

RAFTER J IMPROVEMENT AND SERVICE DISTRICT
BOARD OF DIRECTORS MEETING
2951 W. Big Trail Drive, Jackson WY 83001
Phone: 307-733-5262 / Email: Office@ RafterJ.Org
January 6, 2022 6:00 p.m.

Minutes of Meeting:

Attending for the District:

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

Also Attending:

Kathie Brazinski: Rafter J owner
Karen Jerger: Rafter J owner & HOA Board Member
Vicky O'Donoghue: Rafter J owner
Elizabeth Stumpf: Rafter J owner

Staff:

Nancy Henderson

Call to Order

President Schilling called the meeting to order at 6:01 p.m. and asked if there were any additions or deletions to the agenda. Additions include Fire Safety Audit and Lot 333. Brian asked if any attendees wanted to comment at the beginning of the meeting instead of the end of the meeting. Kathie Brazinski was okay with holding her questions until the end of the meeting since some of her questions are already included in the agenda.

Board Discussion

1. Financials

Eileen reviewed financials as of 12/31/21 and did not find any concerns, although it is surprising that the Late Water Payment Penalty Procedure did not result in a reduction in late fees. Nancy will ask the ISD CPA if reporting the hydrant expense as a credit balance is acceptable; this was due to reimbursement of an expense from the previous fiscal year. Eileen and Steve suggested that to follow proper accounting applications, the reimbursement be considered under a Revenue account.

2. Water usage contracts

a) South Park Service Center ISD

South Park Service Center water usage agreements from 1994 were updated in 2018 but not finalized. Paul D'Amours, Rafter J ISD attorney, is working on the agreement. The Board inquired about the impact the new sports facility will have on water demand.

Nancy will ask Kurt Stout, of Meridian Engineering, if there are any water usage concerns regarding the sports facility being developed in South Park Service Center.

b) Adams Canyon

Brian will contact Teton County in regards to updating the current agreement with Adams Canyon properties.

c) Update billing agreements

Contractually, water usage for non-Rafter J properties is either billed as a flat fee or by actual usage. The current Agreements need to be updated to have consistency in billing.

3. Annual assessment of commercial properties within Rafter J
The amount assessed to commercial properties within Rafter J will be reevaluated as part of the next fiscal year budget process. An evaluation of property size and usage will be considered when deciding what is fair and reasonable. Similar areas, such as Teton Village and the Town, will be researched.
4. Waterline easements from HOA to the ISD
Paul D'Amours is working on updating old waterline easements.
5. Federal Bipartisan Infrastructure Law
The ISD is required, per the Infrastructure Investment and Jobs Act, to prove that there are no lead service lines within the Rafter J system. Larry will be working with Kurt Stout, of Meridian Engineering, to prepare the required documents. Federal funding for this project will be researched.
6. Pathway signage
Pathway safety is a concern. Brian is in favor of an intersection audit to visually open up sightlines, primarily involving tree trimming. A property wide assessment will be performed in the spring by Brian and Larry.
7. Standard agreement for contract work
Steve has received sample contracts from Brian and will compile an inventory of different needs.
8. Grants and outside revenue for future projects
Steve is researching sources for funding. Grants for non-emergency maintenance have not been found. The roads are in good condition, although a frost heave, located to the east of Larsen Dentistry might need to be addressed in the future. Sealcoating roads and pathways should occur as scheduled. Sealcoating bids need to be obtained in spring 2022 for work to be completed in August 2022. Pathway sealcoating is on schedule. Sealcoating for collector and local roads could be postponed based on need, availability of contractors, or financial evaluation that will occur in May.
9. Traffic safety on roads and pathways
The ISD received communications from homeowners who are concerned about excessive traffic speed within Rafter J. Brian and Steve will reach out to the HOA to suggest a joint meeting to discuss issues, options for improvements, and a plan to move forward.
10. Buck Rake Drive sewer line
A homeowner's sewer service line on Buck Rake Drive has possibly developed some low spots which are of concern. Responsibility for maintenance needs to be discussed and determined.

