

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 17, 2019

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Minutes of Meeting:

Attending for the District:

Directors:  
President: Brian Schilling  
Secretary: Wayne Flittner  
Treasurer: Eileen Mosman

Also Attending:

Bob Fishback, Rafter J owner  
Steve Foster, Rafter J owner  
Vicky O'Donoghue, Rafter J owner

Staff:

Nancy Henderson  
Larry Lennon

Call to Order:

President Schilling called the meeting to order at 7:00 p.m. and welcomed Eileen as a new member of the ISD Board.

**Board Updates**

1. Water Sediment Sample

The water sediment sample from 1765 W Pack Saddle Dr., Lot 300, was analyzed by Energy Labs; they found the sediment to be similar to material found in water-softener systems. The test was negative for silica and metallic materials.

2. Roadway Painting

Rafter J crosswalks, entrance lines and stop bars will be painted in August, 2019.

3. Wyoming Government Investment Fund (WGIF)

Investing in the WGIF was discussed. The Board will consult Barb Fields regarding the management of reserve funds.

**Action Items**

1. Lift Station Alternate Power

Delcon has submitted a contract to complete the electrical installation based on the Morrison Maierle plans, provide and install a standby generator for Lift #2, and provide a trailer mounted portable generator for Lifts #1 and #3. The Board agreed to move forward with the Delcon contract through email, dated June 17, 2019.

2. 2019-2020 Budget

The Board reviewed the Fiscal Year 2019-2020 Budget.

Black Mountain, the utility billing software company, is no longer supporting Windows 7 and the current computer needs to be upgraded to Windows 10.

Schilling moved to purchase a new computer in the current fiscal year, inclusive of Windows 10, not to exceed \$1,500. Mosman seconded the motion, all were in favor and the motion passed.

Flittner moved to approve the Fiscal Year 2019-2020 budget as presented. Mosman seconded the motion, all were in favor and the motion passed.

The Annual Assessment for Fiscal Year 2019-2020 will increase by 5%. The Annual Assessment will be \$415.80 per single family/commercial lot, \$401.84 for WaldenPond/King Eider, End of Trails, Cedarwoods, NE40, and SE40 townhomes. Water usage fees will increase from \$1.20 to \$1.50 per 1000 gallons.

3. Bank Account

A motion was made by Flittner and seconded by Schilling to remove John Lotshaw, and add Eileen Mosman, on all ISD bank accounts. Schilling called for the vote. The vote showed all in favor and the motion carried.

4. Valley Springs Road Culvert Replacement

Larry has been asked by Paul Wilson if Rafter J is willing to help pay for replacing a culvert located at the Y junction of Valley Springs Road. Repairs are estimated at \$5,230.

A motion was made by Flittner and seconded by Mosman to pay 25% of costs in the current fiscal year to replace the Valley Springs Road culvert. Schilling called for the vote. The vote showed all in favor and the motion carried.

5. Open Board Position

Flittner's resignation was acknowledged. Schilling thanked Flittner for his service on the Board.

A motion was made by Schilling and seconded by Mosman to appoint Steve Foster, Rafter J owner to the Rafter J ISD Board to serve the remainder of Flittner's term as Secretary. Schilling called for the vote. The vote showed all in favor and the motion carried. Foster will serve until the next election, March 17, 2020.

## **Owner Comments**

1. O'Donoghue would like the Board to consider hiring an outside vendor to remove snow throughout Rafter J, inclusive of King Eider and the townhomes, with expectations of better service and cost savings to owners.
2. O'Donoghue is concerned that the fire hydrants are not being flushed. Lennon stated that all the hydrants within Rafter J are flushed twice a year.
3. Fishback inquired about the parameters for financial audits. Henderson will send Fishback the State requirements.

## **Adjourn**

A motion was made by Schilling and seconded by Mosman to adjourn. Schilling called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 8:26 p.m.

Minutes Drafted by:

Nancy Henderson