

**FCWID BOARD OF DIRECTORS MEETING**

**March 14, 2016; 9:00 – 10:30 AM**

**Teton Conservation District Offices**

**420 W. Pearl Avenue, Jackson, WY 83001**

*(In attendance: Bill Wotkyns, Franz Camenzind, Lance Ash, Sandy Buckstaff, Larry Pardee, Carlin Girard, Joe Burke, Mike Welch)*

**MINUTES OF THE MEETING**

- I. **Call to order** – Meeting was called to order by Chairman, Bill Wotkyns at 9:01 AM.
- II. **Approval of Minutes (2/8/2016)** – Franz Camenzind made a motion to approve the Minutes of February 8, 2016; Larry Pardee seconded the motion; Minutes approved by a majority vote.
- III. **Treasurer’s Report** (*Lance Ash*)
  - a. Lance Ash reported he had reviewed and accepts the bank reconciliation report.
  - b. He pointed out that check #2046 was a VOIDED check sent to the Teton County Assessors and Treasurer’s office for deposits from future assessments.
    - i. He also pointed out that the FCWID First Interstate bank account has been authorized and set up to take public funds.
  - c. Financial reports were reviewed and Lance Ash stated we are on track with our budget.
    - i. We will conclude the Alder Environmental study with the expense to come in just below budget
      1. Lance Ash explained that the subject of what to do with any leftover money not spent for the project was brought up at the recent TCD/FCWID Joint Board Meeting and he believes our intention is to reimburse the TCD with any leftover funds.
      2. Bill Wotkyns summarized that Brian Remlinger (Alder Environmental, LLC) thinks there may be about \$5,000 leftover funds, due to ending the data collection earlier than anticipated.
  - d. \$10,000 Bond and Oath for the FCWID Treasurer required by Teton County for assessment process was reviewed for the board to approve the purchase of the bond (\$100 annual fee).
    - i. Sandy Buckstaff moved to acquire the purchase of the bond; Larry Pardee seconded the motion; Motion approved by a majority vote.
    - ii. **ACTION ITEM:** Alice Widdess to proceed to acquire the bond from Tegeler and Associates.
- IV. **Approval of Vouchers** (*Lance Ash*)
  - a. Vouchers were reviewed, and Lance Ash stated that all vouchers met with his approval.
  - b. Franz Camenzind made a motion to approve the vouchers; Larry Pardee seconded the motion; Motion approved by a majority vote.
- V. **Comments from Public** – there were none.
- VI. **FCWID 2017 Draft Budget Discussion for Assessments** (*Bill Wotkyns & Lance Ash*)
  - a. Bill Wotkyns explained that there are no big changes from the budget presented at the last FCWID Board of Directors meeting, except that some honing in was done on the data collection and follow-up study for the budget.
    - i. Discussion took place on the budget estimate amount to enter.
      1. Bill Wotkyns reported that when we met for our Quarterly Joint Board Meeting with TCD Supervisors, Chairman Dave Adams voiced that the TCD is supportive of funding science (as opposed to operations) for the FCWID in order to continue the study. Bill pointed out this will help us in creating the budget and determining assessment amounts.
      2. Lance Ash reiterated that the TCD Board of Supervisors desire to fund science, and expressed that the budget reflects that; however, the budget is based on holding \$15,000 in reserve, and he does not think the TCD Board of Supervisors will hold this amount in reserve. The rest of the board agreed that the TCD Board of Supervisors would not want to be financially involved in holding reserve funds for FCWID.
  - b. Discussion took place on the amount that the Town of Jackson (TOJ) has budgeted for the FCWID (the budget Larry Pardee presented requested \$12,000 for operations, holding \$15,000 in reserve for emergency funding).

