RAFTER J IMPROVEMENT & SERVICE DISTRICT
BOARD OF DIRECTORS MEETING
July 1, 2026
Rafter J Office and Online

MINUTES

In Attendance

Directors: Janice Smith and Brian Schilling.

Absent: Eileen Mosman.

Staff: Lisa Driewer.

Property Owners: Kathie Brazinski and others participating in person or online.

1. Call to Order

The meeting was called to order with Directors Janice Smith and Brian Schilling present. Director Eileen Mosman was absent.

2. Approval of Minutes

Approval of the June 11, 2026 meeting minutes was postponed until a future meeting when additional directors who attended that meeting are present.

3. Amendments to the Agenda

The Board added consideration of a quote to replace the flanged guide rail adapters at Lift Station No. 3 and discussion regarding the location of the fence and gate near the Rafter J storage area and water tank property.

Staff reported that the annual Water Quality Report had been posted on the Rafter J website in accordance with applicable reporting requirements.

4. Public Comment

Kathie Brazinski stated that she was attending to hear the Board's discussion regarding the Fiscal Year 2026–2027 budget. No additional public comments were received.

5. Fiscal Year 2026–2027 Budget

The Board reviewed the proposed Fiscal Year 2026–2027 budget, which had been developed and finalized through prior meetings and a budget work session.

The proposed budget includes increased funding for contracted snow removal, road maintenance and repairs, water and sewer operations, infrastructure maintenance, lift station improvements, generators, pumps, vehicles, equipment, and proposed speed tables.

The Board discussed establishing long-term maintenance and replacement schedules for District infrastructure and equipment and reviewed a proposed phased increase in water rates over a three-year period to address increased operating and capital costs while maintaining adequate reserves.

The Board acknowledged Director Eileen Mosman's extensive work in preparing the budget.

6. Preliminary Engineering Quotes

No preliminary engineering quotes had been received. The matter was continued to a future meeting.

7. SCADA System and Computer Cybersecurity Assessment

Staff reported continued coordination with the Environmental Protection Agency regarding a cybersecurity assessment of the District's SCADA system and public computers.

Information requested by the EPA was obtained from the District's SCADA contractor and submitted for review. A formal assessment has been requested and will be scheduled. The Board discussed involving an information technology professional as the assessment progresses.

8. Snow Removal Contract

The Board discussed extending the snow removal contract with Hanson Earthworks for one additional winter season rather than issuing a new Request for Proposals.

Because the previous winter provided limited opportunity to fully evaluate the contractor's performance, the Board agreed that an additional season would provide a more representative basis for future contracting decisions. Staff will request an updated rate sheet and prepare a revised contract for Board review.

9. Emergency Communication and Public Education

Staff reported that Teton County Emergency Management had offered to provide public education regarding the Everbridge emergency notification system. The Board discussed coordinating a joint educational presentation with the Rafter J Homeowners Association. Staff will forward the information to the HOA Board for consideration.

10. King Eider Road Maintenance Request

The Board discussed King Eider's request to include its internal road maintenance and snow removal services within the District's contracted services.

The Board reviewed potential legal, accounting, financial, and administrative concerns, including the possibility of similar requests from other sub-HOAs. The Board expressed a general preference to continue maintaining separate service arrangements for sub-HOA roads. Additional clarification may be requested from legal counsel.

11. Electric Motorcycles and Pathway Use

The Board discussed the increasing use of electric motorcycles, commonly referred to as e-motos, on neighborhood pathways. E-motos are distinct from legally defined electric bicycles and are not permitted on the pathways.

Staff will prepare and distribute educational information explaining the distinction between permitted electric bicycles and prohibited motorized vehicles.

12. Fire Hydrant and Cul-de-Sac Parking Notice

The Board discussed reminding residents not to block fire hydrants or leave vehicles parked overnight or for extended periods in cul-de-sacs and roadways. Vehicles must not interfere with emergency access, snow removal operations, hydrants, or traffic circulation. Staff will prepare and distribute an appropriate resident notice.

13. Storage Area Fence and Access Easement

The Board reviewed property boundaries near the Rafter J storage area and water tank. Available property information indicates that the existing fence and gate may be located on county property.

