

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT
MINUTES OF THE BOARD MEETING
September 15, 2022**

A public meeting of the Directors of the Skyline Improvement and Service District was held on September 15, 2022 via Zoom.

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

Call to order:

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

1. Review and approve Board minutes 8/18/2022:

Action: Kurt Harland made a motion to approve the minutes as written. Latham Jenkins seconded the motion. The motion passed 2-0.

No Public comment.

2. Changes to the agenda:

Action: Kurt asked for any proposed changes to the agenda. Bob Norton requested to add Resolution 2022-4, as item 9a; and Authorization for Chair to sign the DEQ application for the permit to construct the well, as item 10a.

Public Comment:

Warren Machol – Asked what Resolution 2022-4 speaks too, and how public comment can be given on a document that has not been shared with the owners.

3. Adoption of Agenda:

Action: Kurt made a motion to approve the agenda as modified. Latham Jenkins seconded the motion. The motion passed 3-0.

No Public comment

4. Public Comment on items not appearing on the agenda:

Warren Machol – Has requested that the Board provide to the members a detailed budget for the new well and meter project. Questioned billing members and paying invoices for the project without providing more information to members. He also questioned if WWDC will be paying the 75%, even if the well is not drilled. Will the WWDC be paying costs toward legal and engineering expenses, if the costs exceed the 75%? Bob Norton indicated the WWDC funds are a grant, and the ISD won't know what the final costs will be for the well until the bidding process is complete. If the bids come in above budget, the district may need to discontinue the project. Bob added that if the bids come in higher than the budget, the grant will pay 75% of the upfront costs. The grant does not cover easement related expenses.

Warren Machol_ How can members see building permits that have been granted by the committee that is responsible for overseeing improvements? Specifically, asking regarding 700 N. West Ridge Road. Kurt noted that the county should be contacted for compliance issues.

Worthy Johnson – Asked about the district’s approved water meter. The district recommended the installation of the Neptune meter. Which has been done at the Dwan/Johnson property. He questioned being billed on their tax bill for the cost associated with the meter loan, when they have the recommended district meter. Requested clarity to have this charge removed from their tax bill.

5. **Correspondence received (included below):**

Jim Lewis – August 19, 2022
Warren Machol – August 19, 2022
Lisa Ridgeway – August 25, 2022
Jamie Streater – August 30, 2022
Jim Hunt – August 30, 2022
Perk Perkins – August 30, 2022
Brahm Swirsky – August 30, 2022
Worthy Johnson – August 31, 2022
Worthy Johnson - September 1, 2022
Gail Hughes – September 2, 2022
Worthy Johnson – September 15, 2022

6. **Review 2-month August actuals vs. full year FY 2022-2023 budget:**

Action: Bob Norton bills that were approved during the August meeting were paid. He reiterated that no funds were paid out for the well project until the 75% reimbursement was received.

7. **Review August 31, 2022 Treasury Report and approve payment of invoices:**

Action: Bob provided the Treasury Report as of 8/31/2022. Cash on hand is \$607,748.56 after netting out \$22,500.00 in refundable deposit, total cash is \$585,248.56. Of the \$585,248.56 the road reserve contained \$390,932.31, the water reserve contained \$80,213.27, and the operating reserve held \$133,871.29.

8. **Approve payment of invoices:**

Action: Bob Norton read the below list of invoices as of 9/15/22. Norton made a motion to approve the payment the operating invoices totaling \$7,618.01 and the payment of \$477.50 related to well #4’s ground water exploration. Kurt Harland seconded the motion. The motion passed 3-0.

Board Comment:

Kurt Harland noted that the funds paid to Frontier Landscaping for the trimming roadway grasses and trees/shrubs around street signs were trimmed for safety purposes, and the affected areas fall within the road easement.

