

RAFTER J IMPROVEMENT AND SERVICE DISTRICT SPECIAL DIRECTOR'S MEETING

RAFTER J HOMEOWNERS ASSOCIATION OFFICE

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

Date: February 6, 2013 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:

Nicole Krieger, Assistant, HCD Lawyer

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:

Gordon had a few questions/clarifications on "RULE 9 CONTRACTS FOR PUBLIC IMPROVEMENTS AND SERVICES". Nicole will clarify 9.8 "Requirement for Interest Bearing Deposit Agreement".

Upon completion of the discussion, Flittner moved to adopt rule #9 as presented today. The public was notified via the newspaper on December 19<sup>th</sup>, 2012 and was available for public comment. Shipman seconded and all voted "aye" Motion carried.

Gordon reviewed the bidding dollar amounts. Flittner moved the following resolution pursuant to #9 Contracts for Public Improvement and Services, 3 different limits for different projects

<\$20,000 – No formal bidding  
\$20,000 - \$40,000 – Formal bidding  
>\$40,000 – Formal bidding

Shipman seconded and all voted “aye” Motion carried.

2. Water Meter Billing and Meter Problems:

Flittner reported that there are still a few problems with meters and it likely be an ongoing issue as Metron’s Steve Kielly had advised in prior discussions.. Steve Kielley, with Metron, will be here the last week of February, the first week of March. Cynthia will go over the “zero consumption” reads with Steve.

3. Cedar Woods Issue:

Paul D’Amours has not heard back from Cedar Woods at this time. He will follow up with them.

4. North East 40:

NE 40 accepted the offer. Paul will prepare the settlement agreement.

5. \$700,000 Fund:

John stated 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 will need to follow up with Matt Ostdiek. Gordon would like to see a definitive answer on the \$700,000 by mid-March.

6. Maintenance Report:

Chuck McCleary reported there may be a leak in the water system. Rafter J is currently using about 150,000 gallons more per day than previous year averages. That is high usage for this time of the year. He will make inquiries how to check and review numbers with Kurt Stout.

Chuck mentioned we will need to clean the sewer lines this summer.

Gordon mentioned installing a meter pit for Adams Canyon since there are no individual meters there and the ISD flat rate bills the Association and it bills its members. Flittner mentioned this had been proposed to South Park and at that time they preferred to stay on the flat rate plan and the problem is ISD has no way of determining how much water they use., how much is leakage etc. Chuck will work with Kurt Stout on this.

Gordon discussed traffic calming devices. Some of the options discussed were speed bumps, radar, and islands. The Board agreed to table this issue at this time.

7. Goals Discussion:

Gordon would like to see a 30 year cost analysis/projection for the ISD done by the next meeting. He would also like to see the ISD and HOA combined.

Gordon would like to see the completion of all the legal bidding stuff.

John would like to get the determination of the \$700,000 “grant” and payoff of some loans.

Wayne would like the completion of the transition to the electronic meter reading and billing program.

8. Rendezvous Engineering:

Matt Ostdiek delivered the information to Rafter J ISD.

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 12:56 PM.

Minutes Drafted By:

Cynthia Wiley

Rafter J ISD Staff