

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT
MINUTES OF BOARD MEETING
July 15, 2021**

A public meeting of the Directors of the Skyline Improvement and Service District was held on July 15, 2021, via Zoom.

Kurt Harland, Latham Jenkins and Jim Lewis constituting a quorum were present. Homeowners attending were Worthy Johnson and Warren Machol.

Kurt, serving as Chairman, called the meeting to order at 4:14 pm.

1. Review and approve Board minutes of 5/20/2021 and 6/17/21

Action: Kurt made a motion to approved the minutes of 5-20-21 and Jim seconded. The motion passed, 2-0 with Latham abstaining as he was absent from the May 20 meeting.

Action: Kurt made a motion to approve the minutes of 6/17/21 and Jim seconded. Public comment- Warren raised public comment and questions on the 6/17/21 minutes. Following public comment the motion passed unanimously, 3-0.

2. Changes to agenda and adoption of agenda

Action: Kurt made a motion to adopt the agenda. Latham seconded. The motion passed, 3-0.

3. Public comment on items not appearing on agenda

Warren commented on items not appearing on the agenda.

- Sediment issue in barn; hydrant flushing schedule, fire hydrant tags, 700 NWR road. The was no motion to add any of these items to the agenda.

4. Correspondence received by Office- none received in June

5. Review 12 mos. actual P/L through June 30, 2021 vs full FY 2020-21 budget

Total revenues were 98.4 % of budget. Total expenses for the 12 months are 95.1% of full year budget.

6. Review Treasury Report as of 6/30/2021 and approve payment of invoices.

As of June 30, 2021 total funds in all District financial accounts total \$539,131.17.

Subtracting out the \$12,000 in LVE restricted funds , and the \$12,500 in funds earmarked as refundable road damage deposits for homes under construction results in net Skyline balances of \$514,631.17 vs \$491,200.01 for the previous month.

The below list of invoices as of 6-30-21 were reviewed by the Board for approval:

Clearwater Operations & Services	\$ 1,178.75
Energy Labs	99.00
Frontier Landscape	450.00
Lower Valley Energy	419.91
Nelson Engineering	347.50
Teton County Environmental Health	20.00
Teton Financial Consulting	1,908.95
Hess D'Amours & Krieger	1,560.00

TOTAL \$ 6,104.71

Action: Kurt made a motion to approve the current invoices as of 6-30-21 totaling \$ 6,104. 71. Latham seconded the motion which carried unanimously 3-0.

7. Motion to suspend the regular meeting

Action: Kurt made a motion to suspend the regular board meeting. Latham seconded. The motion passed 3-0.

8.Call the Public Budget Hearing to order and ask for public comment on the proposed final FY 2021-22 budget

Kurt called the public budget hearing to order at 4:35pm and stated that any emailed comments received prior to the public hearing will be attached to the minutes.

9. Adjourn the Public Budget Hearing

Kurt adjourned the public budget hearing at 4:36pm as there was no public comment.

10. Motion to reopen the regular Board meeting

Action: Kurt made a motion to reopen the board meeting at 4:36. Latham seconded and the motion passed 3-0.

11. Motion to adopt the advertised FY 2021-22 ISD Budget, and posting to ISD website

Action: Latham made a motion to approve and adopt the advertised FY 2021-22 ISD budget. Kurt seconded the motion.

Public Comments:

Warren made public comment regarding his July 11, 2021 email with a color coded 3-page document, "2020-21 Analysis of allocated repairs by water usage" which are attached to these minutes.

Worthy asked a question on the color-coded document on repairs and maintenance.

Following public comment, the motion passed 3-0.

12. Motion to approve the Water Services Policies for FY 2021-22 and communication of same to all homeowners by email/mail and posting to ISD website

Action: Kurt made a motion to approve and adopt the advertised FY 2021-22 ISD budget. Latham seconded.

Warren made public comment after the vote about water meter readings at peak summer usage.

Worthy asked a question about the June 22nd WWDC meeting material.