The Board discussed obtaining an appropriate access easement from Teton County and evaluating whether the gate should be relocated. A property diagram will be prepared for review by the HOA Board.

14. Traffic Counts

The Board agreed that updated traffic counts should be conducted at Stage Stop due to increased occupancy and changes in use since the previous study. Staff will order replacement traffic-counting tubing and coordinate installation of the traffic counters with Stage Stop representatives.

15. Maintenance Report

Randy Huhn was unable to attend. The Board reviewed his maintenance update. Quotes continue to be obtained for pending maintenance items, and culverts and drainage conditions are being inspected during mowing operations.

The Board clarified that the proposed storage area would be used for backup pipes, materials, and replacement supplies maintained by the District.

16. Clearwater Operations Report

a. American Grant Sewer Infiltration Project

Clean Pipe began work on the sewer infiltration project. Work was temporarily suspended after a clamp or related piece of equipment failed during operations. The contractor expects to return and complete the project after the Fourth of July holiday.

b. Bollard Installation

Protective bollards near the wells, pump house, and nearby fire hydrant were installed before the conclusion of the fiscal year.

c. SCADA System and Lift Station Operations

Clearwater continued troubleshooting SCADA communication issues and battery-operated components at several stations. Pumps at Lift Station No. 3 were replaced, and the remaining communication issues were being addressed.

d. Water Well Assessment

Teton Waterworks provided an approximate $600 quote to perform a noninvasive assessment of the District's wells. The Board also discussed establishing a long-term pump and motor replacement schedule.

Well B recently experienced an operational issue. Melted electrical connections at the wellhead were identified and repaired without requiring removal of the pump.

e. Wyoming 811 Utility Locates

Clearwater indicated that routine Wyoming 811 locate requests could be transferred to Randy Huhn. Clearwater will assist with training and remain available for emergency, complex, or unusual locates. Staff will assist with the online response process as needed.

17. Action Items

a. Adoption of Fiscal Year 2026–2027 Budget

A motion was made and seconded to adopt the Fiscal Year 2026–2027 budget as presented. There being no further Board discussion or public comment, the motion carried unanimously.

b. Wyo-Warn Mutual Aid Agreement

The Board confirmed that the Wyo-Warn Mutual Aid Agreement had previously been approved. Because a signed copy could not be located, an additional copy will be executed and retained in the District's official records.

c. Lift Station No. 3 Guide Rail Adapters

The Board reviewed a quote in the amount of $3,865, plus sales tax, to replace the corroded flanged guide rail adapters at Lift Station No. 3. Because the District is tax exempt, staff will request a revised quote removing the sales tax.

A motion was made and seconded to authorize an expenditure not to exceed $3,865 for replacement of the flanged guide rail adapters, contingent upon receipt of a corrected tax-exempt quote. The motion carried unanimously.

d. Snow Removal Contract Extension

A motion was made and seconded to extend the snow removal contract with Hanson Earthworks for the 2026–2027 winter season. The extension is subject to receipt of an updated rate sheet and approval of a revised written contract containing the applicable rates and a not-to-exceed amount. The motion carried unanimously.

18. Other Business

a. Hydrant Flow Testing

The Board discussed testing approximately 10 hydrants, with two hydrants selected from each of five water system sections, at an estimated cost of approximately $6,700. The Board recommended selecting hydrants near both the beginning and end of each water line to identify potential pressure or flow differences.

b. Lot 205 Accessory Structure Permit

Staff continues to finalize the District permit for the accessory structure located on Lot 205. Remaining information may include the water meter size, water and sewer connection details, inspection information, and any applicable capacity fees.

c. Portable Signboards and Equipment Storage

Staff received the information necessary to order six portable signboards, together with accompanying letters and numbers. Before placing the order, staff will confirm that adequate storage space is available.

The Board also discussed establishing a designated and clearly labeled storage area for District equipment, traffic counters, tubing, signs, and other supplies.

19. Adjournment

A motion was made and seconded to adjourn the meeting. The motion carried unanimously, and the meeting was adjourned.