

RAFTER J IMPROVEMENT AND SERVICE DISTRICT  
ANNUAL MEETING

Online meeting <https://zoom.us>

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

June 15, 2021

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Minutes of Meeting:

Attending for the District:

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

Also Attending:

Fran Floreani, Rafter J owner  
Karen Jerger, Rafter J owner & HOA Director  
Sharon Lennon, Rafter J owner  
Gary McConnell, Rafter J owner  
Vicky O'Donoghue, Rafter J owner  
Chuck Rhea, Rafter J owner & HOA Director  
Brent Schaffer. Rafter J owner

Staff:

Nancy Henderson  
Larry Lennon

Call to Order:

President Schilling called the meeting to order at 7:02 p.m. and asked if there were any items to add to the agenda. Eileen requested to add reserves to the Board discussion. Brian asked if any attendees wanted to comment at the beginning of the meeting instead of the end of the meeting.

**Public Comment**

Gary McConnell is concerned about utility computer systems that have been compromised nationwide and asked if the ISD is addressing this issue. Larry is aware of the issue and has discussed it with Wyoming Association of Rural Water Systems (WARWS). The current system for infrastructure is dial-up and cannot be accessed by outside entities without a manual flip of a switch. The computer for water billing has anti-virus software, is backed up remotely, and internet service is rarely used. With the future addition of offering emailed water bills, security procedures for the office computer will need to be readdressed.

**Approval of Minutes**

May 17, 2021 meeting minutes were reviewed, amended and approved.

**Board Discussion**

1. Policy for unpaid water bills

Eileen updated the Late Water Payment Penalty Procedure document, as approved at the May 17, 2021 meeting and will submit a copy to the Rafter J office.

2. Standard agreement for contracted work

Brian will provide some sample contracts for Steve to edit, there are no other updates at this time..

3. Long Term Capital Improvement Plan

Adjustments have been made to the Long Term Capital Improvement Plan, as discussed at the May 17<sup>th</sup> Board meeting. Eileen presented multiple options to generate funds so that the ISD is in a better position to pay for future capital projects. Having funds for the overlay of collector roads and local roads, scheduled in eight years, is of particular concern.

Other funding, such as grants, might be available but cannot be applied for until a project is bid out for contract. The ISD Board recognizes their responsibility to ensure the financial stability of the district.

Reserve requirements were reviewed and funding scenarios applied to segmented balances and consolidated balances. Maintaining a consolidated reserve at this time seems to be the best option, and will be reevaluated annually. The Board will finalize fee adjustments on Friday June 18 2021 after Steve reviews the worksheets that Eileen prepared. Brian stressed the importance of communicating all changes to the Rafter J owners, inclusive of the reasoning for the changes, and what to expect going forward.

4. Proposed budget for FY 2021-2022

The proposed budget for FY 2021-2022 was submitted to the state Department of Audit and posted on the Rafter J website <https://www.rafterj.org/isd-budgets-and-audits/>. The proposed budget reflects a 50% increase in the annual assessment and no change to water usage fees. The fees and reserves will be adjusted on the final budget, based on the Board discussion from this meeting.

Based on a breakdown of current employee hours and duties, Eileen was able to recalculate the amount paid to the HOA for Operations and Vehicle support. The ISD is responsible for 30% of the HOA budgeted expenses related to operations and 75% of the HOA budgeted expenses related to vehicles. This allocation is an estimate and will be reevaluated periodically.

The proposed budget allows and accounts for as-built plans of the water main replacement to be drafted, pathway root repairs to be completed, and to purchase software that enables water bills to be emailed.

### **Action Items**

1. A budget hearing to approve the ISD budget for fiscal year 2021-2022 will be held online, Thursday, July 1, 2021 at 7:00 pm. Notification will be published in the Jackson Hole News & Guide on Wednesday, June 23, 2021, and emailed to homeowners.

### **Other Business**

1. Public comment

Karen Jerger thanked the ISD Board for all the work they do to protect the infrastructure of Rafter J.

Vicky O'Donoghue requested the ISD Board to look into grants for funding, questioned if water fees for non-Rafter J properties are comparable to Rafter J properties, if non-Rafter J properties with water service pay for water infrastructure expenses, and if the ISD voted on King Eider being separate from Rafter J single homes. The Board responded; grants will be pursued but projects need to exist before applying for grants, water fees for non-Rafter J properties are comparable to Rafter J properties, non-Rafter J properties payments include allocations for water infrastructure, and Brian instructed Vicky to look at the plat associated with King Eider regarding its setup and responsibilities.

Jean Day sent an email to the Rafter J office inquiring about higher sewer fees in the summer months. Larry explained that sewer charges are based on sewer pump hours. Increased pump usage is most likely due to population and water use increases in the summer, but also could be from disbursement of crawlspace water into drains, which is illegal.

Bob Fishback sent two emails to the Rafter J office with the following questions. All questions were answered by email by Nancy except the request for a Fire Department evaluation; responses follow the questions:

- Has the ISD followed up with requesting a Fire Department evaluation of Rafter J development? No, there are no concerns at this time, but Brian will ask the Fire Marshall for her opinion next time he sees her.
- Where is the 2020 Water Quality Report, how often are samples taken, and where can the lab reports be viewed? The 2020 Water Quality Report will be posted on the Rafter J website <https://www.rafterj.org/isd-home/> when it is received, and contact information is provided on the report for additional information.
- Why is the expense Operations Support from HOA decreased? Historically HOA budgeted labor expenses were split 50-50 between the HOA and ISD, a recent evaluation has changed the split to 70% HOA and 30% ISD. This allocation should be reviewed periodically as the needs of each entity change, and adjusted for actuals if needed. This was also answered previously during this meeting.
- What is the expense Vehicle Usage Provided by HOA? This is 75% of the HOA budgeted expenses for Auto expense and Auto Liability Insurance.
- What is the expense Billing Software Maintenance? Black Mountain Software and Metron-Farnier are the vendors utilized for billing and meter readings. This expense is for their annual support.
- Where and how is Projected Cash held? How many accounts? What are the balances of the accounts? There are four accounts at Bank of Jackson Hole. Balances exceeding the FDIC threshold are secured through pledging.
- Was a professional reserve study completed? Eileen Mosman has been working with Engineer, Kurt Stout, on the professional reserve plan, which is being used to assess future capital needs and formulate the annual assessment to meet those needs.

### **Adjourn**

Steve moved to adjourn. Eileen seconded the motion, all were in favor and the meeting adjourned at 8:07 p.m.