- i. Bill Wotkyns suggested the FCWID may want to set up an emergency flood savings bank account, taking a predetermined amount from each property owner's assessment, and creating a separate account for emergency flooding from our FCWID operations account. If an emergency occurs, we could split the costs for mitigation with the Town of Jackson and provide the other half of the funding from the FCWID emergency flood savings account.
- c. Lance Ash pointed out we have 183 parcels in the district. 19 of those parcels belong to the TOJ and the Teton School District owns one. He stated that we cannot assess the TOJ or the Teton County School District, but we can send them a bill. That leaves a total of 164 properties to be assessed within the district.
  - i. He stated that looking at current 2017 budget amounts, the amount of assessment per property would be \$240 per member.
    - 1. Discussion took place.
      - a. Larry Pardee and Bill Wotkyns voiced, if the goal is to build an emergency flood reserve, we could feasibly build the reserve account over two years to \$30,000, where the assessment amount would eventually go down, because there is an emergency fund in place.
      - b. Bill Wotkyns asked if \$30,000 is enough for the reserve fund, or should it be more?
- d. Lance Ash discussed the Winter study expenses - consulting fees line item (\$7,500), pointing out if we don't spend the \$7,500 by the end of June, we could get hit with more consulting fees for the next fiscal year, and we need to budget for that.
  - i. Discussion took place on who is lined up to do the study of the Adler Environmental data collected.
    - 1. **ACTION ITEM:** Bill Wotkyns to call Dr. Ed Kempena (Univ. of Wyoming) to find out what his fees and arrangements would be to take on the study.
    - 2. Bill Wotkyns brought up the need to get a Request For Proposal drafted and sent out so that we receive responses from 3-5 possible people to take on the study.
- e. Bill Wotkyns suggested we proceed with the budget as it is today, pointing out we can come back to reconcile and vote again.
  - i. Lance Ash pointed out the calendar dates of reporting of the FCWID required and expressed that, ideally, we will have the budget approved by the May 2016 FCWID board meeting.
- f. Franz Camenzind asked what the line item amount for Alder Environmental would be?
  - i. Lance Ash confirmed that we presently have \$30,000 for the line item, and board agreed this amount is appropriate.
- g. Sandy Buckstaff asked Lance Ash for clarity on line items for member assessments: 1) emergency flood mitigation and 2) operations.
  - i. Lance Ash explained how he will set up the budget line items and gave a brief overview to the assessment process and the resulting cash flow – when expenses hit, and when assessment money comes in: November & December represents first half of assessments received; June and July represent the other half that flows in.
- h. Lance Ash discussed the \$18,000 ending cash position brought up at our last board meeting and the forcing of \$5,000 into a reserve in order to hold our operating budget at a lower cash position.
  - i. Larry Pardee pointed out that the Wyoming Department of Revenue encourages cities and counties to carry a 20% fund balance for operations.
- i. Discussion ensued about working with the Teton County Assessor for the assessment process.
  - i. Bill Wotkyns suggested that he and Lance Ash might need to go to the Teton County Assessor.
  - ii. Lance Ash explained that he reached out to Kristin Williamson in the Assessor's Office who provided documents for FCWID that document us as a "special district", and by July 25<sup>th</sup> we must provide six elements to the office. He also pointed out the Assessor's Office has us on their radar for communication purposes.
- j. Carlin Girard asked about the \$15,000 the TCD has in their budget for flood reserve and can that line item be taken down on their budget?
  - i. Bill Wotkyns explained that the FCWID is basically done with winter flooding, so we do not need the funds, unless spring flooding occurs.

- ii. Lance Ash pointed out that the TCD board needs to decide on changing its budget and come back to the FCWID board to ask for our approval to change it now.
- k. Joe Burke asked how the FCWID defines flooding, because there were problems last summer caused by irrigators.
  - i. Bill Wotkyns explained that flood mitigation is where the district must spend money to save (protect) private properties and Home Owners Associations from flooding caused by the creek. Some issues caused by flooding are private property issues/problems where the Home Owners Associations must take action.
    - 1. Joe Burke brought up the challenge of having to go through FEMA and the Army Corp of Engineers to go into the creek to fix a willow or such.
      - a. Carlin Girard pointed out that one must simply follow the protocol that's been set for property owners to enter the creek for problems like this.
- l. Franz Camenzind addressed line 58 on the budget. Discussion took place concerning the 570 Dogwood property owner, Kaz Hashimoto, who has granted access to the creek through his property for creek flooding mitigation.
- m. Franz Camenzind made a motion to accept the draft budget version of total revenues and expenses presented and modified in the meeting today, so that we can proceed to provide the draft budget to the TCD Board of Supervisors; Larry Pardee seconded the motion; Motion approved by a majority vote.
  - i. **ACTION ITEM:** Lance Ash to provide all board members with the updated draft budget.

**VII. FCWID Action Plan (draft) (Franz Camenzind)**

- a. Franz Camenzind explained the draft ACTION PLAN is an internal document; however, Rich Ochs, Teton County Emergency Management Coordinator has requested an Action Plan to be on file.
- b. Revisions were made to the draft Action Plan, changing the date to read "Effective date March 14, 2016", giving the FCWID Board a date to re-visit the document in February of 2017.
  - i. **ACTION ITEMS:**
    - 1. Franz Camenzind to make the revisions to the Action Plan and send to Alice Widdess;
    - 2. Alice Widdess to send the revised document to Rich Ochs.
    - 3. Alice Widdess to post the Action Plan on the FCWID website.
    - 4. Alice Widdess to put on draft agenda for FCWID Board Agenda for February 2017.
- c. Sandy Buckstaff made a motion to accept the FCWID Action Plan with the revisions discussed at today's meeting; Lance Ash seconded the motion; Motion approved by a majority vote.

