

RAFTER J IMPROVEMENT AND SERVICE DISTRICT  
BOARD OF DIRECTORS MEETING

Online meeting <https://zoom.us>

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

May 17, 2021

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Minutes of Meeting:

Attending for the District:

Directors:

President: Brian Schilling

Secretary: Steve Foster

Treasurer: Eileen Mosman

Also Attending:

Jim Huspek, Rafter J owner

Karen Jerger, Rafter J owner & HOA Director

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 5:32 p.m. and asked if there were any items to add to the agenda. No items were added and the meeting continued.

April 12, 2021 meeting minutes were approved.

**Board Discussion**

1. Policy for unpaid water bills

Eileen presented a Late Water Payment Penalty Procedure document which proposes water shut off procedures, in addition to the current late fee penalty. About 50 owners per quarter do not pay on time. Following discussion, the Board agreed to add graduated reconnection fees; \$100 for 1<sup>st</sup> cut-off and \$250 for 2<sup>nd</sup> cut-off.

Steve moved to approve the Late Payment Penalty Procedure as amended to include graduated reconnection fees. Eileen seconded the motion, all were in favor and the motion passed.

2. Standard agreement for contracted work

The Board agreed with the need to implement a standard agreement when contracting work. Steve has compiled a checklist of items to be included in written contracts. The Board agreed to create various contracts to be used as templates for future projects. Brian will provide some sample contracts for Steve to edit. Steve recommended, and the Board agreed, that the contracts be reviewed by legal counsel.

3. Long Term Capital Improvement Plan

Adjustments are still being made to the Long Term Capital Improvement Plan. Brian will get a 30 year cost estimate for pathway replacement, the reserve fund calculation for Pathway Surface Treatment (cell E56) needs to be corrected, Larry will provide costs and lifespans for vehicle and equipment replacement, \$50,000 for 2021-2022 water main repairs will be added, \$10,000 annually for long term sewer repairs will be added, Brian will get a cost estimates for seal coating roads in 2 to 3 years and seal coating pathways in August 2021. Major road replacement will not be included in the plan at this time.

Reserve balances were discussed and the need for implementing restrictive reserve classifications was discussed. The Board needs discussion and policy clarification of restrictions on existing reserves before assigning funds to specific capital projects.

4. Preliminary budget for FY 2021-2022

The Board reviewed, discussed and adjusted a preliminary budget for FY 2021-2022. A proposed budget needs to be given to the ISD accountant next week and submitted to the state Department of Audit by June 1<sup>st</sup>.

Meals & Entertainment & Travel expense will be removed and replacement of the skidsteer broom bristles will be an annual expense.

Electric expense for entrances was discussed. Nancy, in error, believed signs and electric for entrances were the responsibility of the ISD. Per the ISD Bylaws, Article III Section 2(p), the ISD is only responsible for providing lighting and is not responsible for signs.

Eileen has identified the HOA budget items that are used to calculate the amount paid to the HOA for Operations and Vehicle support, and estimates ISD responsibility at 50% for Operations and 75% for Vehicles. Nancy and Larry will provide a break down their time and duties.

An adjustment needs to be made to water usage income for changes in water usage by Children's Learning Center (CLC) and Rafter J HOA. Nancy will provide estimates for CLC and Rafter J HOA water usage.

Eileen is working on balancing revenue streams to corresponding expenses, in order to substantiate the amount charged for assessments and fees. Allocation of reserve funds is a major part of the analysis.

### **Other Business**

1. Roadway painting and crack sealing will begin Wednesday the 19<sup>th</sup>. The two collector roads, Big Trail Drive and Tensleep Drive will have crack sealing, not the side roads.
2. Public comment  
None

### **Adjourn**

Steve moved to adjourn. Eileen seconded the motion, all were in favor and the meeting adjourned at 7:32 p.m.