

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  
January 11, 2024 6:00 p.m.

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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

Staff:

Nancy Henderson  
Cory Kulacz

**Call to Order**

President Schilling called the meeting to order at 6:16 p.m.

**Approval of Minutes**

Eileen suggested one edit to the 11/16/23 draft minutes. Steve moved to approve the 11/16/23 meeting minutes as amended. Eileen seconded the motion. It passed unanimously.

**Additions/Deletions to the Agenda**

- Add budget update.
- Add King Eider inquiries regarding road maintenance and interest in dissolution of King Eider HOA.
- Remove Huta claim (not submitted in time for meeting).

**Board Discussion**

1. Cost allocations.

Steve moved to table the discussion to a future meeting. Eileen seconded the motion. It passed unanimously.

2. Update on new water usage contracts.

a) South Park Service Center ISD (SPSC).  
No update.

b) Adams Canyon.

The Board discussed the calculations for maximum usage, specifying a total maximum daily usage of 4,000 gallons for the entire property. Brian offered to finalize the wording of the Agreement and to deliver a final draft to the County.

c) 4Rent LLC.  
No update.

3. Updated pathway easements.

No update. The County Attorney and ISD Attorney are expected to discuss if it is best to have easements between government entities, or between the County and landowners.

Public comment.

Aida commented that the HOA should be involved in updating the easements.

Gina asked why easements are needed for roads. The Board clarified that the discussion is for updating existing pathway easements, not roads. New pathways are not being proposed.

4. Pathway signage.

No update.

5. Adams Canyon, Parcel 11 change in use.

3184 S. Adams Canyon Drive, also identified as Parcel 11, has historically been used as a temporary housing/crisis center. The ISD received notice of an application for a Conditional Use Permit (CUP2023-0006) for a change of use from Institutional to Residential Dormitory Use. The Board does not expect a significant change in water usage, and there are no other concerns with the application.

Public comment.

Aida is concerned about the number of people that will be occupying the building and asked if the ISD will be attending the public hearing. Brian might be able to attend the hearing.

6. Dale Taylor (3325 S. Black Baldy Dr., Lot 101): Claim, water line repair.

The Board reviewed a reimbursement claim for replacement of a leaking ball valve and replacement of a leaking pipe attachment, both are claimed to be caused during the installation of a water meter that occurred in June 2020. The meter was installed by a contractor hired by the ISD. Nancy noted that historically the ISD has been responsible for meters not ball valves.

Steve moved to partially approve the claim for \$245.86. Eileen seconded the motion. It passed unanimously.

After the meeting the Board re-reviewed the claim which stated that the ball valve cracked due to overtightening by the technician in June 2020. The Board amended the reimbursement amount to the full amount of the claim, \$266.35.

7. Jody Donnelly (1230 W. Hay Sled Dr., Lot 61): Disputing bill for water service line upgrade from ¾" to 1".

The ISD Attorney has sent a letter, outlining the Regulations of Water and Sewer Use, to Jody's Attorney.

8. South Park Service Center (SPSC) billing.

Brian moved to approve a letter from the ISD to CS Jackson Group LLC, owner of Lot 18, which includes connection requirements and requests an Application for Water Connection Permit to be completed. Steve seconded the motion. It passed unanimously.

Billing clarification and inventory of properties has been completed. SPSC is currently billed for one irrigation service and 18 business lot water services. Lot 18 is under construction and will be added to quarterly billing when water service is installed. Water service billing for 4Rent LLC needs to be set up.

9. Budget review.

Eileen reviewed the Budget as of 12/31/2023. Income from Water Usage Fees is lower than expected due to higher than average precipitation and cooler temperatures, resulting in low irrigation usage. Recovery of lost income is not expected. The Sewer System Maintenance budget is expected to be exceeded due to lift station and generator maintenance. The Water

Testing & Samples expense is over budget because labor for collection of monthly water samples was not budgeted, this service is being provided by Dave Stickel, ISD Water Operator, not by Cory. Overall, the Budget is in good shape.

10. King Eider HOA.

Grand Teton Property Management (GTPM), manager of King Eider HOA, previously sent an email to the Rafter J office inquiring about the idea of dissolving King Eider HOA into Rafter J HOA and ISD, and requested information on road maintenance. Steve previously reviewed the language on Plat 711 and it seems that King Eider HOA would most likely need to convey their roadway and common area to Rafter J HOA, and thus, Rafter J HOA will need to respond to GTPM about the feasibility of dissolving King Eider HOA. This action may require the vote of the Rafter J electorate to change the King Eider Plat. Eileen commented that King Eider HOA is interested in making sure their road maintenance reserves are adequate, and she offered to provide them with information based on ISD activities.

**Maintenance**

1. Water leak on Lot 332.

Westwood Curtis Construction has repaired Lot 332's water line leak.

2. Generator for lift station #1.

Engine coolant heater replacement and voltage repairs have been completed.

3. Deragger mechanism for lift station #1.

Two Deragger mechanisms, purchased in 2019, are in stock. One mechanism will be installed at lift station #1.

4. Big Trail "No Outlet" sign.

A "No Outlet" sign, as approved by the Board at the 11/16/23 meeting, has been installed at the end of Big Trail Drive, on the post with the existing "Bike Route End" sign.

**Action Items**

None.

**Other Business**

1. ISD-HOA joint workshop and meeting.

The ISD Board will be able to attend a joint workshop on 1/23/24 to discuss Rafter J ISD-HOA interrelated concerns. Steve offered to attend a meeting on 1/16/24 to hear a presentation from Silver Star regarding a proposed fiber project in Rafter J.

2. FY 2024-2025 Budget.

The Board asked Cory to prepare a list of major projects and expenses that are expected for FY 2024-2025.

3. Public comment.

a) Gina thanked the Board for their service.

b) Aida believes the Teton County Water Quality Master Plan (TCWQMP) proposes regulations for small drinking water facilities and she recommends the ISD Board be involved in the discussion prior to the final vote. Brian offered to contact Chris Colligan, Teton County Project Manager, to verify TCWQMP language regarding regulations for small drinking water facilities.

c) Brian responded to Vicky O'Donoghue's comment from the 11/16/23 ISD meeting in which she believed that Gateway Church was not informed of ISD activities regarding traffic counters. Brian clarified that Gateway Church was notified prior to installation of the traffic counter and the counter was installed on Rafter J property.

**Next Meeting**

Thursday February 22, 2024 at 6:00 p.m.

**Adjourn**

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