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
May 13, 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

Call to Order
The meeting was called to order at approximately 6:04 pm. All Board members were reported present.

Approval of Minutes
Brian moved to approve the April 9, 2026 meeting minutes as corrected. Eileen seconded the motion. Motion passed unanimously.

Additions/Deletions to the Agenda
The Board added two items under Action Items prior to the budget discussion:
1. Approval of a preliminary budget.
2. Discussion and decision regarding responsibility for minor meter repairs and adjustments.
3. Discuss comments submitted by Brian Remilinger regarding pathway conditions.

Board Discussion

a. Public Comment:

Pathways: Condition, Repairs, and Reserve Planning

The Board discussed concerns from homeowner, Brian Remlinger, regarding pathway conditions near Tensleep and Big Trail, leading to safety concerns and questioning the long-term condition of the pathways.
Pathway conditions, repair priorities, reserve planning, root intrusion, and long-term replacement scheduling were covered. Consensus was that targeted repairs of priority areas are preferable to full system-wide replacement at this time. It was decided to move full pathway replacement to 2033–2034 to align with the asphalt overlay cycle and adding funds in future budgets for partial pathway reconstruction of priority areas.

b and c. Water Service Agreements and Metering

South Park Service Center Water Agreement

Since the new agreement requires individual properties within South Park Service Center to be individually metered. Some properties are not yet metered. South Park Service Center requested a six-month grace period before signing the new agreement so that they would not immediately be out of compliance upon signing.
The Board reached consensus to allow a six-month period from the date of signing to complete the required metering. Staff will set a calendar reminder for mid-November to follow up and verify compliance.

Westwood Curtis Meter Installation

Westwood Curtis meter installation is expected shortly, after which system integration and billing functionality will be verified.

d. SCADA System

The Board discussed the status of the new SCADA system. The system is operational and has been reviewed in the field by Board and HOA representatives. Clearwater confirmed satisfaction with the current status of the system. Board members will be provided view-only remote access.

e. Well History and Pump Information

The Board discussed the need to obtain well pump information, including depth, flow rates, horsepower, and pump type. Weber Water and Well retains archived files and may be able to search by invoice. Staff will search District records for relevant invoices and coordinate with Weber to retrieve historical well data. It was noted that a contractor may be able to perform a non-invasive assessment of current pump condition using available data without pulling the pumps.

f. Pathway Signage Maps: Long-term project, no current updates.

g. Tree Trimming

The Board discussed recommendations from the Conservation District fire mitigation assessment, which primarily included tree trimming. Discussion included overhanging branches into rights-of-way and pathways and recommended trimming distances along roadways.

The Board discussed responsibility for trimming depending on tree location. Trees located within roadway rights-of-way or easements are likely District responsibility. Trees located outside easements or in open space may be HOA responsibility. Trees located on private property that create hazards may be homeowner responsibility.

The Board discussed budgeting and phasing options, including completing the work over multiple years, using Randy for smaller work as his schedule allows, and contracting out larger portions of the work. A matching reimbursement program through the Conservation District was also discussed, although the available amount was noted to be limited compared to the total expected project cost.

The Board discussed including an initial placeholder of approximately $50,000 in the District budget for tree trimming and fire mitigation. The HOA will obtain rough estimates from contractors for both entities to consider for preliminary budgeting purposes.

h. Fire Hydrants: Life Span/Replacement Schedule

The Board discussed the recent emergency hydrant replacement near Homestead and Big Trail.

During routine maintenance and exercising by Clearwater, the hydrant began leaking significantly. Excavation revealed that the hydrant, dated 1977, was severely rusted. The decision was made to replace both the valve and hydrant immediately.

Approximate costs discussed included:

- Hydrant hardware: approximately $4,500
- Clearwater labor: approximately $6,000
- Excavation and repair by Hanson: approximately $7,000 to $8,000

The total cost of the incident was discussed as approaching $20,000, including roadway and landscape restoration and boil-order related work.

The Board discussed the District's hydrant inventory, which includes more than 50 hydrants, many of which were installed decades ago. Clearwater will prepare a proactive hydrant replacement plan prioritizing older or higher-risk hydrants.
The Board discussed establishing a dedicated hydrant replacement reserve beginning next fiscal year. An initial target of approximately $20,000 per year was discussed. Clearwater and staff also recommended maintaining spare parts and hydrant components on hand to avoid emergency sourcing delays.

i. Boil Order Notice/Emergency Procedures

The Board also discussed emergency communication procedures. It was noted that the technical aspects of the repair work went well, however, communication to the Board and homeowners needs to improve. A draft Emergency Procedure and Checklist has been prepared. The draft was emailed to the Board for review and further refinement.

j. WYOWARN Insurance Coverage

Awaiting additional information from the insurance agent regarding recommended policy language.

k. 26/27 Insurance Renewal

The Board discussed insurance coverage and vendor-caused losses.
The insurance agent advised that the ISD's policy generally does not cover damage caused by vendors, as such losses are expected to be covered by the vendor's own insurance.
The Board discussed the need to require all vendors working on District infrastructure to provide Certificates of Insurance, name the District as an additional insured, and confirm workers' compensation coverage. Staff will maintain a central Certificate of Insurance file, track expiration dates, and require proof of current coverage before contractors begin work on District infrastructure. The Board also discussed items needing clarification before finalizing the insurance renewal, including the miscellaneous tools coverage amount, which is currently listed at $25,000 and may be low.

l. Ownership/Easement of part of roadway between water tank and storage area and Valley Springs Road

Valley Springs Road:

The County maintains from the intersection at Big Trail to the Children's Learning Center. They have an easement with the property owner at the end of the road. The ISD has responsibility to maintain from the fork off of Valley Springs Road to the pump house. The Board discussed staging of snow removal equipment around the pump house. No maintenance of equipment is to be done while on the premises. Brian will look at the scope of the easement again to determine if adjustments to the contract need to be made.

