

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 **December 14, 2023**, 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, Secretary, and Jamie Streater (Zoom), Treasurer.

REVIEW AND APPROVE MINUTES OF November 16, 2023 (Video time: 00:01:38)

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

PUBLIC COMMENT (Video time: 00:02:50)

Worthy Johnson regarding the payment of \$42.15 reimbursement, the backflow preventers, the administrative costs associated with the meter reading processes.

Michael Minter regarding the new meeting minutes format.

Warren Machol regarding how the meeting minutes are being prepared, how his lot will be billed for the meter associated with his barn, and that the minutes do not provide how the Board will require the 15 lots to have backflow preventers be installed.

CHANGES TO THE AGENDA (Video time: 00:15:23)

Approval of Pay Application #4 – Meter project
Well & meter installation update

ADOPT AGENDA (Video time: 00:16:18)

A motion was made by Chair Harland to add the following items to the agenda, Approval of Pay Application #4 and Well #4 & Meter Project Report. The motion was seconded by Secretary Jenkins. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

PUBLIC COMMENT OF ITEMS NOT APPEARING ON THE AGENDA (Video time: 00:16:41)

Warren Machol regarding the request for the board to resolve the issue of what was conveyed to members three years ago on how the meter costs will be allocated.

Worthy Johnson regarding his request for the road cost splits and housing the information on the website.

CORRESPONDENCE (detailed correspondence – page 5) (Video time: 00:19:20)

George Moser 11/21/2023 email regarding well grant

Warren Machol 11/27/2023 email regarding meter readings.

Jennifer Russell 12/11/2023 email regarding the meter project

Worthy Johnson 12/13/2023 email regarding reimbursement of \$42.15

Emily Hanner 12/14/2023 email regarding leak near Killdeer

Josh Kilpatrick 12/14/2023 email regarding meter project and chipseal proposal

REVIEW 5-MONTH NOVEMBER ACTUALS VS. FULL YEAR FY 2023-2024 BUDGET (Video time: 00:19:43)

The November 30, 2023, Actuals vs. 2023-2024 Budget were reviewed by Bob Norton, on behalf of Treasurer Jamie Streater.

REVIEW OF NOVEMBER 30, 2023, TREASURY REPORT (Video time: 00:20:47)

Operating Checking Account – FIB –	(\$13,318.24)
Operating Savings Account – FIB -	\$60,295.62
Operating Reserve Account – WGIF -	\$26,460.36
Road Reserve Account – FIB -	\$8,562.75
Road Reserve Account – WGIF -	\$472,762.08
Water Reserve Account – FIB -	\$14,162.76
Water Reserve Account – WGIF -	\$158,941.93
Well #4 – WGIF -	\$7221.76
Total Cash on Hand as of 11/30/23	\$735,089.02

APPROVE PAYMENT OF INVOICES (Video time: 00:21:21)

A motion was made by Chair Harland to approve the payment of \$17,999.65 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
12/1/2023	Mountain Property Management		Monthly Management	12/1/2023	\$3000.00
12/12/2023	Lower Valley Energy		acc#002, 10/16-11/14	12/12/2023	\$103.37
12/12/2023	Lower Valley Energy		acc#003, 10/16-11/14	12/12/2023	\$97.57
12/12/2023	Lower Valley Energy		acc#001, 10/16-11/14	12/12/2023	\$27.03
12/12/2023	Frontier Landscape Maintenance & Car	36382	tall grass mowing 11/2	12/12/2023	\$150.00
12/12/2023	Wyoming Association of Rural Water S	18862	2024 voting membership	12/12/2023	\$475.00
12/12/2023	Teton County Health Department	24-1778	water test 11/6	12/12/2023	\$20.00
12/12/2023	Hess D'Amours & Krieger	8511	well #4 easement work/finalization	12/12/2023	\$582.50
12/12/2023	Hess D'Amours & Krieger	8510	W.Meyring questions minutes, grass	12/12/2023	\$200.00
12/13/2023	Clearwater Operations & Services	1853	Nov operations agreement	12/13/2023	\$6886.65
1/1/2024	Evans Construction		contract payment	1/1/2024	\$6004.33
Total for Skyline Improvement & Service District					\$17546.45
Grand Total - both Pages		\$17,999.65			

