

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
April 30, 2025 6:00 p.m.

Minutes of Meeting:

Attending for the District:

Directors:

President: Brian Schilling
Treasurer: Eileen Mosman
Secretary: Janice Smith

Staff:

Nancy Henderson

Also Attending:

Kathie Brazinski: Rafter J owner & HOA Director
Sadek Darwiche: Rafter J owner
Laurie Forstrom: for Rafter J owner Jack Konitz
Jim Huspek: Rafter J owner
Scott Larsen: Rafter J owner
Alex Lemieux: Rafter J owner
Josiah Nash: for Rafter J owner Teton County

Call to Order

President Schilling called the meeting to order at 6:00 p.m.

Approval of Minutes

Following discussion, Eileen moved to approve the 3/24/25 meeting minutes as amended. Janice seconded the motion. Motion passed unanimously.

Additions/Deletions to the Agenda

Add review of Action Item List.

Board Discussion

1. Assessment calculation overview.

The Board has had multiple discussions regarding the assessment calculation, due to re-evaluation of sub-HOA property use and changes in non-residential property use. Vehicle trip count data was collected from all non-residential properties and a residential area to create a calculation in which properties are assessed more fairly for road usage. It is expected to phase the proposed adjusted rate structure change over a 3-year period at 25% in Year 1, 60% in Year 2, and 100% in Year 3. Trip count data will be collected annually and will be updated for non-residential properties every 2 years or when there is a change in use. Collection of trip count data is subject to timing and available resources.

2. Assessment calculation for 2025-2026.

Eileen presented a draft of the proposed assessment calculation. 0% allocation of local road expenses for sub-HOA and non-residential properties, and seasonal use of non-residential properties has been considered. Unimproved lots are to be assessed at the residential rate. Discussion of adjusting the assessment for community benefit of institutional non-residential properties determined that usage is not universal to all properties and will not be considered. Actual rates will not be known until the 2025-2026 budget is completed. Brian will draft a letter to owners that explains the proposed assessment methodology and the Board will adopt the assessment rate structure at the next meeting.

Public Comment.

Alice Richter previously submitted a letter, noting that her business is primarily conducted online, and her property has minimal traffic flow.

Stefan Fodor, representing Stage Stop Inc. (Darwiche family), previously communicated with Brian, expressing a concern that the west Fresno residential trip count data is not representative of an average and he would like additional residential traffic counts to be made. In response, the Board recommends collecting additional residential trip count data from the west side of Rafter J. Stage Stop Inc. is generally in favor of the proposed methodology and is in favor of 0% allocation of local road expenses for non-residential properties. Consideration is asked by Stage Stop Inc. to adjust trip counts for vehicles that make multiple stops to different properties. In response, the Board believes that tracking specific vehicles is not feasible and the impact overall would be minimal.

Scott Larsen is concerned that property location is not being considered, that properties were historically assessed as a community with the ideology that all properties benefit from the non-residential properties but now non-residential properties are now being seen as a burden, and assessing individually is not fair. In response, the Board noted that the ISD did not exist originally, changes have been made to the organizational structure of Rafter J (including individual property monitorization for water usage), and due to recent evaluation of local road use and changes in property use, the consideration of use in the assessment calculation allows allocation of expenses to be more equitable.

Sadek Darwiche supports 0% allocation of local road expenses for non-residential properties and property location should be considered. He believes further discussion is needed if the Board reconsiders adjusting the assessment for community benefit of institutional non-residential properties.

Josiah Nash is concerned about the proposed increase for lot 331 (The Children's Learning Center; CLC) and that property location should be considered.

3. Fiscal year 2025-2026 preliminary budget.

The Board reviewed 2024-2025 projected expenses and the 2025-2026 preliminary budget. 2024-2025 income for water usage fees is over budget, which is a concern when calculating an average for 2025-2026. Brian will follow up with obtaining 2024-2025 legal invoices. General auto maintenance will be removed from the 2024-2025 contingency expense. Eileen will review the 2025-2026 HOA shared expense for snow removal since most of the hourly labor for snow removal should be ISD responsibility. Estimates are needed for resolving EPA deficiencies and for Clearwater's list of suggested maintenance and system updates. An update from the HOA is needed regarding filing an insurance claim for the Fresno water main damage. Roadway resurfacing is not expected until 2026-2027 and Kurt Stout will be advising on adjusting the scheduled timeline for the road overlay project. The Board will follow up with Cory regarding previously requested estimates.

Maintenance

1. General maintenance and system updates.

Clearwater Operations previously submitted a list of suggestions for general maintenance and system updates. Following Board discussion, items to be serviced annually are generators, lift station pumps and boosters, gate valves, pressure reducing valves, and hydrants. The Board agrees that the SCADA system, inclusive of the desktop computer, should be replaced and the

ISD should be added to the 811 “Call Before You Dig” system. The chlorination system is scheduled to be serviced. Items to consider in the future include installation of independent generators for sewage lift stations #1 and #3, and to create GPS/online curb stop maps. If needed, Clearwater has a high-powered listening device that can be attached to curb stops and gate valves to help locate leaks.

2. Road maintenance.

Crack seal and hole patching was completed for collector roads and local roads. Roadway sweeping and painting was completed for collector roads. Cory is sweeping pathways.

Action Items

1. Brian signed the annual insurance renewal questionnaire.
2. Brian signed the 4rent LLC Water Supply Agreement.
3. The Action Item List was reviewed.

Other Business

1. Insurance renewal.

Cyber coverage should be considered if the SCADA system is updated from analog to digital and the carrier will be asked to explain why there is coverage for the water/sewer operator which is contract labor.

2. April 2025 Water Summit update.

Brian and Janice attended the Water Summit which provided an overview of existing resources to help with asset management planning, regulatory requirements, funding, financial management, rate analysis, bridge financing, innovative wastewater management, and hydrant testing. Testing for emerging contaminants will be required in the future.

3. Water tank fencing.

The HOA received County approval for a special purpose fencing exemption for the water tanks. Cory will be asked to communicate with the HOA regarding ISD construction projects that might interfere with fence installation.

4. Source Water Protection Plan.

Janice reported that the Source Water Protection Plan is 75-80% complete and should be finished in a couple months. The plan is based on a DEQ a source water assessment which is mandated to be up to date.

5. Public comment.

Kathie offered to follow up with the status of the Fresno water main claim.

Next Meeting

Monday May 12, 2025 at 6:00 p.m.

Adjourn

Janice moved to adjourn. Eileen seconded the motion. All were in favor and the meeting adjourned at 8:11 p.m.