Roadway between water tank and storage area:

Brian consulted with the County Engineer and will consult with the County attorney to determine if an easement is needed for the small section of road between the water tanks and the storage area. Upon clarification, another small portion of road is the area of interest and review. Further investigation may be necessary to decide if an easement should be pursued.

Additional topics covered:

The snow removal contract service area may need to be redefined based on input from Randy and Shayne.

The HOA asked the ISD to let them know when asphalt work is scheduled so they can coordinate, budget, and plan to include the asphalt around the mailbox kiosks and the HOA office driveway areas in any maintenance projects as a cost-saving measure and better align with the overall road maintenance schedule. Randy previously mentioned that the ruts/divots where cars have driven off of the asphalt around the mailbox kiosks need to be filled in, and questioned which entity would budget for the cost.

m. Responsibility of bridge structure and deck

Brian talked with Kurt Stout (Meridian Engineering). Kurt didn't include the replacement cost of the bridge structure or deck in the 30-year assessment (conducted in 2013) because it was beyond 30 years. The Board agreed that building reserves for replacement should begin with the next fiscal year (FY). Brian will check archived documents at the County, as the County installed the bridge, to get an initial installment cost and extrapolate from there by using a 3% inflation cost per year to arrive at an estimated replacement value for budgeting purposes. The bridge structure may last 60+ years, and the deck may need maintenance before then.

n. RFP and contract for snow removal services

A draft RFP (request for proposal) and draft contract were presented by Janice to Brian and Eileen. Electronic copies were emailed to Brian and Eileen for editing and revision where needed.

o. Lot 205 Accessory Structure – ISD attorney evaluation

Following legal review, the Board agreed on the following: finalize the water line and sewer line permits submitted by the homeowner, waive the fees, and document how the lines were installed. The ISD Rules and Regulations state that a new permit is needed for a change of use, new connections to the main lines, and other situations. Because the water and sewer lines for the accessory structure were installed as extensions of the existing lines for the main dwelling on the property rather than new connections directly to the main lines, documentation is necessary to create a record of what was approved by the Design Committee. Brian to contact the Design Committee to encourage more communication around permits involving the ISD in the future. It was suggested to obtain input from several engineers to determine best practices for Rafter J and utility main line connections vs extensions from existing service lines.

p. Draft FY 26/27 budget and reserves

The preliminary budget is due June 1. July 17th is the due date for the final budget. Forecasting through the end of the 25/26 FY was done and there were minor changes, one example is the sewer cleaning and camera-ing of the SW section was less than expected which helped offset the hydrant leak costs, which are expected to reach 20,000. Road striping and spot repairs of pathways are planned to occur before the end of the 25/26 FY. Crack sealing may occur in the next FY. Estimate 25,000 for road striping, and Eileen will increase slightly for next year. The Board agreed to keep $50,000 in the forecasting budget for road striping and spot repairs and will fine tune the number if needed after Randy's input. Eileen stated that if the cleaning of the wet wells can be scheduled for before 7/1, she would like to get them done. Move broom bristles to FY 26/27. Legal costs were higher than expected, and Engineering has some quotes pending. Regarding the 26/27 FY, recommend increase Legal to $10,000, Engineering is expected to increase, and Snow Removal was adjusted to 75,000. About 4,000 for water well maintenance and $20,000 for culvert repair at the intersection of Big Trail Drive and Homestead were factored into the preliminary 26/27 budget. The revenue from water usage fees and

assessment will allow for a contribution to reserves of $522,000. Surface treatment of roads will occur in 27/28 FY. One lift station generator will be budgeted in for 26/27 FY, and a second lift station generator will be budgeted into the 27/28 FY.

q. Meter Repairs – who is responsible

The Board will check with Randy on comfort level and job description. And, the Board will check with Randy to determine if he would feel comfortable performing utility locates. Encouraging in-house tasks when appropriate will be more cost-effective and maintain the Maintenance Supervisor's allocation of time to the ISD.

Maintenance Report: Deferred due to Randy's absence.

Clearwater Operations Report

a. It was noted that Clearwater now recommends 2 totalizers (Lift Stations 1 and 2) because the Town reads pump run time hours on both lift stations. Now estimated totalizer installations could approach $40,000 vs $20,000.

b. Assessment of the water wells can be done without pulling them. Janice will connect with Emily regarding the information needed for that project.

Action Items

a. Snow removal contract with Hansen Earthworks. Brian made some edits, incorporated Paul's minor changes, cleaned up the formatting, and sent it to Shayne for signature. The service area map will be revised after a minor error was noted.

b. Final acceptance of the SCADA system project.

Brian moved to approve the final acceptance of the SCADA system and authorize final payment to be made on June 2nd, 2026. Eileen seconded. Motion passed unanimously.

Other Business

a. Hydrant Flow Rates. Quote is pending.
b. Review action items list
Assigned tasks for board members and staff were reviewed

Next Meeting Date:

June 11, 2026 at 6:00 – ISD Annual Meeting

Adjournment

The meeting was adjourned at 8:15 p.m.