

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
February22, 2024 6:00 p.m.

Minutes of Meeting:

Attending for the District:

Directors:

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

Also Attending:

Paul D'Amours: ISD Attorney
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 6:02 p.m.

Approval of Minutes

Eileen and Brian suggested two typographical edits to the 1/11/24 draft minutes. Steve moved to approve the 1/11/24 meeting minutes as amended. Eileen seconded the motion. It passed unanimously.

Additions/Deletions to the Agenda

- Add previous discussion with Chris Colligan regarding water quality and supply.
- Add 2024-2025 budget discussion.
- Add fire hydrant snow removal suggestions.
- Add Executive session with legal counsel.

Board Discussion

1. Update on new water usage contracts for non- Rafter J properties.

a) South Park Service Center ISD (SPSC).

No update.

b) Adams Canyon.

Brian has prepared a staff report for the County Engineering Department to review the final Adams Canyon Agreement and asked Paul to provide an "Exhibit B" as referenced in the document. The Board of County Commissioners will review the document when it is completed.

c) 4Rent LLC.

4Rent LLC currently owns 3350 S HWY 89. The property was previously owned by John Curtis who signed an Agreement dated 1/4/1981 which included consideration for a tap fee and water usage. The property water usage has been billed quarterly to SPSC. The Board reviewed and edited a draft letter to 4Rent LLC, asking for a new Water Supply Agreement between 4Rent LLC and Rafter J ISD as of 1/1/24, installation of a water meter by a licensed plumber, and ongoing payment for water usage. Paul will finalize and send the amended letter to 4Rent LLC.

2. Updated pathway easements.

Paul was asked to contact County Attorney Keith Gingery and discuss if it is best for the ISD to have easements between government entities, or between the County and landowners.

Aida asked for clarification on the areas that the easements cover. The Board clarified that the easements are for all the pathways within Rafter J, and basically are to allow public access on the pathways. The original agreement from the early 2000's was for Rafter J to allow public access in exchange for the pathway construction completed by the County.

3. Update on SPSC Lot 18 water connection application and fee.

Paul is in communication with the SPSC Attorney. Nancy has provided Paul with a historical summary of SPSC Agreements.

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

Collection procedures are pending upon Paul's follow-up with Jody's Attorney.

5. Water quality and supply.

Steve has been working with Sue Lurie of the County Planning Commission to understand proposed Teton County Land Development Regulations (LDRs) revisions regarding how water quality and supply will be addressed for the Northern South Park development, and she previously asked Steve to send the Commissioners a letter, from the HOA and ISD that addresses Rafter J water concerns. Brian and Steve recently had a discussion with Chris Colligan, Teton County Project Manager, and decided to hold off on the letter, pending the ISD researching the development of a Rafter J Source Water Protection Plan that could potentially be included in the LDRs. Steve has contacted Wyoming Association of Rural Water Systems to provide more information regarding a Source Water Protection Plan.

Public comment.

Aida is in favor of a Rafter J Source Water Protection Plan. She is concerned that Rafter J is not a stake holder in the Teton County Water Quality Master Plan process and encourages the ISD to get involved by writing letters to the Commissioners and by attending County meetings. Steve offered to work with Aida to improve ISD involvement.

6. FY 2024-2025 Budget.

Eileen provided a vehicle & equipment replacement schedule and a future project summary. Cory will review the list and provide budget recommendations at the next meeting. Crack sealing roadways is a priority. Infrastructure inspections need to occur this spring.

7. Fire hydrant snow removal.

Steve has a safety concern regarding snow levels around fire hydrants that could impede access and suggested implementing a program, based on the International Fire Code, where homeowners can volunteer to help Cory keep the hydrants clear. The Board was in favor of Steve moving forward with a program.

Maintenance

1. Water Operator certification.

Cory received Level One Collections and Well Certifications. Dave Stickel is currently the primary Water Operator. Duties and responsibilities for Cory and Dave will be discussed.

Action Items

1. Sign Public Officer Training Form.
All Board members have completed the necessary requirements in compliance with W.S. 9-1-510. The signed Public Officer Training Form will be submitted to the Department of Audit.

Other Business

1. Director Election.
The Director Election for two seats is on 3/19/24. The candidates are Steve Foster, Eileen Mosman, and Vicky O'Donoghue. 2 of 3 judges have confirmed to count ballots on 3/20/24.
2. Automated billing and payment services.
The Rafter J office received a request, from a homeowner who lives remotely, to have access to automated billing and payment services. Nancy will obtain cost estimates for the Board to review for the 2024-2025 budget.
3. Rafter J email addresses for ISD Board members.
A shared email address that can be accessed by all Board members will cost \$9.00 a month. Implementation will require further discussion.
4. Public comment.
None.

Next Meeting

Wednesday April 10, 2024 at 6:00 p.m.

Executive Session

Eileen moved to enter Executive Session for the purpose of obtaining advice from legal counsel. Steve seconded the motion. All were in favor and the meeting entered Executive Session at 7:12 p.m. The ISD Board, staff, and Paul D'Amours were present.

Adjourn

The meeting exited Executive Session and Steve moved to adjourn the regular meeting. Eileen seconded the motion. All were in favor and the meeting adjourned at 7:36 p.m.