Skyline Improvement & Service District - Well #4 Grant invoices					
Date	Vendor	Ref. No	Description	Due Date	Total
12/12/2023	Nelson Engineering	63081	well #4 testing	12/12/2023	\$453.20
Total for Skyline Improvement & Service District - Well #4 Grant invoices					\$453.20
Total for Skyline Improvement & Service District-to be transferred from road reserve as part of intra-company loan					\$113.30
Total for WWDC - awaiting their disbursement					\$339.90
Total Due					\$453.20
Skyline Improvement & Service District - Meter Loan invoices					
Total for Skyline Improvement & Service District - Meter Loan invoices					\$0.00

PUBLIC COMMENT (Video time: 00:22:28)

Warren Machol regarding the need to update the Treasury Report about the reimbursement to Bob Norton for attending the Level III meeting needs to be changed from Level II to Level III. He also asked if the owners were notified of this meeting.

VOTE FOR OFFICERS (Video time: 00:25:32)

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

A motion was made by Chair Harland for Latham Jenkins to be elected Secretary and seconded by Treasurer Streater. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

A motion was made by Latham Jenkins for Kurt Harland to be elected Board Chair and seconded by Jamie Streater. Secretary Jenkins called for a vote. The vote showed all in favor and the motion carried.

As required by the State of Wyoming, bonding will be obtained for the three directors through HUB insurance. All public officers are required to take training provided through the State of Wyoming.

PAY APPLICATION #4 (Video time: 00:29:54)

A motion was made by Chair Harland to approve payment of Pay Application #4 to Plumbing Anytime for \$23,671.48 and seconded by Secretary Jenkins. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

Bob Norton provided the following update:

- Pay Application #4 - \$23,671.48
- Total of project to date - \$122,944.45 (including Pay Application #4)
- Remaining in project - \$2411.55
- Includes 3 meters – Two to be stored for properties currently under construction (2) and one ¾” meter for the barn located on lot 3-20
- Resolution is needed for the meter installation for the barn on lot 3-20
- Backflow preventers are needed at 23 lots

WELL AND METER UPDATE (Video time: 00:32:38)

Meter Update – Bob Norton

- Substantial project completion was on November 14, 2023.

- Project completion document signed by Bob Norton.
- Must advertise prior to approving final payment to ensure there are not outstanding liens.
- Bob Norton recommended that the Board approve the 45-day advertising requirement.
- The final payment will approve payment during the February meeting.
- Nelson Engineering will submit the advertisement to the newspaper.
- Board needs to make a decision on the installation of the 3/4" meter for lot 3-20's barn.
- Board needs to make a decision on the 23 services that do not have back flow preventers.
- Backflow preventers are required in Skyline policies, International Plumbing Code and the DEQ.
- Recommends setting a deadline for installation and inspection by Clearwater Operations when completed.

PUBLIC COMMENT (Video time: 00:40:30)

Warren Machol regarding Plumbing Anytime budget \$125,356 and the notice posted by the mailboxes. Inquired about Nelson Engineering's project total and total for completed project (\$141,356). This total is not what is noted by the mailboxes.

Warren Machol regarding a requirement to advertise for final payment to Nelson Engineering, if any.

Warren Machol regarding the project's total budget and loan being \$141,000. Also, requested a final project budget be posted on the website.

Warren Machol regarding the District adding the requirement for a backflow preventer during the October, 2023 meeting, and removing the backflow preventers from the overall meter project.

Warren Machol regarding the need for the Board to compile the actual project cost to members following the replacement of backflow preventers.

Well #4 Update (Video time: 00:50:33)

A motion was made by Chair Harland to authorize the advertising of final payment for Well #4 in accordance with state statute and seconded by Secretary Jenkins. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

- Seeding has been completed.
- Waiting for final report from Nelson Engineering and the approval from the Water Development Commission
- The project is substantially complete. Recommends the Board sign the Substantial Completion document and 45-day advertisement requirement.
- The well easement agreement has been completed. Recommends the Board approve the agreement and move forward to finalize the agreement. Any discussion on the payment may need to go to Executive Session.
- Water Supply Project - Water Development Commission recommended a \$448,000 grant, on a \$1.3M project, that is now going through the Wyoming Legislature. Approval of this grant won't be until the end of March. Board will need to pass a resolution to apply for Drinking Water SRF loan. Recommends this to be done during the January meeting. As part of this process, a Public Meeting and vote will be needed to approve the indebtedness.

