

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
March 17, 2022 6:00 p.m.

Minutes of Meeting:

Attending for the District:
Directors:

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

Also Attending:

Kathy Clay: Teton County Fire Marshall
Dorian Darwiche: Rafter J owner
Gina Lipp: Rafter J owner
Cody Mulligan: Mulligan's Irrigation & Landscaping
Vicky O'Donoghue: Rafter J owner

Staff:

Nancy Henderson
Larry Lennon

Call to Order

President Schilling called the meeting to order at 6:01 p.m.

Guest Speaker Kathy Clay: Fire audit

Per a previous concern from a homeowner, the Board invited Kathy Clay, Teton County Fire Marshall, to assess fire safety readiness for Rafter J. Kathy recommended the following:

ISD Recommendations:

- Check fire hydrant pressure and volume using a pitot gauge; minimum requirement is 500 gallons per minute (ISD).
- Minimize fuel load by haying grass areas (HOA).
- Set up NIXLE on phone to receive alerts from local public safety departments:
<https://www.nixle.com/>.
- Other home recommendations:
 - install smoke alarms, notably in bedrooms and adjoining hallway.
 - have a plan if unable to exit safely; close door to fire.
 - establish common meeting place in event of a fire.
 - install carbon monoxide detectors, notably if there are any fuel burning appliances in the home or if there is an attached garage.
- Go online to <http://www.tetonwyo.org/2373/Jackson-Hole-FireEMS-Department> for additional resources and general information.

Wildland fire risk was discussed. Kathy explained that snowpack, the water table, and especially the amount of rain received in the spring usually determines what kind of wildland fire season to expect, and Rafter J is a low-risk area because surface vegetation receives plenty of water from existing ground water. Larry noted that ground water monitoring stations are located throughout Rafter J and water data can be collected if needed. Kathy stated that having two exit roads in Rafter J is good. Eileen recognized that having only one bridge crossing over Flat Creek might be a concern for residents on the western side of Rafter J.

Approval of Minutes

Eileen suggested a couple edits related to financials and moved to approve the January 6, 2022 minutes. Steve seconded the motion. It passed unanimously.

Board Discussion

1. Lot 333, Stage Stop Inc./Darwiche irrigation claim
Cody Mulligan of Mulligan's Irrigation & Landscaping was in attendance at the request of Dorian Darwiche to review irrigation damage at Lot 333. Dorian, representing Stage Stop, believes the irrigation damage was caused during ISD water main repairs that occurred in November 2020, which was prior to Stage Stop's ownership of the property. Cody agreed to contact the Rafter J office to set up a date and time to meet with Larry for a site inspection.
2. Financials
Eileen reviewed financials as of 2/28/22. Revenue is on track and overall, there are no expense concerns. Projects budgeted for this spring should be completed by June 30th, the end of this fiscal year. Larry proposed to outsource for street and pathway sweeping because of the amount of sand that was needed in the winter season. Larry will obtain bids for sweeping. A preliminary 2022-2023 budget with 2021-2022 projected expenses will be prepared for the next meeting.

The Reserve Capital Projects schedule was reviewed. Eileen questioned the item for a replacement (new) front loader. Larry stated that there are very few situations that currently require the use of a front loader and renting a front loader might be more cost effective as opposed to repairing the old one or purchasing a new one. The existing front loader is usable but is only 2-wheel drive because the rear differential needs to be repaired. Eileen will remove the front loader from the capital replacement schedule.
3. Water usage contracts
 - a) South Park Service Center ISD (SPSC)
SPSC water usage agreements from 1994 were updated in 2018 but not finalized. Paul D'Amours, Rafter J ISD attorney, with the help of Kurt Stout verified SPSC water usage. For uniformity, the Board would like the SPSC agreement to be similar to the Ridgeline agreement. Brian will ask Paul to include Assumed Maximum Water Demand, enforcement of excessive usage, and penalty for infractions of excessive use to the agreement.
 - b) Adams Canyon
Teton County is agreeable to updating the current water usage agreement with Adams Canyon properties. Brian will ask Paul D'Amours to draft a new agreement. The Board prefers the agreement to be of similar format to the Ridgeline agreement. Nancy will ask Kurt Stout to verify historical water usage. Metered usage is to be billed, as opposed to the current flat rate.
 - c) Update billing agreements
The Ridgeline agreement will be updated after the SPSC and Adams Canyon agreements are finalized.
4. 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. Nancy will obtain a list of consultants who can assist the Board on this issue.
5. Waterline easements from HOA to the ISD
The First Amendment to Utility Easement and Agreement was reviewed. The document records both the original Utility Easement and Agreement between the HOA and ISD, as

well as the individual legal descriptions of the various water and sewer easements that were prepared by Rendezvous Engineering in 2009 but never recorded.