Following public comment, the seconded motion was passed, 3-0.

13. Motion to approve the Guiding Principles Regarding Water for FY 2021-22

Action: Kurt made a motion to approve and adopt the advertised FY 2021-22 ISD budget. Latham seconded and the motion passed 3-0.

14. Discuss proposal for Water Rate Analysis by consultant recommended by the Wyoming Association of Rural Water Systems and next steps.

Jim said that he'd sent our budget and water policies and guidelines to Wyoming Association of Rural Water System and they said that to get a customized rate study, they recommended a consultant that they've recommended to other municipalities. Jim said the consultant has been in practice since 2008, has completed 335 rate studies, has been selected by six state rural water systems (Colorado, Kansas, New Mexico, Virginia, Wyoming, North Dakota) as an analyst for their respective RATES programs.

Jim said he contacted the Pinedale water department, as the consultant had done a rate study for Pinedale and Jim was told that he prepares a very granular analysis we should find useful.

Jim recommended that since the ISD is considering a major water investment, with grants and loan funding, that we approve engaging the consultant. It should be completed in a few months.

His rate packages are:

Package 1: Rate Analysis study- \$6,190 (20% discount as a WARWS member).

Package 4: hourly rate of \$128.19 (20% discount). Only if needed.

Jim felt we did not need a site visit and a rate study would be a good check & balance of the 4-tier rate framework suggested in the WWDC draft study.

Latham commented that the ISD would benefit from an independent objective experienced 3rd party.

Public Comments-

Worthy asked whether the rate analysis report would cover both the Phase 1 period (5 years) of the WWDC report, but also the Phase 2 (10+ years), and the sinking fund needed.

Warren asked if we should wait a few months for the final WWDC report to be available.

Action: Jim made a motion to engage the consultant for the Package 1 at a cost of \$6,190 and to have, in case we need it, up to 6 hours of zoom time, for a maximum cost of \$7,000. Kurt seconded the motion, which passed 3-0.

15. Update on status of discussions on well #4 easement and application to State Revolving Fund (DWSRF) for 20-year 0% interest green loan for remote readable meters.

Jim reported that he's waiting to hear from the landowner following an August visit of her 3 siblings. He'll also be communicating with the landowner to start on a memorandum of understanding regarding a new easement, with our counsel, and a well-site visit to view the existing wells, and the proposed site for the easement for the new well. Regarding the loan application, work continues with getting everything together and the next step is the August 19th public hearing.

16. Update of relocating ARV-1 at pumphouse, and repairing ARV-2 on Tanager/NW Ridge

Jim reported that Fish Creek Excavation and Nelson are trying to coordinate a date for a site visit.

Public comment: Warren asked about other sediment tests.

17. Board director position election date- Tuesday, November 2, 2021;

In July Publish Notice of Election in newspaper for Nominations with submission deadline of September 16, 2021, and

In July, email out to homeowners Solicitation for Nominations with September 16 as the submission deadline.

18. Approve and schedule new November board meeting for November 18, 2021 and Public Hearing at 4pm August 19, 2021.

Jim said we needed to schedule a public hearing for the metering system and as we're having an election in November, we need a November board meeting.

Action: Kurt made a motion to schedule a Public Hearing at 4pm August 19, 2021. Latham seconded and the motion passed unanimously.

Action: Kurt made a motion to schedule a November 18, 2021 board meeting. Latham seconded the motion which passed 3-0.

19. Update on Fire Marshall Kathy Clay's fire mitigation recommendations around pumphouse.

Jim reported that he had called Valley Landscape who estimated 3 workers at \$75/hour per man, plus material, but they'd need to scope of the site before committing.

Frontier Landscaping doesn't do that type of work. Jim recommended waiting until we can assess the fire risk at our well sites and then determine which area to mitigate. We hope to visit the site in August with the landowner.