PUBLIC COMMENT (Video time: 00:51:54)

Worthy Johnson regarding the well contamination and the ISD's payment for this work – is this the driller's problem or the District's? With the well being stagnant, will there be an issue in the future?

Worthy Johnson regarding the cost of the well easement.

Worthy Johnson regarding the indebtedness. What approval percentage is required by the lot owners? Does state statute override the Skyline Covenants?

Warren Machol regarding the Water Supply schedule and how long is the grant open for? Noted it is premature to move forward with the project until a review can be completed to finance the project with the lesser grant.

SET 2024 MEETING DATES (Video time: 01:12:47)

A motion was made by Chair Harland to approve the monthly meetings for the third Thursday of each month and seconded by Secretary Jenkins. Chair Harland called for a vote. The vote showed all in favor and the motion carried.

AUDIT – UPDATE (Video time: 01:19:05)


The Audit Report is scheduled to be completed by December 31, 2023. Thompson Palmer CPA has indicated a draft report should be issued sometime during the week of December 18, 2023.

NEXT BOARD MEETING – THURSDAY, JANUARY 18, 2024 (Video time: 01:19:52)

ADJOURN (Video Time: 01:20:28)


A motion was made by Chair Harland and seconded by Secretary Jenkins. Chair Harland called for a vote. The vote showed all in favor and the motion carried. The meeting was adjourned at 5:20 p.m.

Approved


Kurt (Jan 30, 2024 11:33 MST)

Kurt Harland
Chairman

Approved


Latham Jenkins (Jan 30, 2024 12:02 MST)

Latham Jenkins
Secretary

CORRESPONDENCE RECEIVED:

From: George Moser <george.moser1@wyo.gov>
Sent: Tuesday, November 21, 2023 12:52 PM
To: Leah Duke <leah@mpmjh.com>
Cc: Wendy Meyring <wendy@mpmjh.com>; Bob Norton <bobnorton51@gmail.com>
Subject: Re: SISD grant request

Thank you for the revisions, and for attempting to bring this sheet up to date.

According to my records (and including this most recent pay request), we have received billings for \$221,668.41 of eligible expenses. Accounting for individual billing rounding (at a rate not to exceed 75%), we have processed \$166,251.25 to Skyline. The grant award is capped at \$176,250. Therefore, I show \$9,998.75 grant remaining.

Obviously, this is slightly different than your numbers. If you'd like me to compile the individual payment amounts, please let me know.

George Moser

Wyoming Water Development Office

6920 Yellowtail Road | Cheyenne, WY 82002 | george.moser1@wyo.gov
Phone [\(307\) 777-7626](tel:3077777626) | Website <http://wwdc.state.wy.us/>

From: Warren Machol <wlm.assoc@gmail.com>
Sent: Monday, November 27, 2023 10:30 AM
To: Wendy Meyring <wendy@mpmjh.com>
Subject: water reading

Wendy,
Can you confirm you have my water readings as I did not receive confirmation.

All the best
Warren

WLM Associates

500 NW Ridge Rd
Jackson WY 83001

307 734 1920 (o)

917 455 7470 (c)

From: Jennifer Russell <jennifer.russell@wyo.gov>
Sent: Monday, December 11, 2023 11:08 AM
To: Bob Norton <bobnorton51@gmail.com>; office@skylineranchisd.com; Josh Kilpatrick <jkilpatrick@nelsonengineering.net>
Subject: Skyline Meter Replacement Project (DWSRF 247)

All:

I would just like to check in on the status of this project. My understanding as of early November was that the project was almost complete. Has Substantial and/or Final Completion been met?

As a note/reminder, when the project is complete I will need the following items sent to me:

- Final reconciliation Change Order to set the final contract price to the actually installed pay items (I have Change Order 1, which extended the Contract Time)
- Record/As-Built Drawings (or a statement that there are NO differences between the bid documents and what was completed)
- Certificate of Substantial Completion
- Certificate (if any) of Final Completion
- Affidavit of completion advertisement
- Once ad period is done, a statement of what (if any) claims had been filed.

It is my understanding that OSLI will also have some items they need to close things out financially, but I will let them comment on that.

