

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
February 19, 2025 6:00 p.m.

Minutes of Meeting:

Attending for the District:

Directors:

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

Also Attending:

Lloyd Dorsey: Rafter J owner
Aida Farag: Rafter J owner & HOA Board Member
Janice Smith: Rafter J owner
Kent Spence: Rafter J owner

Staff:

Nancy Henderson
Cory Kulacz

Call to Order

President Schilling called the meeting to order at 6:06 p.m.

Approval of Minutes

Steve moved to approve the 1/21/25 meeting minutes. Eileen seconded the motion. Motion passed unanimously.

Additions/Deletions to the Agenda

Additions: Discuss 2/14/25 Boil Notice.

Board Discussion

1. South Park Service Center (SPSC) Boil Notice.

On February 14, 2025 the SPSC portion of the Rafter J water system lost water service due to a telemetry failure between the tanks and pump house. Per EPA requirements, a Boil Notice was issued on February 14, 2025 for the SPSC area, and lifted February 19, 2025. Other properties in Rafter J experienced a temporary drop in water pressure but were otherwise unaffected. Cory repaired the telemetry issue, and noted that Ben Hanner, Primary Water Operator, is working on suggestions for system upgrades.

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

a) South Park Service Center ISD (SPSC).

The Board reviewed and discussed proposed maximum daily usage. Janice suggested that a rate review, for all property types, be completed periodically by Rafter J ISD.

Brian moved to approve the Rafter J ISD/South Park Service Center ISD Water Supply Agreement with maximum daily usage of 75,000 gallons and other changes as previously discussed. Steve seconded the motion. Motion passed unanimously.

b) Adams Canyon.

A map showing the location of water mains is required to finalize the agreement. A survey of the water mains is expected to occur this spring.

c) 4rent LLC.

The Board reviewed the Rafter J ISD/4rent LLC Water Supply Agreement draft dated 2/20/25, with the updated maximum daily usage and usage fees. The Board agreed to have Paul move forward with submitting a final copy to 4rent LLC.

3. Insurance claim for Fresno 10/22/24 water main break.

Paul D'Amours, ISD Attorney, is in communication with Scott Garland, HOA Attorney, regarding paid repairs and homeowner claims. Eileen inquired about including paid legal expenses if an insurance claim is filed. Nancy will forward the legal expenses to Paul.

4. Kent Spence water usage claim.

Kent has been unable to locate a water leak within his property that historically occurs repeatedly between June and October. Kent submitted a claim, asking the ISD to forgive \$1,024 for a spike in usage that occurred between July 2024 and September 2024. Following discussion, the Board believes the meter is operating properly. It is Kent's responsibility to find and correct what is causing the leak, and to pay all water usage going forward as of October 1, 2024.

Eileen moved to approve the claim from Kent Spence, forgiving the balance due on his account in the amount of \$1024. Steve seconded the motion. Motion passed unanimously.

5. Assessment calculation for 2025-2026.

Eileen presented cost allocation options for residential and commercial properties. The Board reviewed local road usage and distribution of costs. Tensleep Drive and Big Trail Drive are collector roads, and the side streets are local roads. The intention of the Board is to formulate a methodology that allocates road, pathway, and sewer costs fairly for all properties. Implementing potential increases in phases was discussed. Eileen will work on the possible allocation variations for the next meeting but will not have actual calculations until the 2025-2026 budget is completed. Nancy was asked to notify all owners in advance when assessment allocation discussions take place. Cory was asked to provide anticipated future expenses for the 2025-2026 budget.

6. Water shut off policy.

The Late Water Payment Penalty Procedure calls for water service to be shut off for unpaid accounts after four months. Nancy informed the Board that water shut off notices are being distributed but actual shut offs may be delayed due to winter weather conditions.

7. Interest rates on bank accounts.

Eileen is looking into improving current interest rates.

Maintenance

1. Status of sewer lift station #1 generator functionality.

The generator is operational. A new controller is needed for automatic functioning.

2. Status of annual water system generator service.

The generator is functioning as designed. Responsibility for coordinating a regular service plan has not been delegated.

3. Hazardous Materials Facilities Tier II reports are due 3/1/25.

Cory is working with Rich Ochs, Teton County Emergency Management Coordinator, to complete the Tier II report.

4. Snow removal.

No issues to report. Cory is working on recommendations for equipment improvements.

Action Items

None.

Other Business

1. Ownership of water and sewer mains in King Eider.

An Easement Agreement for Water and Sewer Mains between Walden Pond Homeowner's Association (Grantor) and Rafter J Ranch Homeowners Association (Grantee) dated September 15, 1998 (Doc 0474291 bk 361 pg. 1190-1192) states that Grantee, its successors, and assigns are responsible for existing water and sewer mains. Eileen questioned if there is a more recent Easement, as King Eider was not developed until 2010. Further documentation showing that ownership of the mains was conveyed to the ISD needs to be located. Janice Smith noted that the Regulations of Water and Sewer Use of the Rafter J ISD outlines ownership and responsibilities for mains.

2. EPA Administrative Order SDWA-08-224-004.

The ISD has completed all requests and the Order is closed.

3. Teton County Public Works: Water Districts Summit planned for April 23, 2025, from 10am to 2pm at the Teton County Library. Brian offered to attend the Summit.

4. Steve Foster's resignation.

This is Steve Foster's last meeting. The Board will be appointing a new Board member at the next meeting upon receipt of Steve's written resignation.

5. Public comment.

Lloyd Dorsey is concerned about the Adams Canyon Tract 3/Tract 3A Trail Easements. The HOA is the Grantor of the Easements, not the ISD. Lloyd will direct his concerns to the HOA.

Next Meeting

Monday March 24, 2025 at 6:00 p.m.

Adjourn

Eileen moved to adjourn. Steve seconded the motion. The majority was in favor and the meeting adjourned at 7:35 p.m.