20. Update on Road Striping.

Jim reported that he contacted Idaho Traffic Safety again saying the striping would be approximately 0.6 miles instead of 1.1 miles, where the previous verbal estimate was \$5,000 for sometime this fall. With the reduced linear feet (including painting the speedbump), they again indicated \$5,000 but they could do it in late July or early August as they have another job in Wilson. Jim recommended we try to get an estimate of \$3000-\$3500 and if not wait until next spring, after road sweeping, when road paint may be more available. Kurt asked if there are other alternatives. Latham said he'd try to find an alternative.

21. Other business-

Next meetings: August 19, 2021

1) **Public Hearing** on Skyline Metering System- 4pm August 19, 2021
Location: Brokers of Jackson Hole Real Estate conference room, 138 N. Cache Street, Jackson WY. **Virtual attendance available via Remote Access -**

<https://us04web.zoom.us/join>, ID: 301 092 4055

-Scheduled board meeting will follow the Public Hearing August 19, 2021 at same location as well as **via Remote Access -**

<https://us04web.zoom.us/join>, ID: 301 092 4055

2) **Board meeting following Public Hearing.**

22. Adjournment

Kurt made a motion to adjourn the meeting at 6:03pm

Approved


Kurt Harland
Chairman

Approved


Latham Jenkins
Vice Chairman

(July 11, 2021 email)

Jim,

Please find the attached spreadsheet below.

The same spreadsheet you prepared with Dave last year to invoice members Taxes based on net gallons of water used by members. (if you have this year's water usage available, please send it before the July meeting, and I will endeavor to do the same analysis if helpful)

I have highlighted the columns I have added to the spreadsheet that permitted accurate analysis of the various additional and subtraction involved in your confusing billing system. As discussed in detail for the last 5 years, the arbitrary rates you have assigned (1.3/ 1000 in 2019, 1.4/ 1000 are in your spreadsheet) far exceed the actual cost of water production (which is about 10 cents/ 1000 gallons)

Your decision to allocate the cost of repairs and breaks in the water system (that do not correlate with water usage) has shifted costs and responsibility between members in a manner that is not fair or equitable.

This year, you have proposed to increase the amount billed for water to \$1.75/ 1000 gallons.

Your reasoning for the increase in water rates is your decision that the costs for installing new air relief systems (that has historically never operated correctly) should be paid for based on water usage in 2021, not equally for each member. (this is + 20-year new infrastructure).

Using last year's data, you will see members of the water system with empty lots and unused or under construction properties are paying none of the cost of repairs. Now

your proposal to saddling water users with long-term infrastructure costs is going to make cost shifting worse.

As you will note on the spreadsheet, all board members are financially incentivized by your allocation of repairs and new infrastructure based on water usage vs. an equal percentage of the costs as one of 89 lots in the ISD water system.

I hope this clear and accurate analysis of the data will help you and your fellow board members become aware of the flawed (and, in my opinion, illegal) scheme for allocating water system costs.

Please make this spreadsheet available at the July meeting prior to the board voting on the proposed rate for water. I want to make sure all board members clearly understand the proposed cost-shifting plan's facts and implications.

If you have any questions or comments, please feel free to reach out.

All the best

Warren

WLM Associates
500 NW Ridge Rd
Jackson WY 83001
307 734 1920 (o)
917 455 7470 (c)

Color code ledger

4.4% Of Water system MEMBERS are allocated 24% of all repair costs

13.3% Of Water system MEMBERS are allocated 50.7% of repair costs

26.7% Of Water system MEMBERS are allocated 76.7% of repair costs

Board members who are are 3.4% of members only pay .096% of costs due to cost shifting

