

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
May 12, 2022 6:30 p.m.

Minutes of Meeting:

Attending for the District:

Directors:	Staff:	Guests:
President: Brian Schilling	Nancy Henderson	Paul D'Amours: ISD attorney
Secretary: Steve Foster	Larry Lennon	Kurt Stout: Meridian Engineering
Treasurer: Eileen Mosman		

Also Attending:

Dorian Darwiche, Bob Fishback, Karen Jerger, Karin King, Kim Lane, George Linhardt, Bonnie Pockat, Chuck Rhea, and Janice Smith.

Call to Order

President Schilling called the meeting to order at 6:30 p.m. Agenda item to discuss water usage contracts was moved to the beginning of the meeting to accommodate time schedule for Paul D'Amours and Kurt Stout.

Approval of Minutes

Steve moved to approve the April 21, 2022 minutes. Eileen seconded the motion. It passed unanimously.

Board Discussion

1. Water usage contracts.

a) South Park Service Center ISD (SPSC)

Paul and Kurt have verified historical water usage data for SPSC. Paul will present a new water usage contract to SPSC and ask them to provide assumed maximum water demand. Paul said that concerns regarding enforcement of excessive usage, penalty for infractions of excessive use, and rate changes are best managed through the existing Regulations of Water and Sewer Use of the Rafter J ISD. Rafter J ISD Board members do not have any concerns with SPSC Lot 24 change in usage, SPSC is responsible for addressing any issues that may arise regarding usage.

b) Adams Canyon

Paul will proceed with drafting a new water usage contract between Teton County and Rafter J ISD.

c) Westwood Curtis Construction (WCC)

A leak in the water main located by WCC resulted in the discovery of WCC 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. Paul will review best practices on how to proceed with contracting with WCC as an individual user located outside of the Rafter J district. The Board questioned if there is any recourse for collecting a tap fee.

2. Lot 333 proposed change in usage: Impact on water and sewer systems.

Previous to the meeting, Kurt provided the Board with a water usage analysis for 132 people of 75 gallons per day per person, which is a different calculation from Stage Stop's/Y2 calculation of 120 gallons per day per unit. Estimated water usage is between historical actual usage and the historical maximum projected usage. The ability of Rafter J ISD to supply water is not a concern. Steve expects to see an increase in the electricity expense for pump operation required by the sewer pump station. Dorian commented that the units will not have dishwashers, the existing sinks in the units will not be replaced with larger ones, public restrooms and housekeeping utility rooms are not expected to be utilized, and the ISD will be informed if the commercial kitchen is put in use. Kurt recommended a new analysis be completed if the commercial kitchen is put in use and recommends an evaluation of all district water consumption be completed periodically.

3. Lot 333, Stage Stop Inc./Darwiche irrigation claim.
Brian, Steve, Eileen and Larry completed a second site visit to review irrigation damage at Lot 333. Stage Stop has not been able to provide the ISD with proposed repairs. The Board offered to obtain a service estimate for proposed remediation. Dorian will be notified of the Board's recommendation.
4. Review proposed FY 2022-2023 budget.
Following Board discussion, the estimated \$14,400 expense for leveling pathway depressions will occur in the current fiscal year but the estimated \$23,850 expense for pathway sealing will occur FY 2022-2023. Fee increases are not anticipated for FY 2022-2023. The ability to delay the road surface treatment expense for collector road and local roads, and removing the front loader expense is favorable for the projected reserve balance.
5. Annual assessment for commercial properties within Rafter J and base fees for non-Rafter J properties.
Steve has been in contact with Johnny Ziem, Town of Jackson Assistant Public Works Director to gather more information regarding Raftelis Consulting. The scope of work provided by Raftelis for the Town did not involve annual assessments but Johnny was helpful in providing information on tap fees, base rates, and management of commercial usage. The Board discussed various ways to measure commercial usage of infrastructure to determine what is assessed for commercial properties. Paul D'Amours will be advised regarding best practices for establishing assessments for Rafter J properties and base fees for non-Rafter J properties.
6. Pathway signage.
The Board discussed safer intersections and how to improve communication between roadway and pathway users. Brian presented a proposal, using the intersection of Tensleep and Big Trail as an example to show signage placement for best visibility and signage symbols/verbiage to communicate usage priority. Following discussion, stop bars and yield signs are preferred. Brian will review best practices for placement of yield signs, try to add stop bars to the current painting contract, and resubmit a full map of suggested signage for the Board to review. Center lines and corner cutting will be included in future discussions.
7. Standard agreement for contract work.
Tabled.
8. Lot 333 usage change.
On 5/3/22 Teton County Commissioners approved the PUD application submitted by Stage Stop Inc. and on 5/17/22 the Commissioners will discuss Stage Stop's CUP application.

9. Water tank security.

The Rafter J HOA Board has been discussing Adams Canyon trail usage and concern for water tank security. The HOA will be posting two no trespassing signs on the HOA property line near the water tanks in an effort to redirect trail users to the trail located south of the tanks. Larry noted that the water tanks are locked, and fencing is not a legal requirement.

10. County meetings for proposed Lot 333 usage change.

On 5/3/22 Teton County Commissioners approved the PUD application submitted by Stage Stop Inc. and on 5/17/22 the Commissioners will discuss Stage Stop's CUP application.

Action Items

1. FY 2022-2023 proposed budget approval.

Steve moved to approve the proposed FY 2022-2023 budget as discussed to be submitted by June 1st to the State Department of Audit. Eileen seconded the motion. It passed unanimously.

Other Business

1. Public comment.

- a) Bob Fishback, Rafter J owner, thanked the Board for having the meeting in the evening.
- b) Bob Fishback asked if Squaw Creek receives water service, the Board responded, no.
- c) Bob Fishback asked why water agreements are not being finalized, Paul responded that historical usage data needed to be collected and verified.
- d) Bob Fishback is concerned about potential liability/culpability in the event that water becomes contaminated. Brian offered to inquire with legal counsel for a response. Steve noted that testing occurs regularly, is regulated by the government, and results are reported as required.
- e) Bob Fishback inquired about future pathway maintenance expenses and asked if the ISD is paying for pathway maintenance that should be the County's responsibility, Brian responded, no.
- f) Karen Jerger, Rafter J HOA Board member, thanked the ISD Board members for their service and would like the HOA and ISD to have a joint meeting to discuss Rafter J issues. Steve offered to contact Mike Keegan, HOA President.
- g) Janice Smith, Rafter J owner, thanked the ISD Board members for their service and encouraged the ISD to utilize Wyoming Association of Rural Water Systems (WARWS) for information and services. Janice inquired about fees for Lot 333, the Board responded that Lot 333 is billed the same as other Rafter J properties. Water is billed at \$2.60 per 1000 gallons and the annual assessment for commercial properties is being evaluated. Water conservation awareness was discussed.

Next Meeting

The next meeting will be the annual meeting and budget hearing on Thursday June 16, 2022 at 7:00 p.m.

Adjourn

Steve moved to adjourn. Eileen seconded the motion. All were in favor and the meeting adjourned at 8:24 p.m.