

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
June 22, 2017

Minutes of Meeting:

Attending for the District:

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

Also Attending:

Kurt Stout, Meridian Engineering
Paul D'Amours, Attorney for Rafter J

Staff:

Larry Lennon

Call to Order:

President Schilling called the meeting to order at 12:00 Noon.

1) Water Supply Agreement – South Park Service Center ISD and Ridgeline ISD.

Paul led this discussion starting with the background of how the Rafter J HOA began supplying water to South Park via a letter agreement. Since that agreement, water has been supplied and billed to South Park on an estimated consumption basis. With the proposed expansion of facilities in South Park and the new Ridgeline addition the Rafter J ISD has installed a mainline meter so that actual volumes of water could be measured to both districts.

As a condition of negotiating additional water supplies going forward, both South Park and Ridgeline formed their own ISD's which makes it possible to clear up legal/ownership/maintenance issues of those areas water systems as well as billing for actual water /delivered by us via the proposed new agreements.

This lead to an extensive discussion of existing water lines, their location, function in the Rafter J system, the ownership and the clarification of who is responsible for what segments. This was intended to provide the details for the draft details for Paul to include the proposed agreement letters to each South Park and Ridgeline ISD's.

Resulting from this discussion we agreed the ISD needs to:

- Get meter on line so Cynthia can make mater readings
- Make mainline meter readings so we can see what the current volume delivered to South Park is.
- Obtain current info from Town of Jackson on billing rates and whether they have residential, commercial, or variable rate structure and rates.

There a seems to be a section of water main that may be owned by the county – Paul will review this so our ISD can resolve as it also functions as part of our system.

John moved that we have Paul and ISD staff move forward on this, Brian seconded, all voted yea.

2) Sewer Operator – out of compliance

In recent days there has been numerous emails between DEQ and Rafter J on our personnel handling managing water quality reporting in terms of their taking classes and exams for certification—this issue developed as a result of Chuck’s retirement, the hiring of Larry Lennon and the transition from Chuck to Larry getting it all done. Larry commented on his efforts, made phone calls and reports he will travel to Green River and take the necessary exams on June 29 which with passing marks should resolve the issue.

3) Wyoming Special District Association

The Rafter J ISD received a letter from a group forming a statewide association of special districts. Since the initial information indicated the majority of members would not be districts like Rafter J ISD, Wayne felt we should table for now and see what develops and if it looks like there is benefit for the ISD, membership could be considered at a later date. All agreed.

4) Finalize Late Payment Policy

This issue developed from a rash of late water billing payments. One example was “I paid my bill on time, but check was written May 15 yet postmarked on envelope with check was SLC June 2.” Flittner suggested we adopt IRS policy of payment received date is the post mark date to solve that problem. This was adopted.

John discussed penalties vs water billing amounts, and what lateness could result in water service being disconnected. He took the action to redraft the late billing policy.

5) Walden Pond Irrigation

This is a case where a resident has on his own taken the initiative to tap into his service line ahead of his meter to supply water to sprinklers watering a public grass area in Walden Pond. Decision was Wayne would follow up.

6) Other Business

a. Paul will follow up on the water main ownership (Rafter J/County/South Park) question as this should be clarified if a main needs repairs.

b. Easement Description Map—Paul mentioned this has been a longstanding project and that is cleaning up all the lot maps, development maps in terms of the various easements for water, sewer, pathways etc. so that files in the County represent what actually exists which helps in Title clearance questions etc. There are two stages; 1/ Draft the information and get HOA to sign off. 2/ File with the County. Paul will continue to work on this project.

c. Title Company request:

A local Title Company had asked about Rafter J assessments and the expiration dates etc. We agreed that can be satisfied accurately by a recap from Barb Fields. John will handle.

7) Adjournment

The next meeting will be the Annual meeting held on Wednesday, July 19, 2017 at noon at the Rafter J office. Schilling moved to adjourn; the motion was seconded by Wayne. It passed unanimously. The meeting adjourned at 1:50 p.m.

Minutes Drafted by:

A. Wayne Flittner