

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 10, 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 6:02 p.m.

**Approval of Minutes**

Eileen suggested a date clarification edit to the 2/22/24 draft minutes. Steve moved to approve the 2/22/24 meeting minutes as amended. Eileen seconded the motion. Motion passed unanimously.

**Additions/Deletions to the Agenda**

- Update on 5500 Dodge truck accident.
- Update on fire hydrant snow removal.

**Election results and election of officers**

Steve Foster and Eileen Mosman were re-elected at the March 19, 2024 election, each will serve a 4-year term. Appointment of Officers was discussed. Steve moved to approve Brian as President, Eileen as Treasurer, and Steve as Secretary. Eileen seconded the motion. Motion passed unanimously.

**Board Discussion**

1. Update on new water usage contracts for non- Rafter J properties.
  - a) South Park Service Center ISD (SPSC).  
Paul D'Amours, ISD Attorney, is in communication with the SPSC Attorney.
  - b) Adams Canyon.  
Paul D'Amours, ISD Attorney, previously sent an email to the Board noting that the Adams Canyon agreement is being revised as previously discussed and it will be forwarded to Keith Gingery, Chief Deputy County Attorney, for review. Going forward, all communications regarding the agreement will be between Paul and Keith.
  - c) 4Rent LLC.  
Paul D'Amours, ISD Attorney, previously sent an email to the Board reporting that a water meter is being installed on the 4Rent LLC property by Westwood Curtis Construction. Paul is also preparing a new water supply agreement between 4Rent LLC and Rafter J ISD.

2. Updated pathway easements.  
No update.

Public comment.

Gina inquired about the origination of existing pathway easements and the process in which future pathways might be constructed. She was informed by the Board that pathway discussions began in the early 2000's between the HOA and the County. Information is documented in the County Commissioner meeting minutes and available from the County Clerk's office. The existing pathway easements allow future pathway connections to properties that are adjacent to Rafter J.

Aida informed the Board that Scott Garland is the new HOA Attorney, and the HOA Board will consult him regarding pathway easement discussions since the HOA is the Grantor of the pathway easements, not the ISD.

3. Update on SPSC Lot 18 water connection application and fee.  
Paul D'Amours, ISD Attorney, is in communication with the SPSC Attorney.
4. Update on Jody Donnelly (1230 W. Hay Sled Dr., Lot 61): Disputing bill for water service line upgrade from ¾" to 1".  
Paul D'Amours, ISD Attorney, is in communication with Jody's Attorney.
5. Review FY 2023-2024 projected numbers and preliminary FY 2024-2025 Budget.
  - a) FY 2023-2024 projected numbers – fiscal year-end updates.
    - Income for Water Usage Fees will be estimated using a two-year average, as opposed to three, because numbers from 2021 were unusually high.
    - Non annual expenses for checks and election envelopes were not budgeted.
    - Receiving legal invoices in a timely manner is a concern.
    - Timing for road painting services is needed.
    - Sweeping of roadways and pathways will be added.
    - Lift Station Cleaning and Maintenance expenses are over budget due to sewer pump clogging. Sem-annual cleaning is expected to occur in May.
    - A timeline is needed for getting sewer lift station #2 alternative power back online. Nancy will provide Cory with the original generator installation information and Cory will contact Kurt Stout, the ISD Engineer who was involved with the generator plan and ask if a soft start will fix the problem.
    - Labor expenses for monthly water testing was not budgeted.
    - Calculation for \$37,000 Contingency budget is needed.
  - b) Preliminary 2024-2025 Budget – preparations/plans.
    - The calculation for HOA Operations Support and Vehicle Usage needs to be updated.
    - Cory will obtain an estimate for a skid steer gutter brush attachment.
    - TV inspection/cleaning of sewer lines is a 5-year rotating schedule where one section of five is completed each year.
    - Annual water system generator service by an outside vender needs to be reinstated.
    - Bulk water meter replacements are expected to occur again in 15 years.
    - A new transducer for the water tank might not be required if the current maintenance service is successful.
    - Water Operator contracts are being updated.
    - Budgeting Plow Replacement as regular expense vs capital expense will be considered.

- Nancy will obtain an estimate from R&D for crack sealing all roads.
- Steve offered to contact Kurt Stout regarding roadway conditions and timing for surface treatments.
- A value for future culvert maintenance needs to be calculated. The ISD is not aware of any current culvert maintenance issues.
- Income and reserves will be discussed at the next meeting.
- Traffic counter data for commercial properties is needed.

6. Automated billing and payment services.

Black Mountain software is currently utilized for managing water billing and can provide products for automated billing and payment. The annual cost to the ISD for additional services is estimated at \$2,300.00. Convenience fees would be passed directly to the customer. Nancy will look into services offered by Bank of Jackson Hole.

7. Fire hydrant snow removal program.

A program, asking residents to help remove snow from fire hydrants, was implemented in February. The program was well received and will be posted again for the next winter season.

### **Maintenance**

1. Water Operator duties and responsibilities.

Cory and Steve are working on a Roles/Responsibilities structure for primary and secondary Water Operator positions. A recommendation will be brought to the Board for approval.

2. South entry roadside erosion.

Water runoff is causing the Tensleep roadside at the south entry to erode. Cory offered to consult Westwood Curtis Construction regarding the size of fill to use along the roadway.

3. Estimates for painting crosswalks and north entry roadway.

One estimate has been received for roadway painting and Brian will forward contact information of another vendor to the Rafter J office.

4. 5500 Dodge truck accident.

On February 20, 2024 Cory was in an accident with the 5500 Dodge and another vehicle at the north entry. The Dodge drifted lanes when Cory was sanding, and the other vehicle hit the rear axle of the Dodge. The accident is covered by HOA insurance and a claim has been filed. It is best if the ISD pays for the repairs. Reimbursement from the HOA will be discussed.

### **Action Items**

None.

### **Other Business**

1. Public comment.

Aida asked the Board to be aware of trout spawning when scheduling Walden Pond culvert maintenance.

### **Next Meeting**

Thursday May 16, 2024 at 6:00 p.m.

### **Adjourn**

Steve moved to adjourn. Eileen seconded the motion. All were in favor and the meeting adjourned at 7:50 p.m.