

RAFTER J IMPROVEMENT AND SERVICE DISTRICT
BOARD OF DIRECTORS AMENDED MEETING
2951 W. Big Trail Drive, Jackson WY 83001 and ONLINE
Phone: 307-733-5262 / Email: Office@RafterJ.Org
April 9, 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 p.m.

Approval of Minutes

Eileen moved to approve the 3/4/26 meeting minutes with amendments. Janice seconded the motion. Motion passed unanimously.

Additions/Deletions to the Agenda

Add SPSC contract – consideration of approval to Action Items

3/17/26 ISD Director Election Results and Election of Officers

Janice Smith and Brian Schilling were elected to the ISD Board. Election of Officers results are as follows: Brian Schilling, President; Eileen Mosman, Treasurer; Janice Smith, Secretary

Board Discussion

- **Public Comment: None.**
- **Mark Schultheis – King Eider Task Force Discussion**
 - Board to seek legal counsel on the matter as first step in exploring request for King Eider subdivision to contract with ISD for road operation, maintenance, and snow removal.
- **Budget Planning for FY 2026/2027**
 - Janice and Emily (Clearwater) to meet on 4/10 to review questions on draft budget posed by Eileen regarding water and sewer system expenses/project and budget items
- **Lot 205 Accessory Structure – ISD attorney input**
 - Brian to contact Paul to review discrepancy between Rules and Regulations and how water and sewer lines were installed for the accessory structure, and determine if a variance or other instrument may be necessary to reconcile and document the conflict.
- **Asphalt around Postal Boxes – topic from last HOA meeting**
 - ISD board to contact Kurt Stout and review 2013 Infrastructure Improvement Project documents to determine if the areas were already accounted for in the ISD responsibility or if clarification

and consideration is needed for said areas and other road/surface areas in question around the subdivision.

- **SCADA system discussion of final acceptance, publication notice, final payment**
 - Close-out packet was reviewed. Board discussed remaining items (mainly binders) that CST will deliver the week of 4/20 and the importance of receiving those items and receiving written acceptance of the final punch list by Clearwater Operations before voting on final acceptance of the project as a whole. Considering the final payment timeline (41 days from the first publication notice), the board agreed to move forward (see Action Items below) with approval of a notice of substantial completion while the remaining items are wrapping up.
- **26/27 Insurance Renewal – Due June 26, 2026**
 - Board reviewed cybersecurity insurance options and benefits. Janice will email detailed cybersecurity insurance information to Brian and Eileen that Nancy had shared with the board last year. Janice researched cybersecurity audit options and found a contact with EPA and/or CISA if the Board would like to move forward with a free review/audit of the new SCADA system and office computer.
- **WYOWARN – Insurance coverage under review by ISD insurance carrier.**
 - Lisa will check in again with agent.
- **Ownership / Easement of part of roadway between water tank and storage area and Spring Valley Road**
 - Board to seek legal counsel from ISD attorney to understand who is responsible for what sections of the roads mentioned.
- **Responsibility of bridge structure and bridge deck**
 - Clarification is needed regarding responsibility of maintenance of the bridge structure across Flat Creek on Big Trail Drive. Brian to contact Kurt Stout and also check the 2013 Infrastructure Improvement Project report for information on the bridge, and to determine ownership of the bridge.

Maintenance Report

- **Snow Blower and Street Sweeper**
 - Both equipment items are estimated to cost between \$5K-8K and replaced about every 5 years
 - a. Randy to get quotes on both equipment items.
 - Replacement for the street sweeper attachment should be considered in 26/27 Fiscal Year (FY)
 - Replacement for the snow blower attachment should be considered in 27/28 FY
- **Skid Steer**
 - Order replacement tire at about \$600/tire.
- **Appropriate time frame to get bids for Snow Removal**
 - Janice to draft up RFP (Request for Proposals) and contract for snow removal services for review by Eileen and Brian.
 - Goal is to publish RFP before 6/15/26
 - Board to request alternate bid to include King Eider snow removal services, as part of information gathering related to the King Eider Task Force proposal.
- **Randy mentioned that the ISD has a compactor now, which is helpful for smaller asphalt patching jobs. For larger projects, Westwood Curtis could be contracted.**

Clearwater Operations Report

- American Brandt sewer infiltration project set for May
- Bollards / Boulders to be placed in front of wells in 25/26 FY
- SW Section Sewer cleaning and camera-ing project to be done in 25/26 FY

Action Items

- Snow removal contract with Hansen Earthworks
 - Brian will coordinate with Hansen Earthworks and send final copy of contract with Paul's minor changes for signature by Hansen Earthworks.
- Consideration of approval of Notice of Substantial Completion for SCADA System
 - Janice moved to approve notice of substantial completion pending engineer/water operator approval. Eileen seconded. Motion passed unanimously.
- Consideration of approval of SPSC ISD (South Park Service Center ISD) water agreement with the ISD
 - Brian moved to approve the water agreement with the South Park Service Center ISD. Eileen seconded the motion. Motion passed unanimously.
- Consideration of approval of the Quitclaim Bill of Sale
 - Brian moved to approve the Quitclaim Bill of Sale clarifying that the Rafter J ISD owns the water main on the east side of Highway 89 between the water tanks and the connection across from the south entrance, and the South Park Service Center ISD owns the water main and other infrastructure from the point of connection to the Rafter J water system across from the south entrance, to the South Park Service Center. Eileen seconded the motion. Motion passed unanimously.

Other Business

- Hydrant Flow Rates
 - Janice offered to check with Nelson Engineering on receiving a quote for assessing Rafter J fire hydrant flow rates.
- Review Action Items List
 - Assigned tasks for board members and staff were reviewed.
- Lot 333 – Entrance raised sidewalk
 - Two permits are active with the County, and Stage Stop is required to update the pathway crossing in front of the Legacy Lodge entrance.
- Annual meeting scheduled for June 11, 2026. Publication of notice needs to be submitted by 5/28.

Next Meeting

The next meeting will be held on May 13, 2026 at 6:00 p.m.

Annual Meeting Is Scheduled for June 11, 2026 at 6:00 p.m.

Adjourn

The meeting was adjourned at 7:46 p.m.