

RAFTER J IMPROVEMENT AND SERVICE DISTRICT SPECIAL DIRECTOR'S MEETING

RAFTER J HOMEOWNERS ASSOCIATION OFFICE

2951 West Big Trail Drive  
Jackson, Wyoming 83001  
Phone: 307-733-5262  
Email: Office@ RafterJ.Org

Date: November 30, 2012 12:00 Noon

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Minutes of Meeting:

Attending:

For The District:

Directors:

President Gordon Gray  
Treasurer John Shipman  
Secretary Wayne Flittner

Staff:

Cynthia Wiley  
Chuck McCleary

Also Attending:

Paul D'Amours Attorney for the District, HCD Lawyers  
Nicole Krieger, Assistant, HCD Lawyers

Call To Order:

President Gray called the meeting to order at 12: 00 Noon and distributed Agenda.

1 / Review of By-Laws for Bidding Requirements:

In President Gray's efforts to get all the Rafter J Improvement and Service District procedures and rules up to date, HCD had been asked to review the ISD By-Laws as they pertain to bidding for all categories of work, repair, maintenance, and such. Paul D'Amours introduced Nicole Krieger of the HCD staff who had conducted the review in terms of how the current ISD rules measure up to current State , County, Federal rules and regulations that are applicable to the District.

Nicole presented "RULE 9 CONTRACTS FOR PUBLIC IMPROVEMENTS AND SERVICES", a "final draft dated 11/15/2012" and carefully walked us through the complete document. This discussion consumed the majority of the meeting.

Upon completion of her discussion and hearing no further questions, Flittner moved we amend our By-Laws accordingly, pending any revisions by Board members. Shipman seconded and all voted "aye" Motion carried.

2 / Water Meter Billing and Meter Problems:

Flittner reported that the issues of resident complaints have all been addressed and resolution is being achieved. He reported that Cynthia and Chuck had made several meter reading runs to create additional data for use with residents where needed, to make sure the electronics are working properly and to identify those meters where problems still exist and those where repairs had been completed. The list now is down to under 20 and action plans are in place for each in question. He reported that his final conversations with Plumbing Anytime went OK and due to their warranty and warranty claims with the ball valve manufacturer that whenever we encounter another bad ball valve, PA is to be called immediately and they are to replace it. He reported JB Mechanical has been assigned the work of meter installation and replacement, a current total of 8 residences.

He also reported one of the new Metron Meters with the transmitter in the unit had been installed and Cynthia can “read “which answers the question of will they work in terms of data read/transmit. Where we work on a meter or install a new one , Cynthia will , before JB leaves the job , do a drive-by test “read“ .

He also reported the new “Residential Water Usage/Meter Testing Policy Notice” has been made public and is being followed, that an “End of Season“ Water Billing Information letter has been drafted, and “Frequently Asked Questions” are being written up for posting on the updated website and as a before Spring 2013 mailing to all residents.

The next “read date” for billing purposes will be December 29/30 with bills mailed in the first week of January 2013.

### 3 / Meridian Engineering Contracts:

This is the fee for services and engineering services Contract to be done in the future by Meridian Engineering, work formerly done through Rendezvous Engineering. Since the document had been distributed to Board members prior to the meeting, after a verbal walk through by Nicole and Gordon, Gordon moved we adopt, Flittner seconded and all voted “aye”.

### 4 / Cedar Woods Issue:

We discussed this issue and agreed Paul D’Amours should draft a final letter with deadline to get this situation resolved, and in that if we do not it will show up on the June 30, 2013 year –end audit as an item that was not addressed. The District had offered to pay \$3,000 for the trees that had to be removed to install the new sewer line—but that Cedar Woods should not replant directly over the line, which they did.

### 5 / North East 40:

We discussed the status of this and Paul indicated he had received all the easement data/detail from Rendezvous Engineering. Flittner moved we have Paul draft a final letter to NE 40 to achieve settlement by NE 40 Board and their attorney Scott Garland with a to be agreed upon sunset date. In the event that the NE40 HOA does not execute the easements and provide certifications that no sump pumps are tied to the sewer system by the sunset date, the previous offer to address landscaping anomalies will expire. Shipman seconded and all voted “aye”.

6 / \$700,000 Fund:

John presented a recap of The State of Wyoming Clean Water and Drinking Water Loans. This is a preview of decisions that need to be made before April so the County can be notified what level of assessment we need to levy. Our balances are in good shape, we need to determine if the \$700,000 is a grant or a loan, and it is not clearly mentioned in all the documents. Paul has been reviewing all documents as has John. Item will be discussed at next meeting. Flittner asked 'since all contracts/contractors/vendors have been paid for the infrastructure work, using the loan proceeds and District funds, can our accountant Rudd determine the amount of ISD funds used. Gordon asked Paul to check on the legality of extending the current assessment with the purpose of building up the ISD's reserve account prior to paying off the loan.

7 / Maintenance Report:

Chuck McCleary reported all the sewer lifts have been cleaned and prepped for winter. He also reported he had ordered a new pump for Lift #2, costing \$7,336.99 as the one now in use will likely fail and we cannot handle a "delay"—operate without the pump while a new one is shipped here which could take several weeks. All approved this action which does meet with the new District purchasing bidding by-laws.

8 / Rendezvous Engineering:

Information/easement data is complete and Paul has most of it for reference on the NE 40 work. Paul will draft a letter, for Board review, including a sunset date to provide information previously requested.

9 / Adjournment:

Hearing no further requests for discussion items, President Gray called for a motion to adjourn, Flittner moved, Shipman seconded all voted "aye". Meeting adjourned at 1:30 PM.

Minutes Drafted By:

Wayne Flittner, Secretary  
Rafter J Improvement and Service District  
December 2, 2012