Bob Norton noted the easements that are granted from property owner to property owner provides ingress/egress to the properties. It is not the landowner’s responsibility to ensure ingress/egress related to the paving and chip sealing of the road, which is the responsibility of the overall district. This includes the trimming of grasses encroaching onto the road, and trimming trees that would otherwise cause visibility issues, is to the benefit of the overall district. The spraying of the weeds has been addressed in the past, but clarification may be needed to ensure they are not spraying outside of the easement.

Unpaid Bills By Property - Regular Operations				
For Skyline Improvement & Service District				
As of 9/15/2022				
Date	Vendor	Description	Due Date	Total
8/31/2022	Lower Valley Energy	Acct 294586001	9/12/2022	\$16.29
8/31/2022	Lower Valley Energy	Acct 294586003	9/12/2022	\$39.06
8/31/2022	Lower Valley Energy	Acct 294586002	9/12/2022	\$652.21
9/1/2022	Mountain Property Management	Monthly Management	9/1/2022	\$3000.00
9/7/2022	Frontier Landscape Maintenance &	road contract labor - landscaping services	9/7/2022	\$1070.00
9/8/2022	ACE Hardware	roof screws	9/8/2022	\$8.47
9/13/2022	HUB International - BHJ	new treasurers bond	9/13/2022	\$170.00
9/13/2022	Energy Laboratories, Inc	water tests	9/13/2022	\$174.00
9/13/2022	Teton County Health Department	water test 8/2	9/13/2022	\$20.00
9/13/2022	Clearwater Operations & Services	Aug locates, testing, water pressure issues	9/13/2022	\$1025.00
9/13/2022	Nelson Engineering	loan work	9/13/2022	\$717.98
	Office of State Land & Investing	SLIB loan origination fee		\$725.00
Total for Skyline Improvement & Service District				\$7618.01

Unpaid Bills By Property - Well #4 Grant Operations					
For Skyline Improvement & Service District					
As of 9/15/2022					
Date	Vendor	Ref. No	Description	Due Date	Total
9/13/2022	Nelson Engineering	59466	groundwater exploration - HOA portion	9/13/2022	\$477.50
9/14/2022	Nelson Engineering	59467	groundwater exploration - Grant portion	9/14/2022	\$1432.50
Total for Skyline Improvement & Service District-to be transferred from road reserve as part of intra-company loan					\$477.50
Total for WWDC - awaiting their disbursement					\$1432.50
Grand Total Due					\$1910.00

Public Comment:

Worthy Johnson – Asked if the bills can be noted as variable and fixed costs, what they associated with, and what bank account they are paid from.

Warren Machol – Questioned what Frontier Landscaping’s bill was related to, and why the district is paying fees to maintain members property. Members should be responsible for maintaining their own properties.

9. **Approval of Resolution 2202-3 temporary easement and easement agreements, to include authorizing the Chairman to sign the easement agreements.**

Action: Bob Norton made a motion to approve Resolution 2022-3. The motion was seconded by Kurt Harland. The motion passed 3-0.

Board Comment:

Kurt Harland and Bob Norton noted the easement is an extension of the existing easement, that holds wells 2 and 3. 2/10’s of an acre. This is a temporary easement, that will be finalized once the well is completed. The document speaks to the ISD and the landowner executing a permanent easement when well is drilled and put into operation. If the well is not developed, a permanent easement would not be finalized. At this time no funds have been paid for the easement, the landowner has viewed the temporary easement, and they have agreed to the information. A formal temporary agreement cannot be executed until Resolution 2022-3 has been approved and signed by the Board. There has been some discussion on the price and improvements, which is less than what is budgeted.

Public Comment:

Worthy Johnson – Noted the people haven't been able to read the Resolution. Asked for a Board member to provide an explanation of what is included in the agreement.
Warren Machol – Requested that Resolutions and budgets be distributed to members before they are voted upon.

