

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
November 16, 2023 6:00 p.m.

Minutes of Meeting:

Attending for the District:

Directors:

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

Also Attending:

Aida Farag: Rafter J owner & HOA Board Member
Gina Lipp: Rafter J owner
Peggy McAvoy: Rafter J owner
Vicky O'Donoghue: Rafter J owner
Janice Smith: Rafter J owner

Staff:

Nancy Henderson
Cory Kulacz

Call to Order

President Schilling called the meeting to order at 6:03 p.m.

Approval of Minutes

Steve moved to approve the 9/13/23 meeting minutes. Eileen seconded the motion. It passed unanimously.

Additions to the Agenda

- Teton County Water Quality Master Plan update.
- South Park Service Center Lot 18 new water tap.
- Discuss Rafter J emails for Board members.

Board Discussion

1. Cost allocations.

a) Annual Assessment weighted calculation for 2024-2025.

Eileen presented schedules containing traffic data that was collected from Big Trails, Tensleep, Childrens Learning Center, and Gateway Church. The data provides a rough idea of the number of trips generated from each area. More traffic data collection will occur in the spring. Occupancy variances and seasonal variances should be considered when evaluating the data.

b) Allocation of road costs – Townhome responsibility for local roads – legal issues with townhome plats and possibility of annexation.

Eileen, as a King Eider resident commented that King Eider is still interested in being annexed into Rafter J HOA and King Eider is waiting to hear back from Rafter J HOA.

2. Update on new water usage contracts.

a) South Park Service Center ISD (SPSC)

SPSC has hired an Attorney to review the new water agreement.

b) Adams Canyon.

Obtaining an updated water demand schedule for the water agreement is preferred, and Brian offered to contact Amy Ramage, Teton County Engineer for a sewer study that was completed

recently by the County. Not being able to retrieve water readings remotely is a concern. Steve questioned if the Adams Canyon properties could be outfitted to be read by the ISD software program. Nancy will research different options for retrieving meter reads.

c) 4Rent LLC.

No update.

3. Updated pathway easements.

Keith Gingery, Chief Deputy County Attorney and Paul D'Amours, ISD Attorney will be asked by Brian to discuss transferring HOA and Sub-HOA pathway easements to the ISD so that future agreements with the County are between the two government agencies, not multiple entities. It is also recommended to have all road agreement grantor ship transferred from the HOA to the ISD.

Public comment.

Gina asked if new pathways are being discussed. The Board clarified that the easements are for existing pathways, and new pathways are not being proposed. The County built the pathways in exchange for Rafter J allowing public access to the pathways.

Janice asked for clarification on the reasoning of allowing public access to Rafter J pathways and if the County has administrative control of the roads. The Board explained that Rafter J, as a private property can regulate who accesses Rafter J, but the easements allow the public to utilize pathways and not be trespassing on private property. The roads are platted and any changes to the roads are subject to the County process to change a plat.

Aida asked if the easements could prevent Rafter J from being a gated community. The Board explained that roads are private but can be accessed by the public. The easements being discussed are for pathways, not roads. Advice from legal counsel is recommended if there is future discussion regarding gates.

4. Pathway signage.

No update.

5. Stage Stop Inc/Lot 333 irrigation claim.

No update.

6. Peggy McAvoy (1790 S. Pack Saddle Dr., Lot 294): Proposed "No Outlet" sign at end of Big Trail Drive.

Peggy is concerned with increased vehicle traffic using Pack Saddle as a turn around, and suggested posting a "No Outlet" sign on the existing "Bike Route End" sign post which is located at the end of the Big Trail pathway. Following discussion, the Board asked Cory to replace the "Bike Route End" sign with a "No Outlet" sign.

7. Pam Weiss (1940 W. Bunkhouse Dr., Lot 244): Claim, water leak.

Pam previously submitted a claim to document that a leak occurred after the ISD had the water meter replaced by an outside vendor, no damages have been claimed at this time. The leak started between 8/29/23 and 9/29/23, the meter was installed on 6/22/23. Daily usage for a month prior to the repair is documented. The plumber who repaired the leak found that one of the washers had somehow become folded.

8. Jody Donnelly (1230 W. Hay Sled Dr., Lot 61): Billed for service line and meter upgrade from ¾" to 1".
Upon installation of a new water meter pit (approved 9/13/23) the service line and meter were updated from ¾" to 1". Jody was billed accordingly.
9. Late Water Payment Penalty Procedure update.
To address the occurrence of 3 or more cutoffs, Eileen proposed to add: "Any subsequent cutoff(s) will continue at \$250 each until four quarters of timely payments are achieved. At that point, any subsequent cutoffs will revert to the reconnect fee schedule as originally outlined."
10. Teton County Water Quality Master Plan.
Steve reported that Teton County has extended the public comment period through December. More information can be found at <https://engagetetoncountywy.com>.
11. South Park Service Center Lot 18 new water tap.
Lot 18 is under construction and will be tapping into the SPSC water main. The contractor has paid the Town for a 2" meter to monitor sewer usage. Nancy will verify the size of the water line with the Town and bill the Lot owner accordingly. Individual meters for each property does not affect ISD infrastructure responsibilities and will not affect ISD billing.
12. South Park Service Center connection to Town sewer.
Nancy will be contacting Cory Teuscher, Town Meter Reader to inquire about SPSC proposed water infrastructure changes.

Maintenance

1. Water leak on Lot 332.
No update.
2. SPSC water meter radio connection.
Cory installed new registers/radios on the Neptune compound meter.
3. Schedule for exercising water main valves and hydrants.
Cory started exercising hydrants. Water main valves will be addressed in the summer.
4. Eastside ditch/Tensleep culvert update - Roadway.
The Tensleep asphalt patch has been repaved.
5. Lift station generator repair update.
The work previously approved for engine coolant heater replacement and to repair unstable voltage has not been completed.
6. Water meter replacements.
27 water meters, due to expiring batteries, are remaining to be replaced in spring.
7. Lift station #1 pump blockages.
Debris such as fabric and tennis balls have been found in lift station #1. It is believed these items are either being flushed down a toilet or being put in a sewer cleanout that is not capped. Nancy will send a reminder to inform all owners of this issue. It is a costly expense to all owners to unclog the pumps, and a system shutdown is a concern. Lift station #2 had a

Deragger installed a few years ago to address clogging. Nancy believes, and will verify if a second Deragger was purchased at that time.

8. Winter preparations.

The trucks, plows and sander are ready for the winter season. Cory was asked to install a snow pole by the rock located west of the Collar Drive mailboxes.

Action Items

1. Late Water Payment Penalty Procedure.

Eileen moved to approve the Late Water Payment Penalty Procedure as presented on 11/16/23. Steve seconded the motion. It passed unanimously.

Other Business

1. Rafter J email addresses for ISD Board members.

Creating individual Rafter J email addresses for ISD Board members or having a shared email address was discussed. Nancy will research options and cost.

2. Public comment.

Vicky is concerned about ISD-Gateway Church communications, proposed trails surrounding the Church property, water agreements with non-Rafter J properties, water tank easements, pathway liability, and vendor choices for pump repairs. Brian will follow up and respond to Vicky's concerns.

3. CPA Annual Review update.

The CPA Annual Review draft is completed and is being reviewed by Eileen.

Next Meeting

Thursday January 11, 2023 at 6:00 p.m.

Adjourn

Steve moved to adjourn. Eileen seconded the motion. All were in favor and the meeting adjourned at 7:34 p.m.