Action Items

1. Sign South Park Service Center ISD water usage contract
The contract was not available at time of meeting.

Other Business

1. Public comment
Kathie Brazinski emailed the following questions to the Rafter J office which were answered at the meeting by the Board:

- Please explain the role of the ISD. Answer: The ISD is a Special District that owns and operates and manages Rafter J infrastructure, inclusive of water system, sewer system, and roads/pathways. The ISD is governed by the rules for Wyoming Special Districts.
- Does the ISD continue to have concerns with regard to the reliability of the water system for Rafter J? Answer: The water main breaks from last year were repaired and there are no concerns.
- The ISD imposed a 79% increase in fees to property owners for the fiscal year 2021/2022. Was the reason to proceed on drilling a new well? If not, what is the reason? Answer: The assessment increase is to build reserves for future infrastructure projects. Drilling a new well is not identified as one of the projects.
- Why are the commercial/other properties in Rafter J assessed the same ISD fee as single family dwellings? Is this an oversight? Answer: The assessment amount is not an oversight. The assessment amount is being discussed by the Board, along with fees being charged to non-Rafter J properties.
- How many wells currently serve Rafter J and are they all in good repair? Answer: There are four (minutes corrected: stated as 3 at the meeting) wells. All systems within Rafter J, inclusive of the wells, are in good repair.
- Do the wells serve Rafter J exclusively? Answer: No, water service is provided to properties in South Park Service Center, Ridgeline, and Adams Canyon.
- What position, if any, does the ISD board take regarding the developers' of lot 333 request to amend the zoning to allow apartments? Answer: The ISD Board does not have a position on the requested zoning change; this is not the role of the ISD.
- What concerns does the ISD board have with regard to allowing apts on lot 333? Answer: The impacts on usage of water, sewer, and roads will be followed, and renovations to the property will be addressed when or if they occur.
- What is the ISD doing, if anything, with regard to the developers' application to the county to amend the zoning on lot 333 to allow apartments? Answer: This is outside of the ISD's role.

Vicky O'Donoghue comments and concerns:

- Comment: Valley Landscaping Services was observed plowing Rafter J common area roads. Response: The ISD has not contracted Valley Landscaping Services for snow removal.
- Comment: The purchase of water meters should be compared with similar properties. Response: Replacement meters were researched and transitioning to a different system was not favorable.
- Comment: The HOA should not pay for common area water usage. Response: The HOA and ISD are separate entities and the HOA is using a resource of the ISD; HOA common area irrigation systems and buildings are metered and monitored.
- Comment: The HOA should not pay for water leaks. Response: The water from the water main leaks that occurred in the past was not metered, and was not an expense to the HOA.
- Concern: Emails sent to the Rafter J office are not being responded to by the ISD Board; can email addresses for ISD Board members be made available? Response: Emails are being forwarded to the Board. Setting up independent email addresses will be considered.

2. 2022 Election

Brian's term expires March 2022. An election notice for Brian's term was published in the newspaper 11/24/21, candidate applications will be accepted between 12/22/21-1/11/22, the

election is 3/22/22, and three volunteers are needed to serve as judges for the election. Judges are required to be registered voters within the District.

3. Fire Department evaluation

Brian spoke with Jackson Hole Chief Fire Marshal Kathy Clay who is willing to help with a Fire Audit. Brian will set up a meeting to identify the purpose of the audit and discuss the process. Sufficient hydrant fire suppression and increased wildland protection are areas of interest.

4. Lot 333 usage change

Stage Stop Inc. is not increasing the allowed occupancy of Lot 333, and is not proposing, at this time, to add features that impact the water, sewer, and road/pathway systems. The ISD cannot take action until Stage Stop Inc. makes a proposal.

5. Water quality

Steve is interested in protecting and maintaining the good quality of Rafter J water from potential contaminant sources and offered to research what is involved in setting up an organized plan.

Next Meeting

The next meeting will be held Thursday March 17, 2022 at 6:00 p.m.

Adjourn

Eileen moved to adjourn. Steve seconded the motion, all were in favor and the meeting adjourned at 7:19 p.m.