

RAFTER J IMPROVEMENT AND SERVICE DISTRICT MEETING
RAFTER J OFFICE
2951 Big Trail Drive Jackson, WY 83001
Phone: 307-733-5262 / Email: Office@ RafterJ.Org
May 8, 2018

Minutes of Meeting:

Attending for the District:

Directors:
President, Brian Schilling
Treasurer, John Lotshaw
Secretary, Wayne Flittner

Also Attending:

Paul D'Amours, Attorney for Rafter J
Kurt Stout, Engineer for Rafter J
Wyatt Buckland, Homeowner
Sue Lurie, Homeowner

Staff:

Nancy Henderson

Call to Order:

President Schilling called the meeting to order at 7:02 p.m.

1) Walden Pond Open Space Irrigation

Installation of a water meter for Walden Pond HOA, and the area to be irrigated was discussed. Sue Lurie stated that irrigation for Walden Pond common area will be paid by Walden Pond HOA. Lurie will need to discuss irrigation of Rafter J common area with the Rafter J HOA Board.

Lotshaw moved to have Rafter J ISD install and pay for Walden Pond HOA's water meter. Flittner seconded the motion, all were in favor and the motion passed.

2) Finalization of Ridgeline ISD Tap Fee and Water Supply Agreement

Flittner moved to sign the Rafter J ISD/Ridgeline ISD Water Supply Agreement as presented. Lotshaw seconded the motion, all were in favor and the motion passed.

3) South Park Service Center (SPSC) ISD Water Supply Agreement

D'Amours recommended, in order to better understand the issue of water usage in times of shortage, it is best to determine current usage. Stout offered to determine projected usage based on sewer flow data. D'Amours will ask SPSC ISD to submit estimated water demand data. Rafter J ISD will collect monthly meter reads. Tabled until data is collected.

4) Lift Station Alternate Power

Alternate power sources for the pumps were discussed. Previously proposed by Stout were, a portable generator with manual transfer switches and receptacles installed at lift stations 1 and 3, and a site mounted generator installed at lift station 2. The estimated cost for the project, not including electrical hookup, is \$70,400.

Lotshaw moved to install alternate power for the pumps as proposed. Flittner seconded the motion, all were in favor and the motion passed.

5) Policy for Vehicle/Equipment Purchases

Lotshaw presented a purchase policy to the Board. Lotshaw moved to approve the proposed purchase policy. Flittner seconded the motion, all were in favor and the motion passed. Acceptance of the policy will be finalized after Pam Zernis, Rafter J HOA Treasurer, has reviewed the document.

6) Traffic Safety Action Items

The ISD will move forward with painting fog lines and stop bars at both Rafter J entrances, painting lane lines at the north entrance, and repainting crosswalks.

Wyatt Buckland is concerned with the 25 mph Rafter J speed limit. Since the 25 mph speed limit is a requirement of Rafter J HOA CC&R's, Buckland will need to discuss the issue with the Rafter J HOA Board.

7) Water Operator Agreement

The current water operator agreement, and the Board's responsibilities when hiring contractors was discussed.

Lotshaw moved to obtain bids for the water operator position. Flittner seconded the motion, all were in favor and the motion passed.

8) 2018-2019 Proposed Budget

The proposed budget was reviewed. The budget hearing, to approve the final budget, will be held June 15, 2018.

Lotshaw and Flittner thanked Barb Fields for her efforts in overseeing the ISD financials.

9) Other Business

- a) Membership to Wyoming Association of Rural Water Systems (WARWS) was renewed.
- b) Adams Canyon meter read history was obtained.
- c) "The Deragger" for lift station 2 was ordered.
- d) Sewer line inspection/cleaning will be done prior to July 1, 2018.
- e) A bid for Neptune meters and software was obtained. After the meeting Lotshaw requested that the process of transitioning to Neptune meters be discussed at the next meeting.
- f) Metron radios are being replaced as needed. Lotshaw requested getting manual reads semiannually when auto reads are not obtained.
- g) A new software program was installed that can retrieve individual on site meter reads on demand.
- h) Water tanks will be cleaned prior to July 1, 2018.

10) Next meeting date

Friday June 15, 2018, 7:00 p.m., at the Rafter J Office, 2951 W. Big Trail Drive, Jackson WY 83001.

11) Adjournment

Flittner moved to adjourn. Lotshaw seconded the motion, all were in favor and the meeting adjourned at 8:45 p.m.

Minutes Drafted by:

A. Wayne Flittner