9. Approval of Resolution 2022-4 to amend approval of the water meter loan Resolution 2022-2.

Action: Bob Norton noted that this resolution is a correction of resolution 2022-2 regarding the annual repayment. Resolution 2022-2 stated \$7,249.80. SLIB corrected the payment to be \$7,250.00. In addition, there is a loan origination fee of .5% or \$725.00. Bob North made a motion to approve Resolution 2022-4. Kurt Harland seconded the motion. The motion passed 3-0.

Board Comment:

Bob Norton noted that well #2 is the first well, well #3 is to the north of well #2, well #4 will be roughly 130 feet south of well #2. Bob anticipates the drilling to begin next spring, as the bidding process won't be completed until late October. This will all be contingent on the bids. The preliminary estimates for the entire project were provided approximately a year ago. The actual cost cannot be determined at this time, as the construction costs have changed significantly over the past couple of years. Making well #2 more efficient will be more expensive than drilling a new well.

Public Comment:

John Willot – Asked for clarification of the well placement and when the project will commence. Can other avenues be used to get more water in the tank, prior to drilling a new well? Does a new line need to be installed to the tank, and possibly a new tank?

Warren Machol – Asked about a complete estimate for the costs associated with drilling the well, and the final costs for being able to put the well into production. Would it be better to utilize funds to make our existing wells more efficient.

10. Authorization to advertise for well drilling bids:

Action: Bob Norton noted that the district has received the approval from water development. The district needs to understand what this project will cost, and this requires the project to be advertised and bids received. Kurt Harland made a motion to approve the authorization to advertise of the well drilling bids. Latham Jenkins seconded the motion. The motion passed 3-0.

No Public Comment.

10.A. Authorize Chairman to sign the application to the DEQ for the permit to construct:

Action: Bob Norton made a motion to approve the authorization for the district Chairman to sign the application to the DEQ for the permit to construct the new well. Latham Jenkins seconded the motion. The motion passed 3-0.

Public Comment:

John Willot – Asked what is being permitted to construct.

11. Approve funding for the new WGIF bank account:

Action: Bob Norton made a motion to transfer \$300,000 from the road reserve to the Wyoming Government Investment Fund (WGIF) bank account. As of September 14, 2022, this account would be earning 2.23%. Kurt Harland seconded the motion. The motion passed 3-0.

Public Comment:

John Willot – Can additional funds be transferred to this fund, to earn more interest? Can road reserve funds be used if there is an emergency with the water system?

Warren Machol – It appears that funds need for the roads is for chip seal and an overlay. He suggests that the board transfer more than \$300,000 since these funds won't be needed until the road projects. Consideration should be given to transferring operating funds to a higher interest earning fund.

11. Board discussion on meter installation liability:

Discussion: Kurt Harland has reached out to counsel to get feedback on how potential meter installation liability should be handled. He noted that the district will find out if the WWDC funds can be used for installing a meter pit, at the curb stop, with the lot owner making up any difference the loan will not cover. Latham Jenkins asked how the meters are handled in the Town of Jackson. Bob Norton noted that Teton Village district owns their meters, and the owner cannot modify the meter location. Bob noted that he agrees with Kurt, that if the owner doesn't like the contractor or doesn't want someone coming into their crawlspace, the owner could install a meter pit at the property line, with the owner paying in difference in cost.

Public Comment:

John Willot – Asked that the legal opinion be posted to the website, as well as the resolutions that were passed today. Recommended the board reach out to Rafter J vs. the town for an example of how to proceed.


Warren Machol – The issue also includes the ongoing liability with having a district owned asset in a property.

12. Next Board meeting: Thursday, October 20, 2022

13. Adjournment:

Kurt Harland made a motion to adjourn the meeting. Bob Norton seconded the motion. The motion passed 3-0. The meeting adjourned at 5:20 p.m.

