the Skyline ISD board meetings conducted in 2023 and 2024;
- ii. The meeting minutes from the town hall meeting held on February 22, 2023;
- iii. The meeting minutes of the public meeting held on March 14, 2024;
- iv. All maps, estimates and schedules showing the proposed improvements, the approximate amounts to be assessed, and all resolutions and proceedings related to the improvements and the special assessment;
- v. Resolution of Intent to Order Improvements to be paid for by Special Assessment adopted May 16, 2024;
- vi. Notice to Owners of Property Within the Skyline Improvement and Service District Regarding a Special Assessment published in the Jackson Hole News and Guide on June 5, 2024, and emailed to each owner of record in the District on May 28.


g. Anyone else and closing statements

Kurt Harland asked if there are other interested landowners who wish to be heard or who wish to make closing statements before we close the hearing?

Kurt Harland, the presiding officer, recognized the following homeowners:
Arne Johanson, 600 Meadowlark Rd – thanked the Board and others for their participation in this project and that the project is moving forward.
Carol McCain, 3080 W. Mallard Rd – it is important to move forward with this project.
Chris Thulin, 3200 W. Mallard Rd – asked about the possible exposure to need to replace waterlines, especially in the older phases of the subdivision.

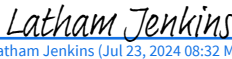
At 4:34 p.m. Kurt Harland declared the Hearing on the Resolution of Intent to Order Improvements to be paid by Special Assessment closed. The Board will take the matter of the Special Assessment under Advisement.

Approved


Kurt Harland (Jul 23, 2024 08:32 MDT)

Kurt Harland
Chairman

Approved


Latham Jenkins (Jul 23, 2024 08:32 MDT)

Latham Jenkins
Secretary

Skyline Public Hearing 6/12/24 4:00 pm

Carol McClan

Kurt

Arne Johanson

Lathan

Chris Thullik

Paul

Bob Norton

FRED STAEHR

Derek Goodson

Zoom

Tom Sweet

Jeannie Staehr

Kiana Zimmerman

Margit

Mimi Kaplan

Susan Dong

Josh Kilpatrick, Nelson Engineering

Michael Mintz

Warty Johnson

Maria Johnson

Deborah Krisik

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 **April 18, 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 4:06 p.m.

Directors present: Kurt Harland (Zoom), Chair, Latham Jenkins, Secretary, and Jamie Streater (Zoom), Treasurer.

ADOPTION OF THE AGENDA (Video time: 00:00:39)

A motion was made by Chair Harland to approve the agenda with the addition of Public Comment of Items Not Appearing on the Agenda, and Road Chip Sealing Proposal and seconded by Secretary Jenkins. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

PUBLIC COMMENT (Video time: 00:02:10)

Worthy Johnson requesting the budget vs. actual and bills to be paid to the website prior to the monthly meeting.

APPROVE PAYMENT OF INVOICES (Video time: 00:03:26)

A motion was made by Chair Harland to approve the payment of \$9,245.04 of monthly bills and Secretary Jenkins seconded the motion. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

Skyline Improvement & Service District					
Date	Vendor	Ref. No	Description	Due Date	Total
4/1/2024	Mountain Property Management		Monthly Management	4/1/2024	\$3000.00
4/11/2024	Nelson Engineering	64136	engineering, loan work, public meetings	4/11/2024	\$2058.75
4/11/2024	Nelson Engineering	64136	chip seal work	4/11/2024	\$1046.25
4/11/2024	Clearwater Operations & Services	2030	monthly contract	4/11/2024	\$600.00
4/11/2024	Clearwater Operations & Services	2030	locates, clear snow, lead worksheet, read meters	4/11/2024	\$581.25
4/11/2024	Teton Media Works, Inc.	363707	election notice	4/11/2024	\$178.25
4/11/2024	Teton Media Works, Inc.	363708	chipseal advertising	4/11/2024	\$241.50
4/11/2024	Local Government Liability Pool	15168	membership 7/1/24-6/30/25	4/11/2024	\$600.00
4/11/2024	Lower Valley Energy		acc#294586001, 2/14-3/14	4/11/2024	\$37.48
4/11/2024	Lower Valley Energy		acc#294586003, 2/14-3/14	4/11/2024	\$63.35
4/11/2024	Lower Valley Energy		acc#294586002, 2/14-3/14	4/11/2024	\$79.96
4/17/2024	Teton Media Works, Inc.	364102	water storage advertising	4/17/2024	\$207.00
Total for Skyline Improvement & Service District					\$8693.79
Grand Total - both Pages					\$9,245.04

Skyline Improvement & Service District - Well #4 Grant invoices					
Date	Vendor	Ref. No	Description	Due Date	Total
4/11/2024	Nelson Engineering	64003	engineering	4/11/2024	\$551.25
Total for Skyline Improvement & Service District - Well #4 Grant invoices					\$551.25
Total for Skyline Improvement & Service District-to be transferred from road reserve as part of intra-company loan					
Total for WWDC - prepayment & retainage payments from State on hand to be subtracted					
Total Due					\$551.25
Skyline Improvement & Service District - Meter Loan invoices					
Total for Skyline Improvement & Service District - Meter Loan invoices					\$0.00

PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA (Video time: 00:08:03)

No Public Comment

ROAD CHIP SEAL (Video time: 00:08:16)

A motion was made by Secretary Jenkins to authorize Nelson Engineering to negotiate with the low bidder to potentially reduce the bid and Chair Harland seconded the motion. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

PUBLIC COMMENT (Video time: 00:14:02)


Worthy Johnson regarding the wording of the chip sealing public notice regarding bid requirements and the need to take the lowest bid.

NEXT BOARD MEETING – THURSDAY, MAY 16, 2024

ADJOURNMENT (Video time: 00:19:26)

A motion was made by Chair Harland and Treasurer Streater seconded the motion. Chair Harland called for a vote. The vote showed all in favor and the motion carried. The meeting adjourned at 4:25 p.m.

Approved


Kurt Harland (Jul 23, 2024 08:32 MDT)

Kurt Harland
Chairman

Approved


Latham Jenkins (Jul 23, 2024 08:32 MDT)

Latham Jenkins
Secretary