

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
October 27, 2020

Minutes of Meeting:

Attending for the District:

Directors:
President: Brian Schilling (via Zoom)
Secretary: Steve Foster
Treasurer: Eileen Mosman

Also Attending via Zoom App:

Bob Fishback, Rafter J owner
Karen Jerger, Rafter J owner & HOA Director
Andrew Marshall, Rafter J owner
Chuck Rhea, Rafter J owner & HOA Director

Staff:

Nancy Henderson
Larry Lennon

Call to Order:

President Schilling called the meeting to order at 12:05 p.m. and asked if there were any items to add to the agenda. No items were added and the meeting continued.

Board Updates

1. Joint meeting with Rafter J HOA

The ISD Board would like to schedule a joint meeting with the HOA in the near future to discuss Rafter J issues, policies, and other topics. The HOA Board would like to improve communications between the ISD and the HOA and will be appointing a communications liaison at their next Board meeting. Steve offered to be the ISD liaison.

2. Quarterly finance report

Eileen reported that there are no concerns at this time except for the Contingency Expense which is being used up by the water main repairs. Going forward, the Contingency Expense allocation will need to be reevaluated. Reserve balances will be restructured when future cost estimates are updated.

3. ISD/HOA property ownership and shared expenses

The ISD Board would like to have an ISD/HOA policy for ownership purchasing and maintenance of vehicles and equipment, including updated lists of Rafter J property ownership and all shared expenses. A purchase and maintenance policy has been discussed in the past but was not finalized. The policy and lists will be discussed with the HOA Board in a future joint meeting.

4. Non-metered water usage

The ISD Board wants a better understanding of how water is being used but not all properties are metered. Properties located east of the highway have meters but, by contract, except for Ridgeline, are charged a flat usage fee. The HOA common areas, except for the office area, have meters but are not charged for water usage; the ISD Board will discuss this issue with the HOA Board in a future joint meeting.

5. Tiered water usage
The ISD Board is interested in studying tiered water usage fees based on the intent to implement a conservation value to our users. Data is needed in order to improve management of water usage. Larry offered to obtain information from tiered properties, Steve offered to do research, and Nancy will retrieve data from the billing software for the Board to review.
6. ISD insurance claim for water main break
Nancy will ask the insurance agent for a final report.
7. Proposed cul-de-sac improvements
An owner has submitted a proposal to the HOA Board to landscape the cul-de-sac on Hay Sled Drive, inclusive of irrigation, and suggested all the cul-de-sacs in Rafter J be improved. Concerns of the ISD include obstruction of fire hydrants, snow storage, road cuts, appropriate vegetation, and increased infrastructure. The proposal will be discussed with the HOA Board in a future joint meeting.
8. Standard agreement for contracted work
The ISD Board has desired to implement an independent contract agreement for major construction work. Steve has provided the Rafter J office with examples of contract work agreements to be used for future projects. A recommended policy will be submitted to the Board for review and adoption.
9. Policy for unpaid water bills
A late payment policy was drafted in 2017 but was not finalized. Eileen will review the draft and submit a proposed plan for adoption by the Board.
10. Meter replacements
The batteries for the water meters that were installed in 2009 are coming to the end of their useful life. As meters are being replaced, some owners have requested to upgrade from a ¾” meter to a 1” meter. If upgraded, the increased quarterly meter fee does not account for the difference in cost of materials for installation. Nancy will submit a proposed cost estimate to the Board for approval.
11. Owner request to change sewer billing to actual usage
The Rafter J office received a concern from an owner who believes the current billing structure for sewer usage is not fair for part time residents. After Board discussion, it was determined that in the absence of a viable method to measure sewer usage for individual properties, the current structure will remain.
12. Ridgeline water usage adjustment
An error was found regarding the transmitted reading for the Ridgeline property and was corrected. The fees were recalculated and a refund was issued.

Action Item

1. Homeowner claims
 - a) Mark Holden (1250 W. Fresno Dr., Lot 45): Final claim for water usage was not submitted.

- b) Andrew Marshall (1250 W. Hay Sled Dr., Lot 63): Compensation for cleanup and crawlspace remediation due to 2019 water main break.

Eileen moved to accept Andrew's claim for \$2,680.10. Steve seconded the motion, all were in favor and the motion passed.

- c) Mike Mahoney (3230 S. Beaverslide Dr., Lot 17): Compensation for sod installation due to 2020 water main break. The ISD intended to hydro seed, but Mike preferred sod.

Steve moved to reimburse Mike the value for hydro seeding, as opposed to sod, based on an estimate to be obtained by Larry. Eileen seconded the motion, all were in favor and the motion passed.

2. Long Term Capital Improvement Plan update

The ISD Board will compile a list of items to be included or updated in the current plan, and Steve will forward the list to Kurt Stout of Meridian Engineering.

Steve moved to authorize Meridian Engineering to update the costs of the Long Term Capital Improvement Plan, with work anticipated to be completed within a time frame of 2 to 4 days. Eileen seconded the motion, all were in favor and the motion passed.

3. Purchase of flatbed truck

Larry obtained two bids for a new flatbed truck, to replace the 1999 Ford. The bids do not include additional expenses for the plow transfer, sander installation, and electrical connections.

Steve moved to authorize the purchase a new Dodge with a flatbed for \$61,854.00 plus any additional costs for the transfer and installation of existing equipment to the new truck. Eileen seconded the motion, all were in favor and the motion passed.

4. Lower Valley Energy (LVE) patronage certificate

Steve moved to redeem the 2019 LVE patronage certificate, and all future LVE certificates. Eileen seconded the motion, all were in favor and the motion passed.

Comments from Residents

1. Chuck Rhea thanked the ISD Board for their service and, at the next HOA meeting, will offer to be the HOA communication liaison.
2. Bob Fishback suggested that Teton County Fire Department be asked to inspect Rafter J's fire suppression infrastructure. The ISD will take Bob's suggestion under advisement. Rafter J has drawings on record of fire hydrants within Rafter J, the hydrants are exercised twice a year, and hydrants are replaced as needed.
3. Bob Fishback inquired about responsibility for snow removal, specifically for the Associations located within Rafter J. Road(s) and maintenance of the road(s) within a Townhome Association are the responsibility of the Townhome Association, and currently, the ISD annual assessment for properties within Townhome Associations is less than single family/commercial lots.

4. Bob Fishback is concerned about water quality and testing procedures, specifically in relation to the 2019 water main break. The 2019 water main break occurred during the replacement of a pump motor; the motor was pulled and then replaced while the water valves were open, causing a water hammer. Bob was informed that the ISD follows EPA procedures.
5. Bob Fishback requested direct contact information for ISD Board members. Board members can be contacted through the Rafter J office.

Next Meeting

The next meeting will be in January 2021, based on need and availability of Board members.

Adjourn

Eileen moved to adjourn. Steve seconded the motion, all were in favor and the meeting adjourned at 1:59 p.m.

Minutes Drafted by:
Nancy Henderson