

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 24, 2023 6:00 p.m.

Minutes of Meeting:

Attending for the District:

Directors:

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

Also Attending:

Kathie Brazinski: Rafter J owner & HOA Board Member
Vern Martin: Rafter J owner

Staff:

Nancy Henderson
Cory Kulacz

Call to Order

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

Approval of Minutes

Eileen moved to approve the 5/10/23 meeting minutes. Steve seconded the motion. It passed unanimously.

Additions to the Agenda

None.

Board Discussion

1. 2022-2023 budget – Projected totals update.
 - a) Engineering: As-built plans for water main repair.
As-built plans for the water main repair that occurred east of Lot 333 and runs under HWY89 is expected to be completed before June 30th at an estimated cost of \$1,500.
 - b) Generator repair for lift station.
Estimated cost for replacing the control panel is \$6,236 and will be scheduled. The project is expected to be completed after June 30th.
 - c) Well pump electrical and motor repair.
Delcon replaced a breaker and Nancy will follow up on the billing. The estimated cost from American Pump & Drilling to replace the motor is \$9,507 and is expected to be installed prior to June 30th.
 - d) Pathway manhole repair.
The cracked concrete surrounding a manhole located on the pathway between the ponds will be repaired inhouse by Cory.
 - e) Amended budget.
Projected expenses are expected to exceed budget and it will be necessary to submit an amended budget to the Department of Audit.

2. 2023-2024 Budget: Review and update Proposed Totals.
 - a) Water Agreements.

Revenue from Adams Canyon, SPSC, and Ridgeline properties will be reported as Water Agreements Income.
 - b) Crack seal/pothole repairs for collector and local roads.

Based on historical repairs and cost increases, the budget for Road Maintenance will be increased to \$25,000.
 - c) Main water valves.

Valves will be exercised this summer or fall by Cory and supervised by Dave Stickel.
 - d) Capital projects.

The reserve project schedule was updated. Resurfacing of roads has moved forward to 2024-2025, road overlay is projected for 2028-2029, and pathway sealing should occur every five years. Costs for culverts, water, and sewer maintenance was added.
 - e) Water usage rate and base fee.

Projected water usage revenue compared to associated expenditures is balanced. The Board addressed how properties with no usage or low usage should share the burden of offsetting costs of the infrastructure system. Eileen presented a calculation for a minimum water usage fee, using current invoicing to establish a threshold for low water usage resulting in 6000 gallons per quarter and recommends implementing a minimum water usage fee at a value of \$15 per quarter beginning July 1, 2023.
 - f) Meter replacement fee.

Eileen presented a cost worksheet for meter replacements. The costs were reviewed, discussed, and updated resulting in adjustments for quarterly fees beginning July 1, 2023.
 - g) Allocation of road costs.

Eileen presented calculations of split road costs for collector roads and local roads to start a discussion for sub-HOA road cost allocations. Establishing responsibility for the costs associated with local roads is a prime focus. The current lower assessment for Townhomes is based on a calculation reducing the responsibility of covering snow removal expenses. Further discussion is needed to evaluate the method used for calculation, cost per square foot is needed, and impact of usage should be considered. More information is needed regarding legal issues with Plats and the possibility of Townhome annexation.
 - h) Annual assessment for properties within Rafter J.

Eileen presented calculations for assessments illustrating weighted and unweighted values. Implementing weighted calculations requires further discussion, advice from legal counsel, and direct communication with commercial properties. The current methodology using unweighted calculations, increasing the annual assessment by 4.8% will be used for the 2023-2024 budget.

Maintenance

1. Tensleep/Eastside ditch culvert update.

The culvert was installed, and ditch water is running. Paving is expected to be completed prior to June 30th, the roadway and pathway are currently open.

2. Tensleep/Big Trail crack in roadway.

Brian reported a large crack in the roadway that appears to have been cleaned out as if it was being prepared for sealing. Cory will inspect it.

Action Items

1. Annual assessment for FY 2023-2024.

Steve motioned to increase the annual assessment by 4.8% to meet projected budget needs. Eileen seconded the motion. It passed unanimously.

2. Quarterly water meter fee for FY 2023-2024.

Brian motioned to adjust water meter fees as discussed for set quarterly fees of \$10 for ¾” meters, \$16 for 1” meters, \$22 for 1.5” meters, \$30 for 2” meters, \$109 for 4” meters, and \$200.76 for 6” meters. Steve seconded the motion. It passed unanimously.

3. Minimum quarterly water usage fee for FY 2023-2024.

Brian motioned to establish a minimum \$15 quarterly water usage fee. Steve seconded the motion. It passed unanimously.

4. Owner communications.

Eileen will draft a letter outlining fee updates for Nancy to mail to the District owners.

Other Business

1. Public comment.

Vern offered a historical perspective and reasoning for Townhomes being responsible for their internal roadways; Townhomes have separate private roadways within their property lines and single-family homes should not have to subsidize private roadways.

Next Meeting

Annual Meeting and Budget Hearing Thursday June 15, 2023 at 7:00 p.m.

Adjourn

Brian motioned to adjourn. Steve seconded the motion. All were in favor and the meeting adjourned at 7:29 p.m.