

RAFTER J IMPROVEMENT AND SERVICE DISTRICT
ANNUAL MEETING
2951 W. Big Trail Drive, Jackson WY 83001 and ONLINE
Phone: 307-733-5262 / Email: Office@RafterJ.Org
June 16, 2025 7:00 p.m.

Minutes of Meeting:

Attending for the District:

Directors:

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

Also Attending:

Jim Huspek: Rafter J owner
Vern Martin: Rafter J owner
Chris Moulder: Rafter J owner
Diana York: Rafter J owner

Staff:

Nancy Henderson
Cory Kulacz

Call to Order

President Schilling called the meeting to order at 7:00 p.m.

Approval of Minutes

Following discussion, Janice moved to approve the 5/12/25 meeting minutes as amended. Eileen seconded the motion. Motion passed unanimously.

Additions/Deletions to the Agenda

Discuss budget after the maintenance report.

Review action item list under other business.

Add public comment before Board discussion for non-agenda items.

Public Comment

Chris Moulder, Rafter J Design Committee Architect and Rafter J owner, is concerned about increased construction costs for properties located in Rafter J as of January 1, 2025 due to having to comply with Wildland Urban Interface (WUI) Ignition Resistant One Requirements (IR1). IR1 is the most restrictive designation made by Jackson Hole Fire/EMS for new construction. Roadway slope, accessibility, surrounding properties, and fire hydrant capacity are all factors of concern in determining the designation. Chris previously asked at the 3/24/25 ISD Board meeting if the ISD could look into improving Rafter J fire hydrant capacity, which might lower the restrictive designation. The Board will add this issue to a future agenda once the Fire Department is consulted.

Board Discussion

1. Review proposed FY 2025-2026 budget.

The Board discussed and updated the proposed FY 2025-2026 budget. Eileen will provide the Board with a final budget draft to discuss by zoom on Friday June 27, 2025 at noon. The budget hearing will be Wednesday July 16, 2025 at 6:00 p.m.

2. Interest rates on bank accounts.

Following discussion, the Board agreed to have Eileen transfer \$2,000,000 to a 15-month CD.

3. Silver Star fiber project: HOA cost share request for utility locates.

The ISD Board recognizes that having utility locations in shapefile format has value but the data being gathered by the HOA is not inclusive of all Rafter J properties. The ISD is open to further discussion with the HOA.

4. Rule 9: Contracts for public improvements and services.

The Board discussed how Rule 9 of the Rules and Regulations of the Rafter J Improvement and Service District applies to the proposed SCADA system upgrade. The total cost of the project is expected to be above the \$40,000 threshold, requiring formal bidding. The Board questioned if a portion of the estimated cost could be considered professional services which would not be subject to formal bidding. The project, in the Board's opinion, is not subject to a bidding exemption. Nancy will email Paul D'Amours, ISD Attorney, for advice on how to proceed and cc Brian.

5. Operating rules.

Periodic review/updating of ISD governing documents is recommended by the ISD Board.

Maintenance

1. Boil Order.

A computer failure at the pump house led to a loss of pressure in the water distribution system. Per EPA requirement, a boil advisory was issued on 5/29/25. The boil advisory was lifted on 5/31/25 after two consecutive days of testing indicated no bacterial contamination of the water. Brian was previously asked that Stage Stop Inc. be informed directly when water service is shut off and again when water service is restored. Cory and Clearwater have Stage Stop's contact information.

2. Manhole cover on pathway between ponds.

A resident previously reported a concern regarding a lifted manhole cover located on the pathway between the Walden Ponds, and they believe it is a tripping hazard. Cory will correct the problem.

3. Homestead Drive main sewer flow.

Macy's cleared excessive flow from the main sewer line located on Homestead Drive. The cause of higher-than-normal flow was not determined. Some loose gravel was found in the main, which might be residual debris from work completed on a nearby property.

4. Pump house computer update.

The pump house computer failure that resulted in the 5/29/25 boil advisory has been repaired. Cory recommends getting a small-scale upgrade for a newer computer at an estimated cost of \$3,000.

5. WARWS 5/28/25 pre-Sanitary Survey inspection.

Cory reported that the WARWS inspection was helpful, and efforts will be made to remedy potential issues prior to the actual Sanitary Survey.

6. Water meter change outs.

Nancy reported that there are five properties that need water meter replacement, due to expired batteries. The Board authorized Nancy to ask Paul D'Amours, ISD Attorney, how to proceed with one owner who is not being compliant about allowing a plumber to access their property.

7. Snow removal equipment.

Cory recommended that the ISD purchase a loader snow box plow to improve snow removal efforts. The box plow will reduce buildup on roads, will be more efficient, storage might be a concern, and estimated cost is \$115,000. Cory offered to submit more information to the Board.

8. Sewer lift station #2 tree maintenance.

The Board approved a quote to remove and trim trees away from sewer lift station #2.

Other Business

1. Source Water Protection Plan.

Janice will provide the Board with a copy of the Rafter J Source Water Protection Plan and set up a meeting with Michelle Chrisotpher to discuss the plan. A public meeting will be set up in the future to discuss the plan with district residents.

2. Communication venues for ISD water related and emergency issues.

Nancy previously received suggestions from residents to improve ISD communications regarding boil advisory notices, including sending text messages, posting notices on doors, and adding a recorded message on the office phone. Currently, water related notifications are sent by email, posted on the mail kiosk bulletin boards, and posted at the Rafter J office. Residents are encouraged to provide the Rafter J office with their email addresses.

The Board discussed ways to alert residents to read their email messages or to contact the Rafter J office for information. Posting A-frame signs at various locations was suggested and posting information on Facebook. Nancy is not in favor of utilizing Facebook if commenting is allowed. Vern Martin suggested utilizing the current County emergency alert system. Brian offered to get more information from Rich Ochs about the County emergency alert system. Nancy will look into A-frame signs.

3. Review action item list.

Action items were reviewed and completed items were removed.

4. Public comment.

None.

Next Meeting

Budget Hearing, Wednesday July 16, 2025, at 6:00 p.m.

Adjourn

Eileen moved to adjourn. Janice seconded the motion. All were in favor and the meeting adjourned at 9:00 p.m.