Approved



Kurt Harland (Oct 27, 2022 16:52 MDT)

Kurt Harland

Chairman

Oct 27, 2022

Approved


Latham Jenkins (Oct 28, 2022 14:48 MDT)

Latham Jenkins

Vice Chair

Oct 28, 2022

Correspondence Received:

From: Jim Lewis <jamesl5546@gmail.com>
Sent: Friday, August 19, 2022 8:10 AM
To: Leah Duke <leah@mpmjh.com>
Cc: Wendy Meyring <wendy@mpmjh.com>
Subject: The 4 lots that won't be getting a radio meter

As yesterday's board meeting a homeowner (Worthy) asked if the lots (4) vacant that weren't receiving a meter are known so that in the future if those lots are developed, we'd know they would need a meter. I couldn't remember the lot numbers or addresses and you have the Skyline lot map.

The lots as I've been thinking about it are:

- 1) the lot at the end of meadowlark, under conservation easement, owned by the owners of adjacent ranch.
- 2) Upper NWR road, John Byrne's vacant lot immediately adjacent to his residential lot. It's vacant but irrigated with an outdoor meter. Would not get a residential radio read meter.
- 3) House at the end of Kildeer, owns the vacant contiguous property. Can't recall name.
- 4) Waggoner adjacent contiguous vacant lot to the south of their residential lot

All I'd do is provide Wendy with the lot numbers and address as he didn't ask for names, "do we know the lots....." Wendy can provide the info you gather.

Jim

From: Warren Machol <wlm.assoc@gmail.com>
Sent: Friday, August 19, 2022 12:38 PM
To: Wendy Meyring <wendy@mpmjh.com>
Cc: Corbin McNeill <camcneilljr@gmail.com>; John Willott <jwillott@aol.com>; Worthy Johnson <wjohnson@lawrencecapitalmgt.com>; Maria Johnson <mariajjohnson53@gmail.com>; michael minter <trewil@hotmail.com>
Subject: Re: recording

Thank you, Wendy

The passcode yT@8KZr9 worked for me to see the meeting video.

Have a great weekend

Warren

WLM Associates
500 NW Ridge Rd
Jackson WY 83001

307 734 1920 (o)

917 455 7470 (c)

From: Lisa Ridgway <lisaridgway@mac.com>
Sent: Thursday, August 25, 2022 4:03 PM
To: Wendy Meyring <wendy@mpmjh.com>
Subject: Re: Skyline

Many thanks to Jim Lewis for his expertise in resolving some of these problems.

And Jim, are you moving?? Oh, no!

Lisa

Elizabeth W Ridgway MD FAAP
PO Box 732
Wilson, WY 83014-0732
307-413-4485
lisaridgway@mac.com

“The cure for boredom is curiosity. There is no cure for curiosity.” Dorothy Parker

From: Jamie Streator <jstreator58@gmail.com>
Sent: Tuesday, August 30, 2022 4:35 PM
To: Leah Duke <leah@mpmjh.com>
Subject: Re: Skyline Improvement & Service District - tax roll charge detail

Thanks. I have yet to receive any kind of tax assessment yet. It will be all included?

Cowen

Jamie

E James Streator, III
Managing Director
Health Care Investment Banking
Mobile: 203-856-7780
Email: Jamie.streator@cowen.com

From: Jim Hunt <jkhunt@gmail.com>
Sent: Tuesday, August 30, 2022 12:41 PM
To: Leah Duke <leah@mpmjh.com>
Cc: Maggie Hunt <maggiehunt@gmail.com>
Subject: Re: Skyline Improvement & Service District - tax roll charge detail

Thanks, can you send me the water usage by house for Skyline? I want to see our relative usage.

Jim

Jim Hunt
jkhunt@gmail.com
307-699-9169

From: Perk Perkins <perkinsp@orvis.com>
Sent: Tuesday, August 30, 2022 12:14 PM
To: Leah Duke <leah@mpmjh.com>
Subject: RE: Skyline Improvement & Service District - tax roll charge detail

Thanks for the quick reply. Got it. Phew, not so bad!

And are these likely to be annually recurring amounts?