Steve moved to approve the First Amendment to Utility Easement and Agreement as presented. Eileen seconded the motion. It passed unanimously.

6. Federal Bipartisan Infrastructure Law

The ISD is required by 2024, per the Infrastructure Investment and Jobs Act, to prove that there are no lead service lines within the Rafter J system. The current Rafter J documents do not have reference to lead materials being in place. Implementation of compliance has not been decided by the government.

7. Pathway signage

Larry will contact Brian to set up a date for a property wide assessment.

8. Standard agreement for contract work

Steve requested a current list of ISD subcontractors from Larry and Nancy.

9. Grants and outside revenue for future projects

If pathways are replaced in the future, the Transportation Alternatives Program (TAP) provides funding for major reconstruction for pedestrian and bicycle facilities. There are few grants available for ongoing maintenance and repairs.

10. Traffic safety on roads and pathways

The HOA is open to discuss safety issues, options for improvements, and a plan to move forward. Steve will set up a joint meeting in the spring.

11. Buck Rake Drive sewer line

Paul D'Amours will be consulted regarding responsibility for sewer line repairs.

12. Protection of water quality

Steve discovered that there is no County guide, code, standard, or program in place for protecting water systems. Steve offered to contact Teton Conservation District and Town Public Works for suggestions.

13. Pathway maintenance and County Easements

Per easement, the County maintains the pathway located along the Hwy, the pathway from the north entry down to the Rafter J office, and the pathway located north of Lot 333. Larry has been maintaining the pathway located on the western side of the Children's Learning Center (CLC), but Steve stated that the County is responsible for this section. Brian suggested to have the County reimburse Rafter J for services. Larry will remind CLC to maintain the pathway.

The original easements between the HOA and Teton County from 2003 regarding the internal pathways were not officially approved or recorded. Brian is working on redrafting current easements. Rafter J pathways are on private property but allow public access.

Action Items

1. Sign South Park Service Center ISD water usage contract

The contract is being updated.

2. Sign Waterline Easement.

Brian signed the First Amendment to Utility Easement and Agreement

Other Business

1. Public comment

Vicky O'Donoghue asked if it is possible to get a grant for pathway resurfacing. The Board responded that grants are available for new construction or replacement, but not for regular maintenance.

Vicky O'Donoghue observed that the roads were really icy this winter and believes the front loader, because of its weight, should be used to remove snow. Vicky believes the front loader was used more by the previous Rafter J Maintenance Supervisor and suggested fixing the front loader as opposed to renting. The Board explained that the front loader is not efficient for regular snow removal because it has a bucket to scoop snow not a blade to push snow to the side, and repairing the front loader is not cost effective.

2. 2022 Election

Vicky O'Donoghue and Brian Schilling are candidates for the 3/22/22 election. Steve Baldock, Dawn Lotshaw, and Chuck Rhea have volunteered to serve as Judges. Ballots will be counted 3/23/22 at 10am. Steve Baldock is a Rafter J homeowner. Dawn Lotshaw is the wife of previous ISD Board member, John Lotshaw, and she is also a member of the Rafter J Design Committee. Chuck Rhea is a Director on the HOA Board.

3. Lot 333 usage change

Teton County Commissioners will be holding a public meeting on April 12th at 9am to discuss the PUD and CUP applications submitted to the County by Stage Stop Inc.

4. Sewer usage credit

An adjustment was made by the Town for Lot 333 sewer usage as of July 2021, resulting in a partial sewer usage credit for Rafter J properties.

Next Meeting

The next meeting will be held Thursday April 21, 2022 at 6:00 p.m.

Adjourn

Eileen moved to adjourn. Steve seconded the motion. All were in favor and the meeting adjourned at 8:02 p.m.