

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT  
MINUTES OF BOARD MEETING  
February 18, 2020**

A public meeting of the Directors of the Skyline Improvement and Service District was held on February 18, 2020, via Zoom.

Kurt Harland, Latham Jenkins and Jim Lewis constituting quorum were present. There was no board meeting in January. Homeowners Maria and Worthy Johnson and Warren Machol were in attendance.

Kurt, serving as Chairman, called the meeting to order at 4:00 pm.

**1. Review and approve Board minutes of 12/17/ 2020.**

**Action:** Kurt moved to approve the minutes as drafted. Latham seconded. There being no discussion or changes, the motion carried 3-0.

**2. Changes to agenda**

Jim asked that a new agenda #10 be added titled "Approve signing a water tank inspection estimate for \$3,479.20 from Atlas Technical Consultants, LLC." Kurt made a motion to add the new agenda item as read. Jim seconded and the motion carried 3-0.

**3. Adoption of agenda**

**Action:** Kurt made a motion to adopt the agenda as amended. Jim seconded. The motion passed, 3-0.

**4. Public comment on items not appearing on agenda**

Worthy Johnson commented on the gas line being completed by LVE up to Tanager but not down Tanager or along the west side of upper NWR. That work will recommence in the spring. Worthy mentioned that there's one homeowner on NWR where LVE still needs the easement. Kurt mentioned that the homeowner is out of town for the winter and difficult to reach, but he'll keep trying.

Warren Machol raised several points:

- 1) The board minutes accuracy as an official legal record.
  - i) He's pointed out he has been asking the Board to record and archive the board meetings since June.
  - ii) Specifically complained that the board minutes have not and do not accurately reflected discussion and content of conversations.
  - iii) Provided examples of gross errors and omissions about what was discussed at the November IDS board meeting
    - (1) Examples included:
      - a. The omission of entire material discussions
      - b. Provided an extensive list of errors that had no purpose except to create an official narrative that was not factual.
      - c. Requested that the November minutes be amended to address the deficiencies and errors in the official record

- 2) Mr. Machol requested that the following topic be added to the February agenda
  - A. Repair cost for the recent February 2020 damage caused by the air venting into the barn infrastructure
  - B. A plan for permanently fixing the water system design problem that has caused the issues over the past 15 years.
  - C. He expresses frustration that both items were not on the February agenda as carried over from 5 previous board meetings.
  
- 1) Jim commented that Warren could send an email to the Board pointing out the problems in the minutes; Mr. Machol said he would decline the offer as he feels an officer of the Board should accurately document the meeting. However, he would provide a recording of the session to confirm the numerous errors and omissions if requested.
  
- 2) While Jim and Kurt weren't prepared to put this on the February agenda, Jim said that he'd definitely put this item on the March agenda, and it would deal with the two issues Warren has requested, specifically, the repair cost of the current damage and the repairs needed to the Meadowlark line to permanently address the cause of the problem. Jim said that in Nelson Engineering's report dated 1/25/21, which is on the Skyline website, in the section relating to "Distribution", in the first item, a pressure release valve is recommended to be placed on the Meadowlark line to address this air venting problem. Warren mentioned that his plumber just submitted his repair bill shortly before the board meeting which Warren forwarded. Jim confirmed receipt. Warren said the written report from Pinnacle Plumbing and final bill should be available shortly which he'll forward. Jim reiterated that this would be on the agenda next month with a view to addressing solutions to both the repair cost and the permanent solution.

**5. Correspondence received by Office- None**

**6. Review 7 mos. actual P/L through January 2021 vs full FY 2020-21 budget**

As 7 months is 7/12 of the year, or 58.3%, total revenues were 68.0% of budget as property tax receipts were credited to Skyline's accounts by the Teton County Treasurer from November through January. The next tax payments will occur in May. Total expenses for the 7 months are 44.9% of full year budget, expenses are below budget.

Within the overall budget, and just looking at the water budget, we're 61.6% of budgeted revenues, but 85.5% of budgeted expenses, driven principally by repairs and maintenance at 89.7% of budget. If we have further leaks, an amended budget will be necessary.

**7. Review and approve Treasury Report as of 1/31/2021 and approve payment of invoices.**

As of January 31st, total funds in all District financial accounts total \$510,616.76, including \$12,000 in the restricted LVE Gas pipeline account. Subtracting out the LVE restricted funds from the 1/31/21 balances, net Skyline balances were \$498,616.76.

For comparison, total funds in all District accounts as of 12/31/20 were \$482,233.79, including \$12,000 in the restricted LVE Gas pipeline account. Subtracting out the gas funds, net Skyline balances were \$470,233.79.

