

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
May 16, 2024 6:00 p.m.

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 6:01 p.m.

Approval of Minutes

Steve moved to approve the 4/10/24 meeting minutes as amended. Eileen seconded the motion. Motion passed unanimously.

Additions/Deletions to the Agenda

None.

Board Discussion

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

a) South Park Service Center ISD (SPSC).

The SPSC Attorney has forwarded the new water agreement to the SPSC ISD Board, and a response is expected in June.

b) Adams Canyon.

The new water agreement is expected to be reviewed by the County Commissioners in June.

c) 4Rent LLC.

The Board reviewed a draft water agreement. Maximum daily usage and usage charges prior to meter installation were discussed.

Steve moved to charge 4Rent LLC the minimum water usage fee for the first two quarters of 2024, totaling \$30.00. Eileen seconded the motion. Motion passed unanimously.

More information is needed from the owner regarding maximum daily demand. Water usage will be charged to 4Rent LLC per meter reporting as of July 1st.

2. Pathway easements.

Brian presented an Intergovernmental Agreement between Teton County and Rafter J ISD, dated 7/16/2002 where the County agreed to construct the pathway along Big Tril Drive from

the Rafter J office to the corner of Colt Drive at County expense, inclusive of customary pathway easements being granted to the County.

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".
The balance due has been paid.
5. Review FY 2023-2024 projected numbers, preliminary FY 2024-2025 Budget, and Reserve.
 - a) FY 2023-2024 projected numbers – fiscal year-end updates.
 - \$2000 was added to estimated legal expenses.
 - Estimate for road painting services was obtained.
 - Invoice for roadway sweeping is needed.
 - b) Preliminary 2024-2025 Budget – preparations/plans.
 - The proposed budget should be sent to the ISD CPA a week prior to the June 1st deadline for submittal to the Department of Audit (DOA) and County Clerk. July 18th is the last day for budget hearings and final budgets are due to DOA and County Clerk July 31st.
 - The calculation for HOA Operations Support and Vehicle Usage was previously discussed by the HOA and ISD Boards. \$7,750 was added to the initial HOA calculation for Operations Support.
 - Cory obtained a \$1,628 estimate for a skid steer gutter brush attachment.
 - A new transducer for the water tank is not required because the current maintenance service was successful.
 - Expense for water operator services needs to be updated when contracts are updated.
 - Expense for crack sealing roadways needs to be updated when an estimate is approved.
 - c) Reserve.
 - Kurt Stout, ISD Engineer, previously evaluated roadway conditions and timing for surface treatment. The roads are in good condition and the surface treatment project can be moved to FY 2025-2026.
 - Following discussion, the culvert maintenance reserve was estimated at \$60,000.
 - Funding of water tank fencing will be discussed when the HOA survey project is completed.
 - Reserve funding strategies were discussed, with the Board in favor of building a reserve that accounts for unplanned events, inflation, and changes in calculation of expenses.
 - Preliminary calculations for FY 2024-2024 have \$325,000 going to reserves.
6. Automated billing and payment services.
Nancy is waiting for a response from Bank of Jackson Hole regarding automated payment options and the ability to pass convenience fees directly to the customer.

Maintenance

1. Water Operator duties and responsibilities.
A contract for a secondary water operator needs to be drafted. Cory offered to obtain a list of secondary water operator duties from DEQ.
2. South entry roadside and roadway corner erosion.

Cory offered to obtain a bid from Westwood Curtis Construction for roadside repair and roadway corner repairs.

3. Traffic counters.

Traffic counters will be installed for a minimum of one full week, with 48 hour confirmed notice to the owner of the property. Installations will occur consecutively at Lot Tract 2A, Lot 336, Lot 333, a TBD residential side street, and Lot 337.

Action Items

None.

Other Business

1. Public comment.

a) Aida stated that it is okay for Paul D'Amours, ISD Attorney, to contact Scott Garland, HOA Attorney, regarding Rafter J easements.

b) The Rafter J office received a concern regarding enforcement of the new freestanding signs that have been placed in three crosswalks. Vehicles are expected to yield to pedestrians within crosswalks, and it is state law.

Next Meeting

Due to the regular annual meeting date of the 15th occurring on a Saturday, Brian moved to hold the regular annual meeting on Tuesday June 18, 2024, at 6:00 p.m. Steve seconded the motion. Motion passed unanimously.

Adjourn

Steve moved to adjourn. Eileen seconded the motion. All were in favor and the meeting adjourned at 7:13 p.m.