

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 24, 2023 6:00 p.m.

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Minutes of Meeting:

Attending for the District:

Directors:

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

Also Attending:

Chris Braun: Rafter J owner  
Dorian Darwiche: Rafter J owner  
Karen Jerger: Rafter J owner & HOA Board Member

Staff:

Nancy Henderson  
Cory Kulacz

**Call to Order**

President Schilling called the meeting to order at 6:02 p.m.

**Approval of Minutes**

Steve moved to approve the 3/22/23 meeting minutes. Eileen seconded the motion. It passed unanimously.

**Additions to the Agenda**

Discuss update on Cory's water operator certification and review action item list.

**Board Discussion**

1. 2022-2023 budget.

a) Generator repair for lift station update.

Cory reported that the generator does not perform automatic exercising cycles but can be run manually. A new control panel is needed, and the cost is estimated at \$1,200 plus labor at \$150 an hour. Cory recommends having a contract for all the generators to be inspected annually. The Board asked Cory to obtain a formal quote for an annual contract.

b) Well pump replacement update.

Cory was previously recommended by Dave Stickel to contact American Pump & Drilling who is scheduled to look at the well pump this week.

c) Tensleep/Eastside ditch culvert update.

Westwood Curtis Construction (WCC) will schedule the culvert replacement once the pipe is received. Nancy will notify Rafter J residents when the project dates are known. The project is expected to take two weeks and needs to be completed before the irrigation water begins to flow. The irrigator is willing to work with WCC's timeline.

d) Review of 2022-2023 projected income and expenses.

Eileen requested backup detail on the projected water usage calculation; Nancy will forward the information to Eileen.

Crack sealing and pothole repairs of collector and local roads was discussed. Cory was asked to obtain cost and timeline estimates from R&D and Hunt Construction.

Repair of lifted manhole located on the pathway near western Walden pond was discussed. Cory will ask if Westwood Curtis Construction can replace the cracked concrete with asphalt.

Steve is still working on obtaining estimates for Lot 333's irrigation claim.

Cory expects to obtain water operator certification in May. Nancy will contact Nelson Engineering to extend the backup water operator contract for May.

e) Amended budget.

2022-2023 projected income and expenses will be updated and reviewed at the next meeting. Overall, 2022-2023 looks good, even with the unexpected culvert expense. It cannot be determined at this time if it will be necessary to submit an amended budget to the Department of Audit.

2. 2023-2024 budget.

a) Eileen asked Nancy to move Ridgeline revenue to the Adams Canyon, SPSC, Water Billing line, and compile Ridgeline historical revenue for reference.

b) Annual assessment for commercial properties within Rafter J.

Brian is working on gathering examples of trip generation figures for commercial properties.

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

Eileen is working on proposals for rate structures.

d) Cory recommends annual tune-ups for the skidsteer estimated at \$1,000. This is an HOA expense and should be included in the HOA budget.

e) Capital projects.

Surface treatment for collector roads and local roads will be moved to 2024-2025. The roads are in good condition, and crack sealing as discussed earlier will help extend the lifespan of the existing surfaces.

Estimated cost of a front loader is \$93,000. Cory was asked to prepare a comparison assessment for a 906 CAT front loader. The assessment should compare estimated costs of ownership, rental, and contract work. Steve and Brian offered to gather information from other contractors regarding equipment ownership vs rental.

3. Water service for non-Rafter J properties update.

The Board was previously informed by Paul D'Amours who advised that the ISD can be reasonably confident that it will not be subject to regulation by the Wyoming Public Service Commission if it continues to provide water to a private landowner outside of the District boundaries.

4. Pathway Easement update.

A pathway easement between the County and Rafter J was drafted many years ago but was not finalized. The pathway easement allows public access and designates maintenance responsibilities. It was discovered that the pathway passes through the property lines of multiple Townhome Associations and Brian is working on the language needed for additional easements.

5. Water System Protection Plan update.

Steve intends on gathering information by staying connected with Chris Colligan who oversees Teton County water quality.

## **Other Business**

### **1. Public comment.**

Karen and Steve have been in communication regarding HOA and ISD Board discussions. Brian would like more information on HOA trail projects and Eileen requested a copy of the HOA reserve schedule.

Vehicle speed within Rafter J is an ongoing concern in which the HOA is responsible for behavior and the ISD is responsible for infrastructure. Brian offered to attend a future HOA meeting to discuss examples of traffic calming.

## **Next Meetings**

Wednesday May 10, 2023 at 6:00 p.m. and Wednesday May 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 7:36 p.m.