Perk

From: Brahm Swirsky <bswirsky@nextsupply.ca>
Sent: Tuesday, August 30, 2022 11:54 AM
To: Leah Duke <leah@mpmjh.com>
Subject: Re: Skyline Improvement & Service District - tax roll charge detail

Thank you Leah. I have a question on the water usage. 2 summers ago we had our service line burst and run for over 10 days until it was discovered and fixed. Is this based on average usage? I had a massive amount used in that period.

Regards,

Brahm Swirsky- VP Procurement
Email- bswirsky@nextsupply.ca

From: Worthy Johnson <wjohnson@lawrencecapitalmgt.com>
Sent: Wednesday, August 31, 2022 4:14 PM
To: Leah Duke <leah@mpmjh.com>; Wendy Meyring <wendy@mpmjh.com>
Cc: mariajohnson53@gmail.com
Subject: Leah's bill sent to Maria 2-3 month's ago for \$42.50...I never received it.
Importance: High

Can you please resend with an accompanying invoice from whoever please.

Sorry and please send everything to both of us. It says 6.12.22 on the Tax Assessment. Please do not file the Tax Assessment until we get back to you tomorrow.

TY W&M



From: Worthy Johnson <wjohnson@lawrencecapitalmgt.com>
Sent: Thursday, September 1, 2022 9:33 AM
To: Leah Duke <leah@mpmjh.com>; Wendy Meyring <wendy@mpmjh.com>; Kurt J. Harland <thekurtharland@gmail.com>; Latham Jenkins <latham@livewaterproperties.com>; Jim Lewis <jamesl5546@gmail.com>; Skyline Ranch Improvement & Service District <info@skylineranchisd.com>
Cc: mariajohnson53@gmail.com; ksmitst@tetoncountywy.gov; Emily Hanner <clearwateroperations@gmail.com>
Subject: Water Meter Incorrect Charge to 500 N. Meadowlark Rd-see last attachment below
Importance: High

Leah...from your email of yesterday-see below-, your system was deficient and I never received the bill for \$42.50.

#2 Who did you work with to come up with these Tax Assessment numbers-Jim Lewis?

He knows we put in the correct water meter and back flow preventer. Emily Hanner was by on 22 March @ 10:30 AM to confirm said devices. *The entire Board knows better.*

The numbers are incorrect. We cannot accept this. **The Board knows we have nothing to do with the water meter 7/1/2022 SLIB Meter Loan Repayment Assessment of \$84.30.**

In the August 18th Board meeting, @ approximately 11 minutes in, I asked the Board to “specifically identify” those properties that are exempt from The meter program. At approximately 12.55 minutes in, Jim Lewis agreed with the request. **This item has to be removed as it would “memorialize” 500 N. Meadowlark’s acceptance of their/the ISD’s Meter Payback Program.**

For the board to even consider such a “backhanded manner” in which to charge us for their meter program is preposterous, and they are well aware of this.

We require a written apology from the board as well as a confirmation from them/you as to this line item being deleted along with a Board document defining all those properties exempt from the “water meter” program.

Sincerely,

Worthy & Maria

From: Gail Hughes <mgailhughes@gmail.com>
Sent: Friday, September 2, 2022 10:07 AM
To: Jim Lewis <jamesl5546@gmail.com>
Cc: Wendy Meyring <wendy@mpmjh.com>; lathm@circ.biz
Subject: Re: Off leash dogs

Absolutely. Please just have them send me the list. I did try to send to Latham, but it was undeliverable. Thanks much

On Sep 2, 2022, at 10:03 AM, Jim Lewis <jamesl5546@gmail.com> wrote:

Good morning Gail.

Would you consider putting your message on the Skyline List serve which reaches 95% of homeowners? Any renters are probably not on it.

Latham Or Wendy can get you subscribed,

Jim

On Fri, Sep 2, 2022 at 9:49 AM Gail Hughes <mgailhughes@gmail.com> wrote:

This is Gail Hughes at 3800 Tanager Lane in Skyline Ranch.