	FY 2019-20 ACT. Usage	gallons under	gallons over est	Actual Gallons Corrected	Percentage of Repairs Allocated	Actual % of Total Repair paid	Cummulative Percentage	Difference in Allocated Costs	2020-2021 Prop Tax
Thulin	24,787		(823,813)	(799,026)	-5.86%	100.0%	100.0%	0.0%	\$34.70
Villaume	18,575		(111,129)	(92,554)	-0.68%	105.9%	98.9%	7.0%	\$(118.46)
Chapman	322,048		(393,633)	(71,585)	-0.52%	106.5%	97.8%	8.8%	\$(60.86)
Kilmain	64,502		(110,106)	(45,604)	-0.33%	107.1%	96.7%	10.4%	\$(52.84)
Lewis	21,830		(57,042)	(35,212)	-0.26%	107.4%	95.6%	11.8%	\$(43.59)
Anderson	30,243		(48,027)	(17,784)	-0.13%	107.7%	94.4%	13.2%	\$(20.09)
Byrne lot	2,326		(7,651)	(5,325)	-0.04%	107.8%	93.3%	14.5%	\$(6.69)
Barret Wine	12,460		(17,103)	(4,643)	-0.03%	107.8%	92.2%	15.6%	\$(4.79)
Stockhouse				-	0.00%	107.9%	91.1%	16.7%	\$280.00
Nionde - Land				-	0.00%	107.9%	90.0%	17.9%	-
Byrne - Land				-	0.00%	107.9%	88.9%	19.0%	-
McCann - Land				-	0.00%	107.9%	87.8%	20.1%	-
Machol (Barn)	249	16		265	0.00%	107.9%	86.7%	21.2%	\$0.37
Polar Express	18,162		(17,359)	803	0.01%	107.9%	85.6%	22.3%	\$2.86
Stockhouse	11,432		(7,439)	3,993	0.03%	107.9%	84.4%	23.4%	\$6.33
Dong/Johanse	33,926		(29,354)	4,572	0.03%	107.8%	83.3%	24.5%	\$9.34
Byrne-meter 2	6,432			6,432	0.05%	107.8%	82.2%	25.6%	\$9.00
long	6,780			6,780	0.05%	107.7%	81.1%	26.6%	\$9.49
Timberline	11,681	(2,264)		9,417	0.07%	107.7%	80.0%	27.7%	\$13.41
Long	25,012		(13,146)	11,866	0.09%	107.6%	78.9%	28.7%	\$17.93
Lohuis	23,146		(9,573)	13,573	0.10%	107.5%	77.8%	29.8%	\$19.96
Rogers	22,585		(6,936)	15,649	0.11%	107.4%	76.7%	30.8%	\$22.60
Byron	32,940		(17,031)	15,909	0.12%	107.3%	75.6%	31.8%	\$23.98
Knoke	256,361		(238,619)	17,742	0.13%	107.2%	74.4%	32.8%	\$48.70
Long irrigation	27,180			27,180	0.20%	107.1%	73.3%	33.7%	\$4.38
Ulrich	31,401		(1,194)	30,207	0.22%	106.9%	72.2%	34.7%	\$42.41
McCain	90,149		(58,690)	31,459	0.23%	106.7%	71.1%	35.5%	\$49.91

