

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
February 22, 2023 6:00 p.m.

Minutes of Meeting:

Attending for the District:

Directors:

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

Also Attending:

Paul D'Amours & Maggie Schwartz: ISD Attorney
Dorian Darwiche: Rafter J owner
Karen Jerger: Rafter J owner & HOA Board Member
Vicky O'Donoghue: Rafter J owner

Staff:

Nancy Henderson

Call to Order

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

Approval of Minutes

Steve moved to approve the 6/16/22 meeting minutes. Eileen seconded the motion. It passed unanimously.

Board Discussion

1. Lot 333, Stage Stop Inc./Darwiche irrigation claim update.

Vendors have been non-responsive to Steve's requests for estimates. Steve will follow-up on estimates when the snow is gone.

2. Water usage contract updates.

Brian reviewed that South Park Service Center, Ridgeline, Adams Canyon, and 4Rent LLC (property occupied by Westwood Curtis) all have water service agreements with Rafter J, and all have meters except 4Rent LLC.

- a) South Park Service Center (SPSC) ISD.

Paul clarified that the existing agreement between Rafter J HOA and SPSC POA transferred to Rafter J ISD and SPSC ISD upon change of ownerships. The new draft agreement with SPSC ISD is pending upon maximum usage calculations from SPSC ISD, clarification of SPSC ISD usage rights, and a follow-up to questions regarding usage and meter locations previously made by the SPSC ISD Treasurer. The Board reviewed maps of water lines and meter locations. Paul will contact the SPSC ISD Treasurer by email and cc Brian.

Nancy has the wiring configuration for the radios on the SPSC ISD meters and questioned who should repair the connection. This issue will be addressed in the spring when access and weather conditions are favorable.

- b) Adams Canyon.

Paul clarified that the existing agreement between Rafter J HOA and the County transferred to Rafter J ISD. The Board discussed inclusion of Adams Canyon properties within Rafter J ISD for water services only and the possibility of installing one master meter in conjunction with the existing meters. The Board agreed that these discussion items can be discussed in

the future but should not delay the updated draft agreement. The Board reviewed the new draft agreement and authorized Paul to submit it to the County.

c) 4Rent LLC.

Paul clarified that the existing agreement transferred to current ownership. Paul presented options for moving forward. One option is to expand the Rafter J ISD boundary to include the 4Rent LLC property or another option is to update the current agreement. Expanding the ISD boundary raises many questions requiring further discussion. Paul offered to research case history and contact The Public Service Commission before updating the current agreement. Communication with the current landowner regarding agreement responsibilities was discussed. The Board authorized Paul to move forward with gathering more information so that the best decision is made moving forward.

3. Annual assessment for commercial properties within Rafter J.

Paul advised that assessments need to be fair, equitable, and non-arbitrary. The Board discussed various methods of calculation and recognized the need to consider property size, usage, location, and classification of property. Further discussion is needed.

4. Water service base fee for properties located east of highway.

Paul advised that the water portion of ISD services be assessed equally to all users. Steve noted that Town of Jackson currently uses a base fee and water usage rate structure as an example. Further discussion is needed.

5. Pathway signage update.

Tabled.

Maintenance

1. Generator for southeast lift station and well pump.

Steve reported that Dave Stickel, ISD Water Operator and Cory, Rafter J Maintenance Supervisor are working on generator repairs and well pump replacement. Eileen noted to track the expenses for these items for budget purposes.

2. Tier II reporting due March 1st.

Nancy reported that Dave Stickel is filing the Tier II reporting.

3. Eastside ditch/Tensleep culvert.

The Eastside ditch culvert that runs under Tensleep has deteriorated and should be replaced before the irrigation water begins to flow. Steve reported that replacing the culvert will require road excavation, and because the culvert is part of the road structure, the ISD is responsible for the full expense of the project. All Board members agreed that this is an ISD project and expense. The ditch irrigator will be informed of all activities. Cory has not obtained an estimate from Westwood Curtis yet.

4. Water meter replacements.

Pinnacle Plumbing is no longer providing meter replacement services, but Nancy has found, out of six possible options, a plumbing company that can complete the meter replacements. The meters are being replaced as the radio batteries expire at about 10 per month. Nancy asked the Board if they want to continue with replacing 10 per month as budgeted or systematically replace the remaining 182 that are known to expire soon, which is not budgeted. The Board asked Nancy to ask the plumbing company if they are okay with replacing 10 per month. Being able to retain a contractor for a small project is a concern, Steve suggested an exclusivity and/or a preferred contractor agreement be offered to the vendor.

Financial Review

Eileen reported that financials are overall in good shape, exceptions are the costs associated with replacing Larry Lennon as backup Water Operator and the expense item Tank Cleaning which was over budget. The allowance in the budget for road and pathway sweeping might be exceeded due to the amount of sanding that has been required this winter. Unbudgeted expenses for 2022-2023 will need to be carefully monitored, an amended budget must be filed with the Wyoming Department of Audit if the budgeted expense total is exceeded. Eileen stated the importance of beginning work on the 2023-2024 budget now and needs Cory's input on potential capital expenses.

Other Business

1. Public comment.

Karen acknowledged the amount of responsibility the ISD Board has and expressed her appreciation for their efforts. Karen and Steve are liaisons between the HOA and ISD and communicate with each other on a regular basis. Karen noted that the HOA Board, at their Board meeting on February 28th will be discussing Lot 333's approved County permit to expand their parking lot, but she has not had a chance to look at the plans. Brian stated that he briefly looked at the plans and had a concern with the bike parking being located near Big Trail Drive. The new START bus "On Demand" service was discussed, and although Rafter J usage is not as popular compared to East Jackson usage, overall feedback has been positive.

Next Meeting

Wednesday March 22, 2023 at 6:00 p.m. The primary focus of the meeting is to work on the 2023-2024 budget.

Adjourn

Brian moved to adjourn. All were in favor and the meeting adjourned at 7:46 p.m.