

RAFTER J IMPROVEMENT AND SERVICE DISTRICT
BOARD OF DIRECTORS MEETING
BUDGET HEARING

Online meeting <https://zoom.us>

Phone: 307-733-5262 / Email: Office@ RafterJ.Org

January 28, 2021

Minutes of Meeting:

Attending for the District:

Directors:
President: Brian Schilling
Secretary: Steve Foster
Treasurer: Eileen Mosman

Also Attending:

Mike Keegan, Rafter J owner & HOA Director
Sharon Lennon, Rafter J owner
Jackie Montgomery, Rafter J owner
Vicky O'Donoghue, 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 5:34 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. Quarterly finance report

Year end adjustments for fiscal year 2019-2020 were completed and cash at year end was \$40,000 favorable to what had been projected. Financials are doing well operationally, except for the water main issues.

2. Joint meeting with Rafter J HOA

A joint meeting with the HOA was held 12/9/20. Steve reported that the HOA is in favor of looking into identifying shared expense agreements and metering all HOA water usage for billing.

3. 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. Usage data has been obtained and Nancy will work on creating a bell curve chart. Brian will inquire about Melody Ranch ISD rates.

4. Policy for unpaid water bills

Tabled

5. Meter replacement; proposed cost for upgrade

The current quarterly base rate as it applies to meter replacement was discussed. The current base rates for ¾" and 1" meters is understated and is estimated at \$15.50 and \$31.50 respectively, based on a six year estimated life span of the new meters being installed. The rates will be reviewed, along with the proposed cost for upgrading, and will be discussed at the next meeting.

Researching and installing meters from a different meter manufacturer was discussed.

6. Standard agreement for contracted work
Steve, Nancy and Larry will put together samples of proposed agreements for Board review.
7. Long term plan cost update
Steve has been in contact with Kurt Stout who plans on having cost updates available in 30 days. Steve and Eileen agreed that a separate Capital Replacement schedule for all non-infrastructure property is needed, and will be completed by the Board.
8. Updated Long Term Capital Improvement Plan
Water main replacement will be added to the Plan. The update needs to be completed by early May in order for any rate adjustments to be implemented in the FY 2021-2022 budget.
9. Maintenance
 - a) A contact number has been added to the Rafter J office phone messaging system in the event of a sewer or water emergency.
 - b) Grease buildup and a high water float failure almost caused a sewage overflow on 12/9/20. The cause of increased grease buildup is unknown. The lift stations were cleaned and the high water float in lift #3 was replaced. Lift stations are cleaned annually.
 - c) The temporary water main repair under the highway behind Legacy Lodge is intact but not charged. The main is available for use if needed, but will not be charged until it is buried this spring.
 - d) R&D Sweeping & Asphalt Maintenance LLC is scheduled in late April, early May to paint fog lines, crosswalks and north entry lane lines.

Action Item

1. Approve October 27, 2020 minutes
Eileen amended Action Item 2, second paragraph to reflect that the “costs of the” Long Term Capital Improvement Plan are to be updated.

Steve moved to approve the October 27, 2020 minutes as amended. Eileen seconded the motion, all were in favor and the motion passed.

2. Approve amended FY 2020-2021 budget
Three primary items of the FY 2020-2021 budget are being amended: 1) Accounting expense increased from \$2,500 to \$6,500 for a financial review in case expenses exceed \$500,000, 2) Capital Expenditure item added for water main repairs; \$18,000 for the Ten Sleep area break, \$50,000 for the Beaverslide area break, and \$187,000 for the Legacy Lodge area break, 3) Capital Expenditure for flatbed truck increased from \$50,000 to \$68,000.

The flatbed truck expense was previously approved at the 10/27/21 meeting and the estimated expense for the water main repair near Legacy Lodge might be less if a previously installed culvert that runs under the highway is found.

WYDOT and Rendezvous Engineering have been consulted regarding the location of the culvert; neither entity has as-built plans on file. Vicky will provide Brian with the contact information of someone who might know where the culvert is located.

Eileen moved to approve the amended FY 2020-2021 budget as presented. Steve seconded the motion, all were in favor and the motion passed.

Other Business

1. Regulations of Water and Sewer Use (2009) was added to the Rafter J website.
2. Public comment
None

Next Meeting

The next meeting will be Monday April 12, 2021 at 5:30 p.m.

Adjourn

Steve moved to adjourn. Eileen seconded the motion, all were in favor and the meeting adjourned at 6:44 p.m.

Minutes Drafted by:
Nancy Henderson