

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  
Wednesday, February 18, 2026, 6:00 pm

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Minutes of Meeting:

Attending for the District:

Directors:

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

Staff:

Randy Huhn

Also Attending:

Amy Staehr  
Kent Riemondy  
Mark Schultheis  
Aida Farag  
Shayne Hansen  
Susan Natali, Executor of Estate of  
Valerie Ehrich

Legal Counsel:

Paul D'Amours

**Call to Order**

President Schilling called the meeting to order at 6:02 p.m.

**Approval of Minutes**

Janice moved to approve the 1/20/26 meeting minutes with changes as submitted. Eileen seconded the motion. Motion passed unanimously.

**Additions/Deletions to the Agenda**

The following modifications were made to the agenda: Public Comment was moved to the beginning of the meeting; water bill procedure review was added under Other Business; and the Stage Stop / Lot 333 driveway item was moved to Action Items.

- 1) Public Comment: No public comment was offered on items not already on the agenda.
- 2) Board Discussion.
  - a) Paul D'Amours, ISD attorney, updates and discussions
    1. Snow plowing contract – minor final revisions will be sent to Hansen Earthworks
    2. South Park Service Center (SPSC) ISD water contract with Rafter J ISD – no update. Paul will follow up with Jon Wiley, SPSC attorney, again.
    3. ISD Director Elections – Counsel provided guidance regarding ballot preparation and election procedures. It was clarified that pursuant to Wyoming Statutes, directors serve four-year terms, which supersede the three-year terms referenced in the District bylaws.
- 3) Lot 327-801 - getting clarification on “estimated”.

- 4) Lot 205 ARU – water/sewer service line requirements. Request from property owner to understand next steps for connecting water and sewer service lines for an accessory structure that was approved by the Design Committee in 2024. The property owner was advised regarding required “request to connect” applications, permit fees, meter specifications, inspection requirements, and coordination with the district engineer and staff prior to final approval for service activation. Coordinate with Lisa, Randy, and engineer to work through the process on the ISD side. Brian will coordinate with Lisa.
- 5) Rate Analyst – engagement options. Janice provided update on rate/package options offered by analyst, suggesting that a fixed rate package could work in the ISD’s favor vs opting for an hourly engagement, if hours exceed what was estimated to build the fixed package offer (60 hrs at \$8,453.00 including 25% discount since Rafter J ISD is a member of WARWS (Wyoming Association of Rural Water Systems). Discussion included asset inventory needs, infrastructure-specific self-sufficiency requirements, and funding eligibility implications. The Board agreed to defer engagement until after adoption of the FY 2026/2027 budget. Asset inventory development and engineering estimate for developing the inventory to be pursued in the interim.
- 6) King Eider Task Force – road plowing and maintenance discussion. Representatives of the Task Force requested consideration of a contractual arrangement for snow plowing and road maintenance. Discussion included road square footage, reserve contributions, legal implications, and potential precedent for other sub-HOAs. Eileen will recuse from any future vote since she is on the Task Force. Further information and legal review are required prior to Board action. Janice and Brian will provide more questions to be answered by the Task Force.

Brian moved to enter executive session pursuant to W.S. 16-4-405(a)(iii) to receive legal advice from counsel on property owner matters. Janice seconded the motion. All approved. Motion carried and the Board entered executive session at 6:53 pm.

The board reconvened open session at 7:19 pm. No action was taken in executive session.

- 7) Maintenance Report.
  - a) Westwood Curtis (4Rent LLC) water meter install – Randy found information and communicated with Emily: Neptune meter reads with Metron software and hardware.
  - b) Lot 333 – irrigation repair quote - pending
  - c) Follow up - water tank maintenance and fence install
  - d) Lifted manhole cover on pathway between ponds will be repaired soon, and manhole in the street on Tensleep near playground area will need further assessment and a third party to repair.
  - e) Road damage repairs – fill holes with crush – Randy can do. Brian, Jessica, and Randy will assess a more permanent fix for work to be done in the Spring.
  - f) Walden pond pathway – cut back willows
  - g) Karin King Generator fumes – Lisa and Randy talked to Karin who reported it’s better since they run it every week now.
  - h) Homestead Big Trail culvert replacement/repair assessment Spring 2026. Randy and Shayne have been discussing and will assess. Eileen encouraged mindfulness of potential costs, if the project becomes bigger than just digging out the culvert and timeline awareness for budgeting purposes.