**VIII. Flat Creek Mitigation – Winter Monitoring (Post-Monitoring Update from Alder Environmental, LLC)**

- a. Bill Wotkyns presented updates of Alder Environmental, LLC's collection of data work to date.
- b. Collection of data will be put into a form by the end of this month that presents criteria that can be given to the entity performing the study work.
- c. Next step – Bill Wotkyns to make some phone calls to find the person/group to do the study, and develop a Request for Proposal (RFP) that can go out to find others to help with the study.
  - i. Bill Wotkyns requested Carlin Girard's help with providing an RFP template.
    - 1. **ACTION ITEM:** Carlin Girard and Sandy Buckstaff to help Bill Wotkyns create an RFP.
- d. Brian Remlinger, Alder Environmental, LLC, will present the data to review with the board at the FCWID April 11, 2016 board meeting.
- e. Carlin Girard presented the results of some quick analyses done on Flat Creek by the TCD.
  - i. A discussion with Dr. Ed Kempena re: the shade of Snow King and its affect on the creek conditions prompted TCD to collect data.
  - ii. Temperature loggers were put into the creek in various locations (one in the shade of Snow King and the other in a sunny area). The data collected provided evidence that there exist temperature differences in the creek caused by air temps and solar input.
    - 1. TCD has created a digital layer map across the stream that provides evidence that one of the factors with resoect to the behavior of the stream is shade.
  - iii. Bill Wotkyns pointed out that barometric pressure readings would be included in the data collection.
    - 1. Joe Burke stated that he obtained the barometric pressure readings from the hospital and had given them to Emily Hagedorn (TCD). He also pointed out that Jim Woodmancy could prepare data on temperature inversions.

**IX. TCD/FCWID Quarterly Joint Board Meeting (3/10/16) Updates**

- a. Bill Wotkyns summarized the TCD/FCWID Quarterly Joint Board Meeting held on 3/10/16, sharing reports that were presented by the FCWID.
- b. Sandy Buckstaff pointed out it was important that we received feedback from TCD Board of Supervisor's Chair, Dave Adams, at which Dave stated the board's willingness to support scientific study, but not to fund emergency flood funding.

**X. New Business - Review of matters:**

- a. Lance Ash reviewed tasks that to be accomplished by the FCWID:
  - i. April 1, 2016 – Draft budget and plan of 2017 work is due to the TCD (for TCD's 2017 budget)
    - 1. The Plan of 2017 Work was discussed (which would include the continuation of a study, modifications of private property access to the creek, and the need to find grant funds to do more projects); **ACTION ITEM:** Lance Ash to work with Bill Wotkyns to develop the 2017 plan of work.
  - ii. April 1, 2016 – Annual Report due to the Town of Jackson that provides an overview of measures for FCWID's plan of work taken (See MOU between TOJ and FCWID).
    - 1. Larry Pardee pointed out the necessity of having Alder Environmental's report available for the Town Council to keep them apprised of what has occurred in the district.
    - 2. Carlin Girard stated that the plan of work could be a document that is given to district members, sharing expenses (administration, legal counsel, data collection) with them.
  - iii. April 30, 2016 – Must provide a list of the FCWID Board of Directors to the Teton County Commissioners and Clerk's office by the end of April.
    - 1. Alice Widdess pointed out this has been accomplished.
- b. Removal of weirs in the creek was discussed after a question posed by Franz Camenzind.
  - i. Larry Pardee pointed out that, from the Town's point of view, they would like the weirs removed as soon as possible. He stated that there is no legal threat to remove the weirs.
  - ii. The TOJ has been meeting with district members whose property would be affected, and it has been explained to them that if they do not want the structures removed, FEMA will be contacting them.
    - 1. Bill Wotkyns explained that FEMA would require a new study (costing around \$15,000); the study would be evaluated to consider changes to the 100-year flood plain.
    - 2. Larry Pardee pointed out that it would cost about the same amount (\$15,000) to remove the weirs.

**XI. Executive Session (if required) – not required.**

**XII. Adjournment of Meeting – Motion to adjourn was made by Lance Ash; Larry Pardee seconded the motion; Meeting was adjourned at 10:10 AM.**

Respectfully submitted,

Alice Widdess, FCWID Administrative Manager



*The Minutes have been approved:*

  
Chairman

Date

  
Treasurer

4/11/16

Date