The principal reason for the increases is the payment of the Teton County property tax payments from November through January.

The below list of invoices as of 2-8-21 were reviewed by the Board for approval:

Clearwater Operations & Services	\$ 725.00
Evans Construction	4,883.00
Lower Valley Energy	248.69
Teton County Environmental Health	20.00
Teton Financial Consulting	409.55
<b>TOTAL</b>	<b>\$ 6,286.24</b>

As there was no board meeting in January the following invoices were approved and paid in January and ratified by the Board today in public session:

Clearwater Operations & Services	\$ 546.25
Evans Construction	4,883.00
Hess D'Amours & Krieger	210.00
Lower Valley Energy	248.04
Teton County Environmental Health	20.00
Teton Financial Consulting	506.95
<b>TOTAL</b>	<b>\$ 6,414.24</b>

**Action:** Jim made a motion to approve the current invoices as of 2-8-21 totaling \$ 6,286.24 and ratify the January expenses totally \$6,414.24. Kurt seconded the motion which carried 3-0.

**8. Level II WWDC/Nelson Engineering study update and next steps.**

Jim said that Nelson Engineering's (NE) Level II progress report of 1-25-21 and their 2/17/21 Level II summary of water system improvements and potential funding from the WWDC and the Wyoming State Revolving Fund Program can be found on the Skyline website, under the Water Reports tab, and further under the caption **Wyoming Water Development Commission**.

Jim said that NE has:

- a) Reviewed Skyline's entire water system and location of water facilities;
- b) Reviewed our current and projected future water demand;
- c) Assessed the condition of existing facilities, regulatory compliance and

- the hydraulic adequacy of the system;
- d) Identified key short-term improvements (1-3 years) and longer-term improvements (3+ years), and;
  - e) Reviewed what water system improvements can be grant and loan funded by the WWDC and possibly by the Drinking Water State Revolving Fund (DWSRF).

Jim said that the WWDC will typically fund (grant & loans) supply and storage improvements but not distribution improvements. For supply and storage, the WWDC will typically cover 67% with a combination of grants and loans. WWDC loans are generally 30-years at 4% fixed. The DWSRF loans can fund WWDC 's ineligible project components, including the 33% not covered by the WWDC, at a rate of approximately 1.5% p.a. fixed for 30 years. It's possible that up to 25% of the DWSRF loan can either be forgiven, or at a rate of 0% pa.

Next steps:

- A) Done- February 17, 2021- DWSRF application was submitted as the deadline is 2/20/21**
- B) June 1, 2021, NE's draft report will be submitted to the WWDC**
- C) September 1, 2021, Final report, including Level III application with a copy of Board Resolution to seek Level III funding.**

Jim said the Board should consider a communication process to inform the homeowners of the plan and the potential cost, as an eventual vote of homeowners would be required given the potential 30-year loan. Jim asked Latham to consider a communication piece to homeowners to give them a heads-up.

### **9. Paul D'Amours February 17, 2021 opinion summary to Board.**

Jim said that Paul's summary opinion regarding Skyline's restrictive covenants, that they are valid and enforceable with respect to lots 26 and 27 of Skyline Ranch, First Filing, by the Skyline Site Committee.

Kurt said that the opinion isn't clear about view corridors per se, it only talks about improvements not being so similar or dissimilar that values, monetary or esthetic, being impaired. Kurt and Latham both felt that this is still open to interpretation, and it will likely have to be ruled upon eventually if there is agreement among neighbors.

### **10. Approve signing water tank inspection estimate for \$3,479.20 from Atlas Technical Consultants, LLC.**

Jim said Nelson is familiar with the firm and since our tank has never been inspected and since it's the heart of our system, we should know it's condition. The thickness of the tank wall will be determined ultrasonically at various locations of the tank. They can be on site within the next two weeks and Clearwater will be participating as well.

**Action:** Kurt made a motion to approve the estimate of \$3,479.20 of Atlas Technical Consultants, LLC. Latham seconded the motion, which carried 3-0.

**10a. Other business**

Next meetings: March 17, 2021; 4pm-6pm

Attendance via Remote Access: <https://us04web.zoom.us/join>, ID: 301 092 4055  
4pm-6pm.

**11. Adjournment of Board meeting**

Kurt made a motion to adjourn the meeting. Jim seconded the motion which passed 3-0. The meeting concluded at 5:27 pm.

Approved

Kurt Harland  
Chairman

Approved

Latham Jenkins  
Vice Chairman