8) Clearwater Operations Report.

- a) Lift station #2 generator quote: Western States CAT, Great Basin Power follow up. Emily assessed this project as medium priority, therefore it could be moved to the next FY (fiscal year) budget.
- b) American Brandt sewer infiltration quote from Kleen Pipe: \$5,494.50 for installing a sleeve to repair the line under the road without having to repair the road. The cost is significantly less than digging up the road, which would be the bulk of the cost (road repair)
- c) Bollards in front of wells could be done before the 25/26 FY ends.
- d) Totalizer and manhole vault recommended – rough quote 10K Westwood Curtis, Totalizer 5-7K with contingencies close to 20K. A cost-savings analysis is requested by the board and Emily recommended working with an engineer for the analysis. The analysis is to be included in the next FY budget (26/27). The benefit would be a cost-savings for the customers, not the ISD directly. Janice will contact Nelson Engineering for conducting the cost analysis and obtain a rough quote.
- e) SCADA system is up and running. Overall, it's a positive improvement and will save some Clearwater costs to the ISD since the system can be viewed and controlled remotely.
- f) Cost comparison by Eileen between chlorine tank vendors showed that the tank costs are comparable.
- g) Janice asked Emily to help troubleshoot the 17% increase in electricity costs that has been discovered by Eileen. Unit rate from Lower Valley Energy has been factored in. Investigation into increased electrical costs remains ongoing.

9) Action Items.

- a) WYOWARN – Insurance coverage is under review by ISD's insurance
- b) Budget revisions were discussed by Eileen. Total expenditures up about 13% overall (approximately \$73,000) from original budget due to new outsourcing requirements. Action will be taken during the amended budget hearing scheduled for March 4<sup>th</sup>, at 6:00 pm.
- c) Snow Removal Contract pending legal approval. The Board reviewed the suggested minor edits from Paul. Brian will communicate suggested edits to Hansen Earthworks.
- d) Rate analyst – engagement options. Action moved to a future meeting.
- e) Stage Stop, Teton County GEC, Lot 333 pathway/driveway intersection reconstruction (Brian recused himself from the vote since he is the Pathways Coordinator and mentioned in the motion suggested by Keith Gingery, Teton County Attorney):

Motion read by Eileen:

"I move to approve the request from the owner of Lot 333 to improve the pathway crossing at the driveway into Lot 333, with the understanding that all costs of the improvements shall be borne by the owner of Lot 333, that all improvements will be done in a manner acceptable to the Teton County Pathways Coordinator, and that all improvements shall be completed within 1 year of this approval."

Motion seconded by Janice. Motion passed unanimously.

- f) Lot 327-801: Motion made by Brian:

“I move to discontinue seeking reimbursement for legal fees related to Lot 327 water meter replacement.”

Motion seconded by Eileen. Motion passed 2-1.

g) Late water payment procedure clarification of wording on invoice:

Motion read by Brian:

“I move to revise the language for the Rafter J ISD Later Water Payment Penalty Procedure to specify that payment shall be due by the last *business* day of the subsequent month”

Motion seconded by Eileen. Motion passed unanimously.

10) Other Business.

- a) Hydrant flow rates. – pending. Brian to contact Nelson Engineering.
- b) Wyoming One-Call update. – Matt Ostdiek. Information from Clearwater pending.
- c) Review Action Items List:
  - a. WYOWARN membership: Insurance requirements review discussed. Further follow-up needed and some information from HOA pending.
- d) ISD Election – Janice to follow up on some questions and coordinate with Lisa to get ballots prepared and mailed and follow election timeline and procedures.
- e) Home daycares – Cal Bracken: Determined to be primarily an HOA issue.
- f) Late water payment procedure wording on invoice: Eileen recommends changing wording to “business” day vs. “day”. See action item “g)” above under “Action Items” for related motion.

11) Next meeting date.

March 4<sup>th</sup>, 6:00 pm – Amended Budget Hearing and meeting.

12) Adjourn.

Meeting adjourned at 8:11 pm.