

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
September 10, 2024 6:00 p.m.

Minutes of Meeting:

Attending for the District:

Directors:

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

Also Attending:

Jessica Brown: Rafter J owner & HOA Board Member
Michele Dorsey: Rafter J owner
Jim Huspek: Rafter J owner

Staff:

Nancy Henderson

Call to Order

President Schilling called the meeting to order at 6:02 p.m.

Approval of Minutes

Eileen moved to approve the 7/15/24 meeting minutes. Steve seconded the motion. Motion passed unanimously.

Additions/Deletions to the Agenda

Additions: Traffic counts and Silver Star locates for fiber installation project.

Deletions: Pathway easements.

Board Discussion

1. Rafter J ISD Attorney.
Paul D'Amours is stepping down as the ISD Attorney and it is not known at this time if his Firm will retain the ISD as a client.
2. Update on new water usage contracts for non- Rafter J properties.
 - a) South Park Service Center ISD (SPSC).
The SPSC Attorney has reviewed the new water agreement. The ISD Board will review the revisions and respond to the Rafter J ISD Attorney.
 - b) Adams Canyon.
The County has reviewed the new water agreement and prefers to update the current legal description of the property. Brian will follow up with the County.
 - c) 4Rent LLC.
Brian will respond to the Rafter J ISD Attorney regarding a maximum usage amount.
3. Update on SPSC Lot 18 water connection application and fee.
The Certificate of Occupancy has not been issued by the County.

4. Water tank fencing and trail re-route.

Brian has been working with the HOA/Jorgensen Associates to reroute the Adams Canyon hiking trail away from the water tanks. Fencing around the water tanks will ensure compliance with the new trail usage and provide security for the tanks. Fencing is not required by government standards but is strongly recommended. Best practices regarding wildlife safety will be used in the fencing design. Brian offered to mark the new trail and notify Jorgensen Associates who is drafting a trail easement.

5. Water Operator update.

There is one potential contractor that can provide services for both primary and secondary Water Operator positions, and another one that is interested in the secondary position. The Board prefers to keep Cory Kulacz engaged in water operations.

6. Traffic counts and assessment methodology.

Traffic data has been compiled for Lot 330 (Gateway Church), Lot 331 (Children's Learning Center, Lot 333 (Stage Stop Inc.), Lot 336 (Backroads/Konitz), Tract 2A (Larsen Dentistry), and the western residential area of Fresno Drive (Beaver Slide Drive). The data was collected with the intent to give the Board a general sense of usage by the various properties to help with formulating fair assessment rates. Currently, single family and commercial properties are assessed at the same rate.

Eileen presented multiple potential assessment calculations using weighted values. Further Board discussion is needed to formulate a proposal in which owners will have an opportunity to provide feedback. The Board anticipates a methodology to be approved by April 1, 2025.

7. Silver Star SilverLight fiber installation project.

The HOA has a formal agreement with Silver Star to install fiber optic lines throughout Rafter J in the common areas. The HOA has agreed to pay Silver Star up to \$10,000 for hiring a third party for water and sewer locates. Jessica reported that one estimate for \$45,000 was obtained by Cory but she asked the Board if it would be okay for Silver Star to do manual locates instead. The Board is okay with Silver Star doing the locates but would prefer that Jessica try to obtain two more estimates. The chosen contractor will need to accept responsibility for damages.

An emergency plan needs to be in place in the event of water/sewer line damage.

Maintenance

1. New plow.

A new plow was ordered, the estimated cost is \$9,245.

2. Roadway crack sealing.

Crack sealing cost details and timeline were requested from Quality Paving.

3. Service Line Inventory.

A water system Service Line Inventory is due to the EPA by 10/16/24.

4. ISO survey information.

Ethan Rosenberger, Jackson Hole Fire/EMS Fire Inspector, has requested the ISD to provide Rafter J fire hydrant information for an ISO survey. The survey plays a role in the insurance underwriting process in which the ISO rating is used by insurance companies to determine homeowner premiums. Steve offered to work with Cory to compile the information.

Action Items

None.

Other Business

1. Special District government reporting.
 - a) Thompson Palmer & Associates PC has been retained for the FY 2023-2024 annual CPA Review.
 - b) The Local Government Annual Report Summary was sent to the Department of Audit.

2. Public comment.

None.

Next Meeting

Wednesday October 23, 2024 at 6:00 p.m.

Adjourn

Steve moved to adjourn. Eileen seconded the motion. All were in favor and the meeting adjourned at 7:11 p.m.