Ridgeway	293,384		(261,137)	32,247	0.24%	106.4%	70.0%	36.4%	\$71.26
Yannios/Rubinso	25,514	8,497		34,011	0.25%	106.2%	68.9%	37.3%	\$46.77
Van Genderen	30,955	8,795		39,750	0.29%	105.9%	67.8%	38.2%	\$54.77
Stevens	77,870		(33,226)	44,644	0.33%	105.6%	66.7%	39.0%	\$65.82
Meehan	41,949	7,611		49,560	0.36%	105.3%	65.6%	39.8%	\$68.62
Sweet	245,721		(195,035)	50,686	0.37%	105.0%	64.4%	40.5%	\$90.46
Staehr	184,252		(132,058)	52,194	0.38%	104.6%	63.3%	41.3%	\$86.28
Oksanen	122,574		(68,349)	54,225	0.40%	104.2%	62.2%	42.0%	\$82.75
Micoja Ranch	28,500	28,500		57,000	0.42%	103.8%	61.1%	42.7%	\$39.90
McGrath	139,982		(81,814)	58,168	0.43%	103.4%	60.0%	43.4%	\$89.62
Richter	51,000	8,493		59,493	0.44%	103.0%	58.9%	44.1%	\$82.44
Glick House	172,727		(112,885)	59,842	0.44%	102.5%	57.8%	44.7%	\$95.07
Racow	57,885	6,036		63,921	0.47%	102.1%	56.7%	45.4%	\$88.89
Wehrle	116,477		(49,379)	67,098	0.49%	101.6%	55.6%	46.1%	\$98.88
Karns	82,560		(13,854)	68,706	0.50%	101.1%	54.4%	46.7%	\$97.57
Harland	54,733	18,133		72,866	0.53%	100.6%	53.3%	47.3%	\$100.20
Raynes	70,170	4,946		75,116	0.55%	100.1%	52.2%	47.9%	\$104.67
Timberline	97,421		(18,203)	79,218	0.58%	99.5%	51.1%	48.4%	\$112.73
Jacobson	113,199		(29,964)	83,235	0.61%	99.0%	50.0%	49.0%	\$119.53
Besette	213,535		(129,459)	84,076	0.62%	98.3%	48.9%	49.5%	\$130.65
Jenkins	85,000	8,227		93,227	0.68%	97.7%	47.8%	49.9%	\$129.70
Linton	318,088		(223,453)	94,635	0.69%	97.0%	46.7%	50.4%	\$154.83
Boeder	141,459		(46,171)	95,288	0.70%	96.3%	45.6%	50.8%	\$138.02
Perkins	118,397		(9,925)	108,472	0.80%	95.6%	44.4%	51.2%	\$152.85
Houfek	116,020			116,020	0.85%	94.9%	43.3%	51.5%	\$162.43
McNeil	231,192		(109,982)	121,210	0.89%	94.0%	42.2%	51.8%	\$180.69
Goldstein	160,581		(36,876)	123,705	0.91%	93.1%	41.1%	52.0%	\$176.87
Warziniak	93,738	39,688		133,426	0.98%	92.2%	40.0%	52.2%	\$182.83
Davis	319,770		(176,258)	143,512	1.05%	91.2%	38.9%	52.3%	\$218.54
Fairbanks	254,124		(100,137)	153,987	1.13%	90.2%	37.8%	52.4%	\$225.60
Gillett	236,668		(79,464)	157,204	1.15%	89.0%	36.7%	52.4%	\$228.03
Glick ARU	158,416	7,338		165,754	1.22%	87.9%	35.6%	52.3%	\$231.32
Bunnett	174,082			174,082	1.28%	86.7%	34.4%	52.2%	\$243.71
Feagin	182,423	4,021		186,444	1.37%	85.4%	33.3%	52.1%	\$260.62
Hemming	113,301	76,701		190,002	1.39%	84.0%	32.2%	51.8%	\$258.33
Askew	247,607		(41,252)	206,355	1.51%	82.6%	31.1%	51.5%	\$293.02
Norton	125,484	88,316		213,800	1.57%	81.1%	30.0%	51.1%	\$290.49

