

RAFTER J IMPROVEMENT AND SERVICE DISTRICT
BOARD OF DIRECTORS MEETING
2951 W. Big Trail Drive, Jackson WY 83001 and ONLINE
Phone: 307-733-5262 / Email: Office@ RafterJ.Org
August 8, 2023 6:00 p.m.

Minutes of Meeting:

Attending for the District:

Directors:

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

Also Attending:

Bob Fishback: Rafter J owner
Karen Jerger: 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 6:00 p.m.

Approval of Minutes

Steve moved to approve the 6/15/23 annual meeting minutes. Eileen seconded the motion. It passed unanimously.

Additions to the Agenda

Discuss homeowner request to record meetings.

Review proposal from Jody Donnelly (1230 W. Hay Sled Dr., Lot 61) for water meter pit.

Board Discussion

1. Cost allocations.

a) Annual Assessment weighted calculation for 2024-2025.

Rafter J HOA has purchased and will be installing traffic monitoring equipment. Data collected might be helpful in developing the new assessment calculation. Brian offered to contact and ask Jessica Brown, HOA Board member, to be involved with equipment placement and training.

b) Allocation of road costs – Townhome responsibility for local roads.

Information regarding legal issues with Plats and the possibility of King Eider HOA annexation has not been updated. Teton County recently changed the Geographic Information System (GIS) where Plat information is available, but access issues are still being worked out.

2. Update on new water usage contracts.

a) South Park Service Center ISD (SPSC)

Previously today Rafter J ISD Attorney Paul D'Amours informed the ISD Board that SPSC has hired an engineering firm to assist with re-writing the water agreement.

b) Adams Canyon.

Previously today Paul D'Amours informed the ISD Board that the amended water agreement has been forwarded by Deputy County Attorney Keith Gingery to the County Engineer for review.

c) 4Rent LLC.

Charging the current owner in arrears for a water tap and meter installation was discussed. Nancy will ask Paul D'Amours about the best way to proceed with communications to 4Rent LLC. The Board instructed Staff to move forward with getting a water meter installed. Cory will ask Westwood Curtis Construction to help locate the water tap.

3. Updated Pathway Easements.

No update.

4. Pathway signage.

Brian is continuing to work on a map of suggested pathway signage. Rafter J HOA has purchased and will be placing portable in-street "yield to pedestrian" signage in crosswalks near Big Trail park.

5. Stage Stop Inc/Lot 333 irrigation claim.

No update.

Maintenance

1. Annual generator service.

Cory received a quote from CAT for annual generator service. Cory offered to create a schedule for regular maintenance to be performed in-house and recommended using outside vendors for specialized maintenance as needed.

2. Evaluation of roadway potholes.

Cory reported that eroded roadway edges and rutted corners are a concern, a full evaluation for potholes has not been completed.

3. Crack sealing of main roads and side roads.

R&D is in town working on other projects, Nancy will remind Rick of R&D to provide an estimate for crack sealing. It is preferable to have the work completed this September.

4. SPSC water meter radio connection.

Ridgeline Excavation removed a substantial amount of debris left from melted snow removal piles that covered the manhole access for the water meters. Radio connectivity is being evaluated, and installation of new radios is expected.

5. Schedule for exercising water main valves.

Cory will be exercising water main valves and hydrants. No schedule as of this date.

6. Pathway manhole repair.

The broken concrete collar around a manhole located on the pathway by the ponds has been a concern. The concrete was removed and replaced with asphalt. The asphalt will be sealed.

7. Eastside ditch/Tensleep culvert update - Roadway.

Westwood Curtis Construction and Evans are working together to redo the asphalt patch next week.

Other Business

1. Department of Audit (DOA) public officer training requirement.
Nancy will submit the Board's required documentation to DOA.

2. Proposal from Jody Donnelly (1230 W. Hay Sled Dr., Lot 61) for water meter pit.
A request to install a water meter pit was submitted to the Rafter J office by Jody. Following discussion, a plan with engineering specifications that meets the requirements as outlined by Regulations of Water and Sewer Use of the Rafter J ISD (paragraph 5.3) needs to be submitted to the Board. Vern commented that meter pits were discussed when meters were originally installed, but the cost was prohibitive. Jody has agreed to be responsible for all expenses related to this project, except for a standard water meter to replace the existing meter that is past due for replacement because of an expired battery.

3. Recorded meetings.

The Rafter J office received a request from a homeowner to have meetings recorded and available to residents. Discussion included posting the recordings on the Rafter J website until written minutes are approved and archiving the recordings to be available upon request.

Steve moved to record all ISD official meetings and to post the recordings on the Rafter J website until written minutes are approved. Eileen seconded the motion. It passed unanimously.

4. Public comment.

Bob Fishback comments and questions:

- Bob believes his emails are not being forwarded to the Board because a response from the ISD (Steve) regarding clarification of an incorrect statement made by Bob at the 2022 HOA annual meeting was not received. Bob would like to email ISD Board members directly. The Board responded that they prefer communication to be made through the Rafter J office.
- Will traffic count data be used in calculating fees for commercial properties? The Board responded that the data could be used as a measurement, along with other factors to calculate a fair assessment.
- The extended timeframe for completing the new water service agreements with non-Rafter J properties is a concern. The Board explained that the contracts involve collaboration with the property owners, legal counsel, and engineering consultants which has slowed the process.
- Bob is amazed and intrigued that past Boards were not aware of the 1981 water service agreement with the previous owners of the property now owned by 4Rent LLC and appreciates the current Board's involvement.
- Will the ISD be contracting with a new legal attorney? The Board will discuss this issue at a future meeting.
- Bob believes fire hydrants are not maintained and suggested the Fire Department perform a property wide inspection in the wintertime. The Board responded that hydrants are maintained, and Fire Marshall Kathy Clay previously attended an ISD meeting where she provided suggestions for maintenance, fire safety, and awareness, which were followed.
- What is the ISD doing to secure grants? The Board explained that grants are usually for supporting known capital projects, not for operations or maintenance of existing infrastructure.
- Bob suggested Steve Baldock be contacted regarding front loader operations.

Vern Martin comments:

- Vern provided a historical account of when the ISD became a functioning entity; The HOA, up until the early 2000's was responsible for Rafter J infrastructure, but the HOA did not have the reserves to maintain it, whereas the ISD had the ability to raise funds that were needed for major capital improvements, so the HOA transferred ownership and maintenance responsibilities to the ISD.

Karen Jerger comments:

- The HOA is contracting with Jorgensen to address usage issues in the Adams Canyon area, including fencing around the water tanks. The HOA will keep the ISD Board informed of Jorgensen's recommendations.
- Karen offered to present the ISD report at the HOA annual meeting. Brian thanked Karen and stated that he plans on attending the meeting.

Next Meeting

Wednesday September 13, 2023 at 6:00 p.m.

Adjourn

Steve moved to adjourn. Eileen seconded the motion. All were in favor and the meeting adjourned at 7:19 p.m.