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
Thursday, September 10, 2026, 6:00 pm

Minutes of Meeting:

Attending for the District:
Directors:
Treasurer: Eileen Mosman
Secretary: Janice Smith
Staff:
Polly Grenier

Call to Order
Janice Smith called the meeting to order at 6:02 pm.

Additions/Deletions to the Agenda
Added Discussion Item: Past Due Procedure (Item G under Board Discussion).
Added Action Item: Consideration of approval of the Bridge structural assessment protocol.

1. Approval of Minutes
The August 13, 2026, meeting minutes were approved with one change as submitted.

2. Public Comment on items not on the agenda. None.

3. Board Discussion

a. Pathways Assessment Update
Brian and Randy conducted an assessment on August 25th to identify areas of concern raised by homeowners regarding rough spots on pathways. Areas needing repair were identified. Brian has a prioritization list for repairs and will coordinate with Randy. The responsibility for ISD and county pathway sections was clarified. The pathway from the north entrance to the office and traveling up the hill behind Legacy Lodge is county responsibility; the rest is ISD responsibility.

b. CenturyLink and Spectrum Account Update (SCADA System)
CenturyLink is no longer servicing the area for internet. The SCADA system relies on internet and phone for alarms. Spectrum service proposed no new line installation required, and the existing phone number can be kept. A bundle (internet, wifi, phone) was quoted as $100/mo for the first 12 months, then $130/mo. Century Link service with phone only was quoted as $95/mo for the first 12 months, then $120/mo. The SIM cards (AT&T) for the SCADA system are separate and not factored into the bundle.

Janice will continue to work on switching over the service to Spectrum.

c. Asset Inventory with Wyoming Association of Rural Water Systems (WARWS) Update

A list of components for an asset inventory spreadsheet was sent to Rural Water to assess whether the proposed asset-tracking methods are on the right track. WARWS thought the components were appropriate and noted a DEQ-directed program to compile asset information for all state systems. This comprehensive program would save the ISD significant time and resources if the ISD waits for its launch. Much of the required information is available in the office and can be entered into a spreadsheet. The contract for the statewide program is still being finalized, so a launch date and a specific timeline for ISD involvement are unknown. Janice will continue to stay informed about the launch and report updates to the board.

d. Review Estimate for Guide Rail Adapters for Lift Station 3

A quote was received for critical parts replacement in Lift Station 3 ($3838.65). A revised quote was requested to reflect conditional approval contingent upon removing sales tax since the ISD is a tax-exempt entity. Clearwater proceeded with installation last week despite only conditional approval (amount minus sales tax). The quote received for the revised amount was higher than the approved amount. Emily from Clearwater will inform the contractor that ISD is only approved up to the conditionally approved amount. This particular item was not in the budget and came up as a new need during pump replacements. Janice will follow up with Clearwater.

e. Cyber Security Evaluation Update

A full cybersecurity audit of the SCADA system is scheduled for September 24th (10 AM virtually). There was a request not to include office computers due to known issues and expected security assessment failure, and that the HOA computer (which also handles ISD information) is being reviewed separately by an outside consultant for network access and cybersecurity. Although the office computers may not be ready for an assessment, the ISD invited the HOA to attend the September 24th evaluation for informational purposes.

f. Lift Station #2, Backup Generator Quotes

The current generator cannot handle both pumps at Lift Station 2 simultaneously, necessitating replacement. Two quotes were received last fiscal year (100 kW and 80 kW). Clearwater asked to confirm the required generator size and obtain 1-2 additional comparable quotes.

g. Past Due Procedure

Currently, payments are due by month-end, subsequent to billing. Postmarked by month-end is currently acceptable. However, this creates delays in payment receipt and month-end closing. Also, a significant increase in past-due accounts; 7 shut-offs last month (all paid, but re-connect fees were not consistently applied) has occurred. And, many

residents refuse to pay late fees, citing various excuses (e.g., "out of town," "missing stamp"). Current procedure does not allow for exceptions. The shut-off process was discussed: 120 days overdue, 3 notices sent. Third notice specifies shut-off date. The past-due procedure and revising wording for shut-off and reconnect fees rule will be discussed further and added to a future board meeting agenda.

4. **Maintenance Report (Randy Huhn - Absent)**
   a. **Tree Trimming**
      Randy is actively trimming trees around the subdivision as time permits. He plans to seek input on additional areas needing attention and clarification on responsibility (ISD vs. HOA vs. resident). No third-party tree trimming planned currently.

   b. **Culvert Repair**
      Still awaiting a quote for several months. Randy to follow up. Want to ensure work can be done this year.

   c. **Storage Cost**
      Randy is using a tarp for equipment storage, which is working. Randy/Clearwater will collaborate on a design and get a quote for a simple, open-air structure (like a side addition to the pump house) to protect long pipes/equipment from weather.

   d. **New Skid Steer Blade for Snow Removal**
      Randy asked about proceeding with a new blade. Eileen states we need to verify if the blade is in the current budget.

5. **Office Report**
   a. **New Office Manager:** Welcome, Polly!

6. **Clearwater Operations Report (July & August)**
   July Alarms (14): Initially concerning, but determined to be region-wide due to a power blip, not specific to ISD system. SCADA contractor (CST) added a delay to alarms to prevent false positives.

   SCADA Failure (June): Failed component (USP) in the old SCADA system that was reused with the new system, leading to the computer not rebooting or sending alarms. This component has been replaced.

   Hydrant (Inventory/Flushing): Item appeared on the bill ($1000-$1200). Clarified that "inventory" in this context refers to flushing, which was budgeted.

   Manhole Infiltration & Sealant: Seal Guard Sealant for Manhole Infiltration: $4,290.13 (July 6th). Sewer Camera work (Western System) & Camera Rental: $675 + $150 (July 10th).These were not explicitly budgeted for. Need to investigate further. Janice will followup with Clearwater.

Lead and Copper Sampling: Completed. Rafter J is on reduced monitoring (every 3 years).

7. **Action Items**

Consideration of a Contract for Bridge Inspection Services

Background: Brian identified an opportunity to piggyback on a larger county bridge inspection project.

Cost: Quote received for $12,027.88 (initial quote was higher). This was not specifically budgeted, but falls under general expenses.

Benefits: Significant cost savings (estimated $6,000-$8,000 in mobilization fees alone) by joining the county's bridge assessment schedule. Provides a comprehensive assessment of bridge integrity, lifespan, and maintenance recommendations.

Prior Assessment: Previous 30-year assessment did not include the bridge, as it was outside the typical 20-30 year projection range for asset inventory.

Motion: *Motion made to approve the contract with Engineering Operations LLC for bridge inspection services in an amount not to exceed $12,027.88, subject to review and approval by ISD legal counsel.*

Motion passed unanimously, 2:0

8. **Other Business**
    a. **Lot 205 Accessory Structure Permit Finalization**
        1. Janice and Polly to follow up with property owner.
    b. Review Action Items List. The to-do list for board members and staff was reviewed and updated.
    c. Set next meeting date: Tuesday, October 20th, 6:00 pm.

Adjournment

The meeting was adjourned at 7:13 pm.