

RAFTER J IMPROVEMENT AND SERVICE DISTRICT
ANNUAL MEETING AND BUDGET HEARING
2951 W. Big Trail Drive, Jackson WY 83001 and ONLINE
Phone: 307-733-5262 / Email: Office@ RafterJ.Org
June 15, 2023 7:00 p.m.

Minutes of Meeting:

Attending for the District:

Directors:

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

Also Attending:

Karen Jerger: Rafter J owner & HOA Board Member

Staff:

Nancy Henderson

Call to Order

President Schilling called the meeting to order at 7:00 p.m.

Approval of Minutes

Eileen had two changes to the minutes. Steve motioned to approve the 5/24/23 meeting minutes as amended. Eileen seconded the motion. It passed unanimously.

Additions to the Agenda

Discuss Eastside ditch/Tensleep culvert completed project – asphalt patch.

Board Discussion

1. FY 2022-2023 Proposed Amended Budget - Adjustments.

a) Legal expense.

Legal service fees for the full fiscal year were not billed in a timely manner and were higher than expected. The projected total and amended budget total is \$4,850.

b) Accounting expense.

Accounting service fees for DOA budget submissions increased. The projected total and amended budget total is \$8,500.

c) Alternative Power System Maintenance and Fuel expense.

Billing from Delcon to evaluate the backup generator was received, and was under the estimated amount. The projected total will remain at \$7,840 in case there other unexpected expenses.

d) Water and Sewer Pumps expense.

The well pump project was completed. Billing for electrical work was received from Delcon, and the motor was installed by American Pump & Drilling (APD). Billing from APD and Dave Stickel has not yet been received. The projected total and amended budget total is \$14,044.

e) Sewer & Water Operator expense.

The backup water operator contract was extended for May and June. The projected total and amended budget total is \$22,860.

f) Contingency expense.

Due to uncompleted projects that may have unexpected expenses, the projected total and amended budget total is \$10,000.

2. FY 2023-2024 Budget.

a) Operating Income.

The annual assessment will increase 4.8%, a \$15.00 quarterly minimum water usage base fee will be implemented as of July 1st, and the water meter quarterly base fee will be adjusted as of July 1st.

b) Expenses.

HOA Operations Support and Vehicle Usage calculations were updated, crack sealing of collector roads and local roads is expected, the sewer alternate power system will be repaired, and the remainder of the expiring water meters will be replaced.

c) Adjustments.

Legal and Accounting expenses have been updated for rate increases. The rate for Legal services has increased 60% and the budget has been increased accordingly to \$8,000.

Charges for CPA services is higher than expected, resulting in updating the budget total to \$10,000.

d) Contingency.

The Contingency has been updated to \$37,000 to allow for FY 2022-2023 projects that may not be completed by June 30, 2023, year end.

e) Final Total Expenditures.

Total Expenditures are \$349,908, inclusive of \$37,000 Contingency.

Maintenance

1. Tensleep/Big Trail crack in roadway.

Brian previously reported a large crack in the roadway that appeared to have been cleaned out as if it was being prepared for sealing, but upon re-inspection the seal is okay and not an issue.

2. Eastside ditch/Tensleep culvert.

Two Rafter J residents previously reported concerns with the asphalt patch not being level with the existing roadway. Kurt Stout, Meridian Engineering will be asked, using the Wyoming Public Works specifications, to inspect the culvert and asphalt patch. Westwood Curtis Construction will be informed of the inspection.

Action Items

1. FY 2022-2023 Amended Budget.

Steve motioned to approve the FY 2022-2023 Amended Budget as amended. Eileen seconded the motion. It passed unanimously.

2. FY 2023-2024 Budget.

Steve motioned to approve the FY 2023-2024 Budget with \$349,908 Total Expenditures, inclusive of \$37,000 Contingency. Eileen seconded the motion. It passed unanimously.

3. Reserve balances for FY 2022-2023 and FY 2023-2024.

Steve motioned to approve the FY 2022-2023 and FY 2023-2024 Reserve Balances as budgeted. Eileen seconded the motion. It passed unanimously.

Other Business

1. Public comment.

Karen noted that the May 30th HOA Board and ISD Board workshop was productive and follow ups to the discussions are in progress.

2. Owner communications.

Eileen drafted a letter outlining assessment and fee updates for Nancy to include in the June 30th water bill mailing, and to post in the Rafter J bulletin boards. Eileen will send the draft to Brian and Steve to approve.

3. HOA 2018 traffic count report.

Nancy will forward the HOA 2018 traffic count report to the ISD Board. This report might be helpful with future cost allocation calculations.

4. HOA traffic counters.

Karen stated that the HOA is considering purchasing tube traffic counters and the Board will be discussing this at their June 27th meeting. If purchased, the ISD would be interested in using the traffic counter information for their cost allocation calculations.

Next Meeting

Wednesday August 9, 2023 at 6:00 p.m.

Adjourn

Steve moved to adjourn. Eileen seconded the motion. All were in favor and the meeting adjourned at 7:55 p.m.