This summer my family and myself have encountered a particularly assertive/aggressive brown Labrador who is always off leash. It's very scary to have him approach as if stalking and walking in an unfriendly manner toward us and our dogs, who are on leashes. He has a hard stare and his body language is scary. We have turned around many times while walking when I see his owner (whom we do not know) and his dog. The few times we have encountered him, my dog feels vulnerable being on a leash and I do too.

There are many pets in Skyline, and we are all pet lovers in our family, but it is very problematic when one feels uncomfortable walking your dog and has an encounter with dogs that are off leash.

One of our neighbors here in Skyline has a very small dog who was attacked 2 weeks ago by a brown Labrador and had to have stitches, antibiotics, drains, etc - the pup is finally doing better.

I would appreciate any information, advice, etc in this matter.

Thanks so much, Gail Hughes

From: Worthy Johnson <wjohnson@lawrencecapitalmgt.com>

Sent: Thursday, September 15, 2022 2:52 PM

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

Cc: mariajohnson53@gmail.com

Subject: 500 N. Meadowlark

Importance: High

To: The Board/MPM,

Our consternation has come to a boiling point. We have kindly asked Kurt, Latham & Jim and have explained to Wendy the background on the water meter installation at 500 N. Meadowlark. Why the Board has included the Johnsons in their # of lots to pay for having a new water meter/backflow preventer is beyond us. We were told by the Board what exactly to install-Neptune plus a backflow preventer- and have done so. Emily Hanner can attest to this as well. They also said that we were not to be included in the counting of lots that were to be involved in the change over given we had installed exactly what they wanted installed. We wrote the Board a letter on 1 September, two weeks ago regarding this. We also called Wendy at Mountain Property Management last Wednesday and explained the background on this. Emily Hanner of Clearwater was also copied on our 1 September Board correspondence.

We cannot accept the tax billing that you submitted to the County as recorded. That to was explained. The courtesy of a response from the Board is the least you can do.

Understandably frustrated,

A handwritten signature in black ink, appearing to read 'Worthy & Maria Johnson', written in a cursive style.

Worthy & Maria Johnson
500 N. Meadowlark Rd










Skyline Minutes 9-15-22

Final Audit Report

2022-10-28

Created:	2022-10-27
By:	Mountain Property Management (info@mpmjh.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE6NGqPflAc4PRf3mSoZjPU54h8SJPIRp

"Skyline Minutes 9-15-22" History

-  Document created by Mountain Property Management (info@mpmjh.com)
2022-10-27 - 10:03:29 PM GMT- IP address: 207.183.166.24
-  Document emailed to Kurt Harland (kurt@bhhsjacksonhole.com) for signature
2022-10-27 - 10:08:22 PM GMT
-  Email viewed by Kurt Harland (kurt@bhhsjacksonhole.com)
2022-10-27 - 10:52:12 PM GMT- IP address: 74.125.215.86
-  Document e-signed by Kurt Harland (kurt@bhhsjacksonhole.com)
Signature Date: 2022-10-27 - 10:52:39 PM GMT - Time Source: server- IP address: 72.175.144.94
-  Document emailed to latham@livewaterproperties.com for signature
2022-10-27 - 10:52:41 PM GMT
-  Email viewed by latham@livewaterproperties.com
2022-10-27 - 10:52:56 PM GMT- IP address: 104.28.123.136
-  Signer latham@livewaterproperties.com entered name at signing as Latham Jenkins
2022-10-28 - 8:48:16 PM GMT- IP address: 107.123.1.83
-  Document e-signed by Latham Jenkins (latham@livewaterproperties.com)
Signature Date: 2022-10-28 - 8:48:18 PM GMT - Time Source: server- IP address: 107.123.1.83
-  Agreement completed.
2022-10-28 - 8:48:18 PM GMT