

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 10, 2023 6:00 p.m.

Minutes of Meeting:

Attending for the District:

Directors:

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

Also Attending:

Jim Huspek: Rafter J owner
Karen Jerger: Rafter J owner & HOA Board Member

Staff:

Nancy Henderson

Call to Order

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

Approval of Minutes

Eileen moved to approve the 4/24/23 meeting minutes. Steve seconded the motion. It passed unanimously.

Additions to the Agenda

Discuss American Brant Drive water line damage.

Board Discussion

1. 2022-2023 budget – Projected totals update.

a) Income.

No update.

b) Generator repair for lift station.

No update.

c) Well pump replacement.

American Pump & Drilling pulled the well pump and took it to Idaho Falls for inspection. The pump does not need to be replaced and Delcon is expected to repair the electrical issue. Cost estimates and a timeline for service will be obtained.

d) Main water valves.

Dave Stickel has proposed to exercise the main water valves. Historically this has been the Secondary Water Operator/Rafter J Maintenance Supervisor's responsibility. The valves will be exercised this summer or fall by Dave or Cory, depending on water certification requirements.

e) Crack seal/pothole repairs for collector and local roads.

R&D was asked to submit an estimate for repairs, but they are not expected to be back in the area until after June 30th.

f) Roadway painting.

R&D completed crosswalk painting, and painting of lines and arrows at north entry. Brian will inquire about the amount charged for mobilization. Stop bars will be added to next year's painting schedule.

g) Pathway manhole repair.

No update.

h) Lot 333 irrigation claim estimates.

Estimates are expected to be obtained after June 30th.

i) Amended budget.

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 proposed budget review.

a) Ridgeline water fees and water usage.

Revenue from the Ridgeline property will be reported as contract water billing.

b) Annual assessment for properties within Rafter J.

Brian presented examples of trip generation figures for properties within Rafter J, based on the ITE Trip Generation Manual 11th Edition – September 2021. The estimated figures are not precise but are a starting point and guideline for further discussion. Using square footage of commercial properties to calculate the assessment seems to be best, but parking spaces, usage, and location was also discussed. It is agreed that commercial properties have more impact than single family residential usage, and using separate methodology should be used for the calculation. The property type for King Eider requires more discussion since they maintain the internal road, but the units are detached. Calculations for sewer and water are needed. Eileen offered to look at a different approach using the costs to be covered, inclusive of the operational reserve. The primary focus is that the assessment is equitable and fair. It is evaluated annually, and increases can be implemented gradually if needed.

c) Water usage base fee.

Historical usage data is needed to calculate a water usage base fee. Nancy will see what reporting is available. Base fees for properties outside of district will be evaluated when the current contracts are finalized.

d) Capital projects.

Surface treatment for collector roads and local roads will be moved to 2024-2025. \$5,000 will be budgeted in 2023-2024 for Water Main Repairs. Karen will provide Eileen with culvert information that was obtained for the HOA reserve study. The Board decided to rent a front loader when needed, as opposed to purchasing one. Water and Sewer reserves need to be evaluated; Nancy will provide estimated costs for meter replacements. Solutions to mitigate speeding of vehicles will be discussed in the future.

e) Generators.

Cost estimates are needed for regular generator services.

f) Proposed budget submission.

The proposed budget is due to the Department of Audit on June 1st. Nancy will ask the CPA how much time they need to prepare the proposed budget, and if a Board signature is required.

3. Walden Pond HOA-American Brant Road water and sewer line damage.

This past winter Walden Pond's snow removal service plowed snow into the middle of the American Brant cul de sac covering water shut off valves and a fire hydrant, and this spring Walden Pond's landscaping service discovered two shut off valves for the irrigation system were damaged. Walden Pond's landscaping service attempted to make repairs and excavated ISD infrastructure without ISD approval and without obtaining utility locations. Three water service lines, the irrigation line, and a sewer line were damaged. Upon notification to the ISD of the damage, water was shut off to twelve housing units for 18-20 hours while repairs were made by Westwood Curtis Construction. Dave Stickel, ISD primary water operator and Steve Foster were onsite to monitor the project. The Board discussed sending property managers a reminder about infrastructure responsibilities.

Maintenance

1. Tensleep/Eastside ditch culvert update.

Westwood Curtis is scheduled to replace the culvert May 16th-30th. Rafter J owners and County departments were notified of the Tensleep Drive closure. Westwood Curtis is responsible for road signage.

2. Culverts.

Cory will be asked to complete a map to identify culverts within Rafter J that are the responsibility of the ISD. The map should include culvert material, size, and estimated life span.

3. Well pump repair.

Nancy was asked to follow up with Delcon regarding a cost estimate and schedule for electrical repairs.

4. Skidsteer broom.

Metal broom bristles from the skidsteer have been found in the roadway. Brian suggested that one of the disks might be bad.

Other Business

1. Public comment.

Brian, as a Rafter J Board member, was notified by the County of a report they received regarding fill dirt that was dumped in the common area behind 1525 W. Pinto Drive. Nancy stated that it is an HOA issue and is being resolved.

Next Meetings

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 7:51 p.m.