

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
April 21, 2022 6:00 p.m.

Minutes of Meeting:

Attending for the District:
Directors:

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

Also Attending:

Dorian Darwiche: Rafter J owner
Karen Jerger: Rafter J owner & HOA Director
Vicky O'Donoghue: Rafter J owner

Staff:

Nancy Henderson
Larry Lennon

Call to Order

President Schilling called the meeting to order at 6:08 p.m.

Election results and election of officers

Brian Schilling was reelected at the March 22, 2022 election. Appointment of Officers was discussed. All were in favor of the current officer designations: Brian as President, Eileen as Treasurer, and Steve as Secretary.

Approval of Minutes

Steve moved to approve the March 17, 2022 minutes. Eileen seconded the motion. It passed unanimously.

Board Discussion

1. Lot 333, Stage Stop Inc./Darwiche irrigation claim
Steve and Larry were able to meet with Cody Mulligan of Mulligan's Irrigation & Landscaping and Dorian Darwiche for a site visit to review irrigation damage at Lot 333. Trenching for the water main repairs that occurred in November 2020 was south of the main building on the native grass hillside outside of the irrigated turf. The scope of work was not determined during the site visit. Dorian believes the utility easement with Rafter J does not release Rafter J ISD from responsibility to repair irrigation damage. Discussion will continue after Dorian provides the ISD with proposed repairs.
2. Review projected income and expenses for FY 2021-2022
Eileen reviewed FY 2021-2022 projections and will make adjustments prior to the next meeting.
3. Review preliminary FY 2022-2023 budget.
A proposed budget is due to the State June 1st. Eileen will update the preliminary budget prior to the next meeting. Budgeted income from Lot 333 might need to be adjusted, pending the outcome of proposed usage. Dorian expects future irrigation usage to be less than historical usage.

4. Water usage contracts
 - a) South Park Service Center ISD (SPSC)
Tabled.
 - b) Adams Canyon
Historical water usage was compiled and verified by the Town. Richard Kussy from Teton County Facilities, Larry, and Nancy toured all properties to locate water meters and establish feasibility of retrieving future readings. Billing procedures for the base rate and usage will need to be updated on the new agreement that is being drafted.
 - c) Westwood Curtis Construction
A leak in the water main located by Westwood Curtis Construction resulted in the discovery of Westwood Curtis being tapped into the Rafter J water system per a historical agreement with the previous owner, John Curtis. Documentation of the agreement has not been located. A new water usage agreement will be established with the current owner.
5. Annual assessment for commercial properties within Rafter J.
Nancy found three financial consultant firms that specialize in local government & utility management, one of which the Town utilized for a recent project. Steve will contact Johnny Ziem, Town of Jackson Assistant Public Works Director for more information regarding Raftelis Consulting.
6. Pathway signage
Larry and Brian toured Rafter J pathways this week. Brian will present a map of suggested signage at the next meeting.
7. Standard agreement for contract work
Steve received a current list of ISD subcontractors from Larry and Nancy.
8. Responsibility for sewer line repairs.
Paul D'Amours, ISD Attorney was consulted regarding responsibility for sewer line repairs. The user is responsible for all maintenance starting from the main to their property per paragraph 3.5 of Regulations of Water and Sewer Use of the Rafter J ISD.
9. Lot 333 usage change
Teton County Commissioners held a public hearing on April 12th at 9am to discuss the PUD and CUP applications submitted to the County by Stage Stop Inc. Brian spoke at the hearing and informed the Commissioners that Rafter J ISD has not received specific occupancy information from Stage Stop Inc. to fully analyze potential impacts on existing Rafter J water and sewer infrastructure. The ability of Rafter J to supply water and sewer services is not a concern. At the hearing, the applicant provided a proposed maximum occupancy of 132 people. Kurt Stout, of Meridian Engineering has been asked to provide water and sewer projections based on 132 people. The applications, if approved, requires one parking space per unit which will be effective in reducing traffic impacts but will require access to other transportation venues. Overflow parking that potentially could occur outside of Lot 333 could cause damage to pathways. Commercial kitchen usage has been suggested but an assessment of impacts on infrastructure has not been provided. The Teton County Commissioners will continue to discuss the applications at their May 3rd meeting.

Action Items

None

Other Business

1. Recognition of volunteer service.

Steve requested the Board to sign a letter thanking a high school student for shoveling fire hydrants this past winter. The student chose to shovel the hydrants to fulfill an obligation for a high school program. The Board will sign the letter.

2. Public comment

None.

3. Sewer usage adjustment

The Town will be making an adjustment for Lot 331 sewer usage, resulting in a one-time correction to homeowners on the April sewer billing.

Next Meeting

The next meeting will be held Thursday May 12, 2022 at 6:00 p.m.

Adjourn

Steve moved to adjourn. Eileen seconded the motion. All were in favor and the meeting adjourned at 7:37 p.m.