As always, feel free to email or call me if you have any questions, comments, or concerns.

Jennifer

Jennifer Russell, P.E.

Project Manager – Construction

DWSRF Technical Advisor

Wyoming Water Development Office

6920 Yellowtail Road

Cheyenne, WY 82002

Phone (307) 777-7626

jennifer.russell@wyo.gov

E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.

From: Worthy Johnson <wjohnson@lawrencecapitalmgt.com>

Sent: Wednesday, December 13, 2023 11:24 PM

To: Wendy Meyring <wendy@mpmjh.com>

Cc: mariajjohnson53@gmail.com

Subject: Check #5752

Importance: High

[November 30, 2023 - Budget vs. Actual & Treasury Report](#)

Hi Wendy.....if the above referenced check was mailed on 11.21.23, it has not arrived?

It has been 3 weeks if mailed on that date.

What address have you? 500 Meadowlark Rd-83001 correct?

TYw

From: Emily Hanner <clearwateroperations@gmail.com>

Sent: Thursday, December 14, 2023 2:17 PM

To: Bob Norton <Bobnorton51@gmail.com>; Kurt Harland <kurt@bhhsjacksonhole.com>; Latham Jenkins <latham@livewaterproperties.com>; office@skylineranchisd.com

Subject: Re: Skyline: Running water near Killdeer

Hello all, I just checked out the report of a leak on Killdeer and it appears to be coming out from under the road. It lines up with the curbstop at 3375 Killdeer, lot 2-10. We think it is on their service line and crossing under the road.

I called Paul Sandretto and he will stop by to check it out. He thinks he can start excavating early next week.

According to Josh's map, it is an asbestos main on Killdeer, but it doesn't appear to be enough water to be a main line leak.

I will keep you updated as I know more.

Thanks,

Emily Hanner

From: Josh Kilpatrick <jkilpatrick@nelsonengineering.net>

Sent: Thursday, December 14, 2023 6:19 AM

To: bobnorton51 <bobnorton51@gmail.com>

Cc: Wendy Meyring <wendy@mpmjh.com>

Subject: RE: Skyline ISD

Hi Bob,

Can you please sign and resend the COP? Working on the Pay Request now. FYI, preliminary cost for Additional Labor and Materials came out to around \$7600, however I need to still review; the bid item amount is \$10K.

All meters that can be installed have been. I have directed Steve to drop meters off those that couldn't be installed due to new construction or owner refusal to install for lots 3-19 (1"), 3-20 (3/4") and 4-5 (1").

Final meter counts and notes are below, which will be reflected in the next pay application.

Size	Bid No.	# Installed	Notes for Meters not Installed
0.625"		11	11
0.75"		8	8
1"		70	66
1.5"		2	4
2"		3	2

The attached spreadsheet is the most recent, with the blue column "O" noting residences that do not have adequate backflow protection.

When do you need the chipseal proposal by?

Josh Kilpatrick, PE

Project Engineer

PH: (307)690-2086

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Skyline Minutes 12-14-2023

Final Audit Report

2024-01-30

Created:	2024-01-19
By:	Mountain Property Management (info@mpmjh.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAASINkHDpzBlzLlfawr1Xp2NcT91axXTgm

"Skyline Minutes 12-14-2023" History

-  Document created by Mountain Property Management (info@mpmjh.com)
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-  Document emailed to Kurt (kurt@bhhsjacksonhole.com) for signature
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-  Document e-signed by Kurt (kurt@bhhsjacksonhole.com)
Signature Date: 2024-01-30 - 6:33:34 PM GMT - Time Source: server- IP address: 72.175.144.94
-  Document emailed to Latham (latham@livewaterproperties.com) for signature
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2024-01-30 - 7:01:33 PM GMT- IP address: 104.28.124.136
-  Signer Latham (latham@livewaterproperties.com) entered name at signing as Latham Jenkins
2024-01-30 - 7:02:07 PM GMT- IP address: 104.28.85.184
-  Document e-signed by Latham Jenkins (latham@livewaterproperties.com)
Signature Date: 2024-01-30 - 7:02:09 PM GMT - Time Source: server- IP address: 104.28.85.184
-  Agreement completed.
2024-01-30 - 7:02:09 PM GMT