Frankel	224,320		(9,890)	214,430	1.57%	79.6%	28.9%	50.7%	\$301.19
Schwartz	233,270		(11,884)	221,386	1.62%	78.0%	27.8%	50.2%	\$311.13
Manson	302,436		(53,515)	248,921	1.83%	76.4%	26.7%	49.7%	\$353.84
Goodsen	258,318	(6,672)		251,646	1.85%	74.5%	25.6%	49.0%	\$352.97
Willott House	255,343			255,343	1.87%	72.7%	24.4%	48.2%	\$357.48
Teal Skyline	234,050	28,427		262,477	1.92%	70.8%	23.3%	47.5%	\$364.63
Hughes-MGH	142,624	129,382		272,006	1.99%	68.9%	22.2%	46.7%	\$367.87
Minter	284,257		(2,498)	281,759	2.07%	66.9%	21.1%	45.8%	\$394.71
McCarvey/wo	350,759		(41,652)	309,107	2.27%	64.8%	20.0%	44.8%	\$436.92
McCoy	248,962	60,377		309,339	2.27%	62.6%	18.9%	43.7%	\$427.04
Vance	356,858		(34,231)	322,627	2.37%	60.3%	17.8%	42.5%	\$455.10
Coosaia	519,594		(192,539)	327,055	2.40%	57.9%	16.7%	41.3%	\$477.13
Krisik	171,687	158,431		330,118	2.42%	55.5%	15.6%	40.0%	\$446.32
Garson	303,667	28,082		331,749	2.43%	53.1%	14.4%	38.7%	\$461.64
Cutler	273,283	83,399		356,682	2.62%	50.7%	13.3%	37.3%	\$491.01
Parker	481,694		(113,426)	368,268	2.70%	48.1%	12.2%	35.8%	\$526.92
Fleck	450,110		(51,375)	398,735	2.92%	45.4%	11.1%	34.3%	\$563.37
WYHUS	271,510	194,590		466,100	3.42%	42.4%	10.0%	32.4%	\$633.08
Machol (Hse)	477,067		(1,811)	475,256	3.49%	39.0%	8.9%	30.1%	\$665.54
Gottschalk	426,991	53,200		480,191	3.52%	35.5%	7.8%	27.8%	\$666.95
Manno	507,470		(11,851)	495,619	3.63%	32.0%	6.7%	25.3%	\$695.05
Levy	710,957		(137,418)	573,539	4.21%	28.4%	5.6%	22.8%	\$816.70
Matthews	425,000	220,470		645,470	4.73%	24.2%	4.4%	19.7%	\$881.61
Swirsky	719,018	129,152		848,170	6.22%	19.4%	3.3%	16.1%	\$1,174.52
Polar Express	808,398	69,263		877,661	6.44%	13.2%	2.2%	11.0%	\$1,221.80
Hunt	562,556	362,556		925,112	6.78%	6.8%	1.1%	5.7%	\$1,258.90
Bunnett	(total in abv)			#VALUE!					-
Koski - new	-			#VALUE!					-
HFP	-		(21,549)	#VALUE!					\$(28.01)
Barret	154,346		-	#VALUE!					\$216.08
Illgen	-			#VALUE!					-
Johnson	-			#VALUE!					-
Koski	-		1,206,570	#VALUE!					-
Total	16,391,164	1,823,711	(4,578,816)	13,636,059	100%				\$20,646

Each of 89 members lots pro- rata amount of repairs \$ 231.98

Color code ledger

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Dong/Johanse	33,926		(29,354)	4,572	0.03%	107.8%	83.3%	24.5%	\$9.34
Byrne-meter 2	6,432			6,432	0.05%	107.8%	82.2%	25.6%	\$9.00
long	6,780			6,780	0.05%	107.7%	81.1%	26.6%	\$9.49
Timberline	11,681	(2,264)		9,417	0.07%	107.7%	80.0%	27.7%	\$13.41
Long	25,012		(13,146)	11,866	0.09%	107.6%	78.9%	28.7%	\$17.93
Lohuis	23,146		(9,573)	13,573	0.10%	107.5%	77.8%	29.8%	\$19.96
Rogers	22,585		(6,936)	15,649	0.11%	107.4%	76.7%	30.8%	\$22.60
Byron	32,940		(17,031)	15,909	0.12%	107.3%	75.6%	31.8%	\$23.98
Knoke	256,361		(238,619)	17,742	0.13%	107.2%	74.4%	32.8%	\$48.70
Long irrigation	27,180			27,180	0.20%	107.1%	73.3%	33.7%	\$4.38
Ulrich	31,401		(1,194)	30,207	0.22%	106.9%	72.2%	34.7%	\$42.41
McCain	90,149		(58,690)	31,459	0.23%	106.7%	71.1%	35.5%	\$49.91