

RAFTER J IMPROVEMENT AND SERVICE DISTRICT
BOARD OF DIRECTORS MEETING

Online meeting <https://zoom.us>

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

April 12, 2021

Minutes of Meeting:

Attending for the District:

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

Also Attending:

Bob Fishback, Rafter J owner
Jim Huspek, 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 5:32 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

Eileen reviewed the financials. Operating income for March needs to be updated and costs are on target relative to budget. Water main repairs are expected to be less than estimated.

2. Tiered water usage

The Board is in the early stages of creating tiered water usage fees. Before a proposal is considered, HOA common area meters will be checked and new ones installed as needed. Usage by all Adams Canyon properties will be evaluated. The Children's Learning Center was notified of an adjustment to correct understated water usage.

3. Policy for unpaid water bills

Eileen is working on completing a policy for unpaid water bills. A suggestion was made to have progressive penalties.

4. Meter replacement; proposed cost for upgrade

Water bills include a quarterly meter charge which is for future replacement of existing meters. Due to the cost difference in meters, there is an additional expense if an owner wants to replace an existing meter with a larger sized meter. Owners will be charged the full cost of upgrading a functioning meter. Owners will be charged the cost difference for upgrading a meter that is past its useful life. The owner's quarterly meter charge will be increased for the larger sized meter.

The Board will be reviewing the current meter charges and update them as needed for cost increases based on the projected useful life of the meters.

5. Standard agreement for contracted work

The Board agreed with the need to implement a standard agreement when contracting work. Steve is working on a checklist of items to be included in written contracts.

6. Long term plan cost update and Long Term Capital Improvement Plan
Eileen is reviewing the long term cost updates that have been submitted by Kurt Stout. Eileen recommends, and the Board agrees to separate operational costs, and capital repair and replacement costs, and to maintain separate reserve amounts for each utility service. A shortfall is currently anticipated when the next road overlay is required, unless income sources are adjusted. The timing of the next road surface treatments needs to be updated and verified, and long term replacement cost estimates of roads and pathways needs to be added. Water meter replacement costs are duplicated in the plan (as both long term and annual operating) and can be removed from long term reserve costs because of the limited annual cost. Long term water and sewer system replacements need to be reviewed and verified. Vehicle and equipment replacements need to be added. The Board will compile a list and email to Eileen by April 23, 2021.
7. Maintenance
 - a) Water main repairs are near completion and the system will be charged within the week. The original estimate to complete the repairs is significantly lower due to a culvert that was found, which eliminated the need to bore under the highway. The Board agreed to have Kurt Stout draw up an as-built plan when the project is completed.
 - b) The Rafter J office received a concern from a homeowner that the Hereford Drive cul de sac has some settling and cracking, possibly related to work that was done by Lower Valley Energy (LVE). The homeowner has contacted LVE and Larry will monitor the area.
 - c) R&D Sweeping & Asphalt Maintenance LLC will be sealing cracks in the main roadways when painting is done in late April, early May.
 - d) Steve thanked Larry for cleaning up winter sand from pathways and roads.

Action Item

1. Homeowner claim

Michael and Elizabeth Jorgenson (3435 S. Hay Loft), reimbursement of 12/10/20 plumbing bill; discovery of sewage lift malfunction.

Steve moved to reimburse Michael and Elizabeth Jorgenson \$431 for discovery of the backup/sewer lift malfunction. Eileen seconded the motion, all were in favor and the motion passed.

Other Business

1. Steve is working on HOA/ISD equipment ownership, insurance, and expense responsibilities. Steve is in favor of the ISD owning all equipment.
2. Public comment
None

Next Meeting

The next meeting will be Monday May 17, 2021 at 5:30 p.m.

Adjourn

Steve moved to adjourn. Eileen seconded the motion, all were in favor and the meeting adjourned at 6:34 p.m.