

RAFTER J IMPROVEMENT AND SERVICE DISTRICT  
BOARD OF DIRECTORS AMENDED BUDGET HEARING AND MEETING  
2951 W. Big Trail Drive, Jackson WY 83001 and ONLINE  
Phone: 307-733-5262 / Email: Office@RafterJ.Org  
March 4, 2026 6:00 p.m.

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Minutes of Meeting:

Attending for the District:

Directors:

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

Also Attending:

Mark Mehnert: Rafter J owner  
Mark Spellman: Rafter J owner

Staff:

Lisa Driewer  
Randy Huhn

### **Call to Order**

President Schilling called the meeting to order at 5:59 p.m.

### **Approval of Minutes**

Eileen proposed amendments to the 2/18/26 draft minutes. Janice moved to approve the proposed amendments to 2/18/26 meeting minutes. Eileen seconded the motion. Motion passed unanimously.

### **Additions/Deletions to the Agenda**

Add discussions: South Park Service Contract, FOIA request regarding the SCADA system, and discussion regarding Lot 205 accessory structure

### **Board Discussion**

#### **1. Review FY 2025–2026 Amended Budget**

The Board reviewed the amended FY 2025–2026 budget and discussed the primary factors contributing to the revisions, including:

- Increased accounting services
- Additional winter road maintenance due to outsourcing some of the subdivision snow removal needs
- Sewer system work and related cost adjustments
- Hydrant work postponed to FY 2026–2027
- Unplanned capital expenditures related to Lift Stations #1 and #3
- SCADA system costs coming in below budget

Overall, expenditures increased by approximately \$72,000 to \$73,000 above the original budget.

#### **2. South Park Service Contract**

The Board reviewed the South Park Service Contract and considered a requested amendment to increase the maximum daily usage allowance from 75,000 gallons to 80,000 gallons. The Board supported the requested revision. The agreement will be updated and forwarded for signature, after which final approval and execution will be completed.

### **3. SCADA System Public Records Request**

The Board reviewed a public records request from Del Tech regarding the SCADA system, including the procurement process, vendor selection, contract amount, relevant dates, and contract terms. The Board acknowledged that the requested information constitutes public record. The task was assigned to staff.

### **4. ARU Water Line – Lot 205**

The Board discussed the proposed water and sewer line connections for the accessory structure being built on Lot 205. Based on technical review, the proposed connection would tie into the existing service lines and would not require a new connection to the District main. A new connection to district main, upstream from the meter.

The Board also discussed broader policy considerations related to accessory structures, including system demand, permit requirements, capacity tracking, and possible future updates to the District's Rules and Regulations. Because the new water and sewer line extensions on Lot 205 do not align with the current ISD Rules and Regulations, a variance was suggested. Board to contact Paul D'Amours for legal review and guidance.

## **Action Items**

### **1. FY 2025-2026 Amended Budget**

Janice moved to approve the FY 2025-2026 amended budget as presented. Eileen seconded the motion. Motion passed unanimously.

The amended budget will be published, submitted to the State, and posted on the District website.

### **2. SCADA System Public Records Request**

Brian moved to direct staff to provide Del Tech with the information requested regarding the procurement of the Rafter J SCADA System within the statutory response timeframe. Janice seconded the motion. Motion passed unanimously.

Within public comment, clarification was provided that SCADA (Supervisory Control and Data Acquisition) is the software system used to oversee the District's water and sewer infrastructure.

## **Public Comment**

Public comment included clarification regarding the election ballot:

- Brian Schilling is not on the ballot but may be written in for the four-year term.
- Janice Smith is appointed and is on the ballot.

## **9. Next Meeting**

The next meeting will be held on April 9, 2026 at 6:00 p.m.

## **10. Additional Business**

Final payment related to the SCADA system will be published.

## **11. Adjournment**

There being no further business, the meeting was adjourned at 6:33 p.m.