RAFTER J IMPROVEMENT & SERVICE DISTRICT
BOARD OF DIRECTORS MEETING
Online Only
August 13, 2026 12:00 PM

MINUTES

In Attendance
Directors: Brian Schilling, Janice Smith, Eileen Mosman
Absent: None
Staff: None
Also Attending: Josiah Nash (Teton County General Services)

Call to Order

The meeting was called to order at 12:02 PM with Directors Brian Schilling, Janice Smith, and Eileen Mosman present.

Approval of Minutes

A motion was made to approve the June 11, 2026 meeting minutes with changes as discussed. Motion passed 2-0 with Schilling abstaining. A motion was made to approve the July 1, 2026 meeting minutes with no changes. Motion passed 2-0 with Mosman abstaining.

Board Discussion Items

a) **King Eider Task Force Request**. The board discussed the request from the King Eider Task Force that the ISD assume routine and long-term maintenance of King Eider roads, including snow plowing. The board discussed the response letter, noting concerns about precedent, potential similar requests from other sub-HOAs, and staffing constraints. Smith confirmed that the letter had been sent to King Eider. No further action was required.

b) **Asset Inventory / Asset Management**. Board discussion on efforts to develop an asset inventory system for Rafter J infrastructure, including discussion of the Wyoming Association of Rural Water Systems (WARWS) assistance for water system asset management/asset inventory. Recommendation is to wait for a template for asset inventory before moving forward with an asset inventory process. Janice to send draft scope of services to WARWS for review.

c) **CISA / Cybersecurity Follow-up**. The board discussed the upcoming EPA cybersecurity assessment scheduled for September 24th and the current state of ISD's IT and SCADA security practices. There was concern about the general lack of IT best practices for Rafter J office operations. Eileen recommended to separate out the SCADA component and develop best practices implementation as a short-term goal and then recommend to the HOA to develop a general IT security plan as a longer-term goal. The September 24th cybersecurity assessment

(virtual, 10 a.m.) will proceed with Rafter J, CST (Clearwater), and Eileen attending. Janice will notify the HOA about the assessment and invite them to attend.

d) **Water Rate Changes and Property Tax Assessment Communication**. The board discussed the need to formally communicate upcoming water rate changes and property tax assessment increases to residents. Janice will draft a letter to residents communicating both the water rate change and property tax assessment increases and circulate it to the board for review.

Other Business

a) **Traffic Counter Tubing Purchase Authorization**. Brian requested board authorization to purchase tubing for traffic counters at an estimated cost of $150–$200. Board discussed current situation of the Rafter J credit card following the resignation of the office staff. Purchase was authorized by the board, with follow-up on the credit card situation needed.

b) **CD Renewal — $2 Million Certificate of Deposit**. Eileen raised the urgent need to make a decision on renewing a $2 million CD maturing on September 18th. Schilling moved to approve renewal of the CD at 3.5% for 9 months. Motion passed unanimously. Eileen will notify the bank prior to September 18th.

c) **Spectrum / CenturyLink Account Setup**. Board raised the need to establish a separate ISD account with Spectrum and/or CenturyLink, distinct from the HOA's account. Janice will research and initiate the process of setting up a separate ISD account.

d) **Sign Boards Update**. Janice provided an update that the sign boards have arrived on site and are stored in the pump house per Randy's recommendation.

Adjournment

Meeting was adjourned at 12:36 PM.