

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 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:

Dorian & Sadek Darwiche: Rafter J owners
Jim Huspek: Rafter J owner
Gina Lipp: Rafter J owner
Vicky O'Donoghue: Rafter J owner
Tom Patterson: Rafter J owner

Staff:

Nancy Henderson

Call to Order

President Schilling called the meeting to order at 6:03 p.m.

Approval of Minutes

Eileen moved to approve the 2/22/23 meeting minutes. Steve seconded the motion. It passed unanimously.

Public Comment (items not on agenda)

1. Tom Patterson would like the need for roadway crack sealing to be addressed. Steve commented that the Board is aware of this concern and the roadways are evaluated annually. The Board has also been monitoring frost heaves located east of Larsen Dentistry on Big Trail Drive.

Board Discussion

1. 2022-2023 un-budgeted expenses.
 - a) Generator repair for lift station and well pump replacement.
Cory has not been able to obtain estimates yet.
 - b) Tensleep/Eastside ditch culvert.
Steve previously spoke with Kurt Stout, Engineer for the ISD to consult on the Westwood Curtis Construction estimate that was obtained to replace the culvert. The estimate, as presented, is acceptable and County permitting is not required, but it is a good idea to inform the County of the intended project. Brian offered to contact Amy Ramage, Teton County Engineer. The Board asked Nancy to work with Cory to obtain two more estimates, and to communicate with Westwood Curtis Construction about the Board's intentions. The project needs to be completed before the irrigation water begins to flow.
2. 2023-2024 budget.
 - a) Annual assessment for commercial properties within Rafter J.
As a starting point to configure assessments that are fair and equitable, Brian presented examples, obtained from the County, of usage types and calculations for trip generation based on usage. Brian offered to continue his research and obtain trip generation figures for commercial properties.

Sadek Darwiche requested that Stage Stop Inc. be included in the assessment discussions. Brian informed Sadek of the Board decision process of discussion, proposal presentation, public comment, written policy presentation, and Board decision. The process occurs at Board meetings which are open to the public, and the Board is currently at the discussion level.

b) Water usage base fee for properties located east of highway.

Eileen offered to work on proposals for rate structures.

Tom Patterson commented that the Adams Canyon properties have water meters and reported that the County installed a water meter in the Westwood Curtis Construction garage (4Rent LLC property) that is used to monitor sewer usage. The ISD is aware of the existing water service provided by the ISD and is working with legal counsel to update existing legal documents.

***Post Note: After the meeting the Town of Jackson verified that the 4Rent LLC property is not monitored for sewer usage.

c) Capital projects.

Eileen presented a reserve project time schedule showing expenditure period estimates. The Board will review Larry's original list of capital projects from two years ago and present adjustments at the next meeting. Steve suggested that the ISD purchase a small front loader and will obtain a cost estimate.

d) 2023 forecasted expenditures.

Nancy will present a forecast of expenditures for the remainder of 2023 at the next meeting.

Maintenance

1. Snow removal.

One of the plows is being worked on and the dump truck transmission needs to be serviced. An operator and front loader were hired from Westwood Curtis Construction last week to help with snow removal efforts. Tom Patterson suggested that in the future, as needed, cold patch asphalt mix be obtained to fill in potholes.

Other Business

1. Public comment.

None.

Next Meeting

Monday April 24, 2023 at 6:00 p.m.

Adjourn

Steve moved to adjourn. Eileen seconded the motion. All were in favor and the meeting adjourned at 7:12 p.m.