

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
January 20,2026 6:00 p.m.

Minutes of Meeting:

Attending for the District:

Directors:

President: Brian Schilling

Treasurer: Eileen Mosman

Secretary: Janice Smith

Staff:

Lisa Driewer

Randy Huhn

Call to Order

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

Approval of Minutes

Brian moved to approve December 10, 2025, corrected minutes. Eileen seconded the minutes.

Additions/Deletions to the Agenda

Add discussions: Lot 327-801 Water meter legal fee reimbursement, Hansen Earthworks contract, Revised budget and accounting duties.

1. Board Discussion

- a) Lot 327-801 water meter legal fees and the decision for reimbursement based on incurred cost and legal fees and not being allowed access based on the Rafter J Rules and Regulations. Water usage was estimated until a new meter was installed so an accurate reading could be recorded. A final report will be compiled and sent to the ISD Attorney for review.
- b) Revised Budget – Eileen indicated that the revision to the 25/26 budget is still in progress. Increased costs are primarily due to increased outsourcing. The amount to include in the revised budget for 3rd party snowplowing was discussed related to the minimum charge, lack of snow so far and what to project for any overruns of the minimum. It was agreed to budget for \$60,000 for 25/26. Water and Sewer costs are still being analyzed with additional questions to be forwarded to Janice and Clearwater. Also noted was that the YTD sewer electric costs are significantly higher than the original budget due to both usage and rate increases and that the revised budget would be adjusted to the current usage and rate. Janice is to work with Clearwater to identify source of usage increase.
- c) Hansen Earthworks Snow removal: ISD Attorney is reviewing revisions for final draft, corrected invoice needed
- d) Water Rate Analyst proposal was presented which covered the value of the service which reviews the current water rates. The analysis can help determine the appropriate rate for water system operation, maintenance, reserves and projects.
The need for a rate analyst was questioned as most of the services offered are either already being done in-house or could be done if the data was made available. All agreed that

assistance with developing a tiered system and options for commercial rates would be valuable. Janice was to further investigate whether a rate analyst report is required for grant proposals and will be in further communication regarding engagement options offered by the rate analyst and will be in further communication regarding engagement options offered by the rate analyst.

2. Maintenance

- a) Assessment of culvert which needs to be cleaned out or replaced. When able Randy will get in to clean out and assess fully to know the extent of work needed. Will be added to next year's budget if the repair is extensive.
- b) Westwood Curtis water meter will be installed next week
- c) Ridgeline low water reading was resolved and paid
- d) Water tank cleaning and fence installation is planned for Spring/Summer 2026
- e) Manhole Covers on pathway between ponds and Tensleep will have concrete Poured around manholes
- f) Crush will be used to fill in holes / damage in roadways
- g) Lisa will reach out to Karin King regarding fumes from generator
- h) Randy has reached out to county several times to do meter reads in the South Park Service District

3. Clearwater Operations Report

- a) Val Kotter was awarded the contract for cleaning and cameraing – (See Action Items)
- b) Lift Station #2 generator quotes discussed. Awaiting a quote from Great Basin Power. Janice will follow up to confirm what we currently have and what is needed to run both pumps. Permanent backup generators for Lift Stations 1 and 3 will be budgeted into upcoming fiscal years as well.
- c) Responded to a chlorine alarm from 11/25 report – resolved – alarm was also triggered on 1/16/26. Clearwater assessed and determined issue was a pressure reducing valve and made the repair
- d) SCADA account access: Clearwater and Randy authorized to make changes
- e) Identify projects that are immediate with Clearwater and what can wait to properly allocate and plan for projects in budget
- f) A totalizer and manhole vault as recommend. A rough quote from Westwood Curtis was \$10,000. The totalizer was \$5,000 - \$7,000. With contingencies the total could be close to \$20,000.

4. Action Items

- a) WYOWARN membership approved, pending confirmation that ISD insurance meets requirements of the agreement. Lisa will follow up with the ISD insurance.
- b) Approval of Val Kotter contract

5. Other Business

- a) Hydrant flow rates.
Researching modeling which would have been done during permitting. Reach out to Nelson Engineering to find out what they have on file and what the flow rates were during original permitting.
- b) Wyoming One-Call update.

Brian reached out to Matt Ostdiek waiting for a call back. Information needed for Clearwater to submit. Issue with uploading files – Janice to follow up with Clearwater.

- c) Homestead/Big Trail Culvert issue will be addressed in Spring/Summer 2026
- d) PFAS – signed up with the DEQ – sampling program – scheduling with Clearwater will occur in the spring of 2026
- e) Lot 333 – the current owner has requested resolution to their claim, originally submitted several years ago, to the damage done to their irrigation system when the ISD was repairing a water leak issue in 2020-21. It was indicated that the board did not accept the initial claim as they considered the value to be excessive and had tried to obtain a quote to do repairs but was unable to obtain one at the time. A subsequent invoice had been submitted by the current owner but was not available at the time. The ISD will gather all available information for discussion at a subsequent meeting.
- f) South entrance light will be a spring/summer project to correct lighting
- g) Home daycare in Rafter J will be held to allowances lined out in the CC&R's and an assessment model.
- h) A group meeting with the HOA and ISD was proposed for February.
- i) An initial Notice was submitted in the paper, on 11/19/25, for the Election of ISD Director

Next Meeting

Wednesday February 18, 2026 6:00 p.m.

Adjourn

Eileen moved to adjourn. Janice seconded the motion. Meeting was adjourned at 7:49 pm.