

FCWID BOARD OF DIRECTORS MEETING
September 12, 2016
9:00 – 10:30 AM
Teton Conservation District Offices
420 W. Pearl Avenue, Jackson, WY 83001

MINUTES (Draft)

In Attendance: Bill Wotkyns, Lance Ash, Sandy Buckstaff, Carlin Girard, Franz Camenzind (via conference call), Joe Burke and Alice Widdess

- I. **Call to order** - Bill Wotkyns called the meeting to order at 9:02 a.m.
- II. **Approval of Minutes** (*Board of Directors Meeting 8/8/16*) – Sandy Buckstaff made a motion to approve the Board of Directors Meeting 8/8/16 Minutes; Lance Ash seconded the motion; motion passed by a vote of 5-0.
- III. **Treasurer’s Report** (*Lance Ash*)
 - a. **Bank Account Reconciliation & FIB Bank Statements** – Lance Ash reported that he had reviewed both Bank Account reconciliation reports and they meet with his approval.
 - b. **Financial Reports (Budget)** YTD vs. Annual Budget – Lance Ash reported that actual YTD Budget report is correct; however, there are a few line item figures that need changing and correcting. He will work with Toran Accounting to get these adjustments made.
 - c. **Assessments** - Lance Ash reported he is in receipt of one district property tax payment of \$120 (1/2 of the \$240 assessment amount). It was pointed out that some assessment payments would be received through escrow payments.
 - d. **Local Government Liability Pool Memorandum re: Nominations for Board Vacancies** – Lance Ash reported we received a letter from the Local Government Liability Pool re: nominations for board vacancies. When they do the actual election, we will get FCWID board approval for who we chose to elect.
- IV. **Approval of Vouchers** – Sandy Buckstaff moved to approve the vouchers; Lance Ash seconded the motion; motion passed by a vote of 5-0.
- V. **Comments from Public:**
 - a. Carlin Girard gave updates from the Wyoming Association of Conservation District Area V meeting that was held 9/8/16.
 - i. Bank Account Policy Statements:
 1. Carlin asked if we have created a policy statement for the FCWID Reserve Fund to define its purpose?
 2. Lance Ash responded that we do not have any formal statement; however, we created a Resolution that defines what it is to be used for.
 - ii. Proposed changes that are to be voted upon by the Corporations Committee presented by Bobbie Frank at the Area V Meeting:
 1. Carlin gave highlights of some of the proposed changes.
 - a. Purchases: Sealed bids will be required for any expenses over \$1,500;
 - b. Contracting: Request For Proposals requirements and process;
 - c. County oversight by County Commissioners (i.e., dissolution of a district; annual budget presentation to County Commissioners; adherence to State Statute requirements and annual reporting to County Commissioners).
 - iii. Carlin pointed out that all Wyoming Special Districts are under extreme scrutiny by the state.
 - b. Tom Segerstrom joined the meeting at 9:50 a.m.
 - i. The Richard Manning, Jr. candidacy for FCWID Director election was discussed and Tom pointed out that, at this time, he does not qualify as a candidate because he does not own property within the district. Tom stated he had sent an email to Mr. Manning requesting any documentation Mr. Manning may have to prove otherwise. Tom also mentioned that he had a conversation with County Attorney Keith Gingery regarding Mr. Manning’s eligibility as a candidate.

VI. Kempema/Ettema Draft Report

- a. Bill Wotkyns discussed the recently received Kempema/Ettema draft report and how to move forward with the next steps.
 - i. The board agreed that they all need more time (at least a week more) to review the study in order to determine next steps and determine how much funding should be requested from the Teton Conservation District for more data collection and study.
 - ii. Lance Ash asked if the Teton Conservation District allocated \$30k in their budget for FCWID and if it exists as a line item?
 1. Bill Wotkyns replied that he did not hear that it was refused and that he thinks it is a line item in their budget.
 2. Bill Wotkyns pointed out the Teton Conservation District is awaiting a formal, written request from the FCWID for the funding detailing how FCWID will be moving forward.
 3. Lance Ash pointed out that the Kempema/Ettema study recommends the use of about \$4,000 worth of equipment to be used for further data collection and study. Lance suggests going back to Alder Environmental, LLC (Brian Remlinger) to obtain a formal proposal that incorporates the purchase and use of this recommended equipment.
 - iii. Bill Wotkyns recommended we put aside the solutions proposed in the report for now concentrate, instead, on just the changes that the report requests, and we, as a board, ask Alder Environmental, LLC to submit a new proposal that incorporates these suggested changes.
 1. Sandy Buckstaff made a motion to request a formal proposal for Alder Environmental's scope of work for winter monitoring and data collection in the creek, incorporating the equipment suggested in the Kempema/Ettema report, with emphasis on a required timeline of receipt within the next two weeks; Lance Ash seconded the motion. The motion passed by a vote of 4-0.
 2. **ACTION ITEM:** Bill Wotkyns to contact Brian Remlinger (Alder Environmental) for follow up.
- b. **ACTION ITEM:** Carlin Girard to ask Emily Hagedorn, TCD, to include the draft report in the Teton Conservation District's Board Packet for their upcoming meeting, so that they could review and provide any comments to the FCWID board as soon as possible.

VII. TCD/FCWID Joint Board Meeting & Field Trip – September 15, 2016

- a. Discussion on attendance at this Joint Quarterly Meeting took place, with Franz Camenzind and Lance Ash reporting that they cannot attend.
- b. Timeline and places for the field trip were reviewed.

VIII. FCWID Director Election Update

- a. Bill Wotkyns stated that three candidates have applied: Richard Manning, Jr., Lexey Wauters, and himself (Bill Wotkyns).
 - i. He stated that unfortunately, Richard Manning, Jr., according to State Statute, is not eligible to be a candidate, because he does not own property within the District nor is his HOA (of which he is a part owner) in the district. Yet there are a couple of units within his HOA that are in the district.
 - ii. Lance Ash stated he had a conversation with Melissa Shinkle, Teton County Clerk's office, to obtain clarification on Richard Manning, Jr.'s eligibility.
 - iii. Bill Wotkyns points out that a decision needs to be made by whoever that needs to be.
 - iv. Carlin Girard, TCD, pointed out that we need to receive an opinion from the Teton County Attorney's office, with which the TCD would then go forward.
 1. **ACTION ITEM:** Carlin Girard was directed to make sure this item appears on the Teton Conservation District's Board of Supervisor's agenda.
 - v. Franz Camenzind voiced concern asking if we have connected all dots with respect to Larry Pardee being on the FCWID board, even though he doesn't own property in the district, and asked if the Town of Jackson ever gave us documentation that he represents their interests by serving on the FCWID board to protect us legally.

1. Bill Wotkyns stated that he believes that the Town Council, or the mayor at that time, appointed Larry Pardee as the representative of the Town of Jackson and their ownership within our district.
 - a. **ACTION ITEM:** Bill Wotkyns to double-check that this documentation is on record and report this back to the FCWID board.
 - b. Lance Ash questioned if Larry Pardee’s position on the FCWID board has a term and what happens should he leave that position; is it spelled out who replaces him to represent the Town of Jackson?
 - i. **ACTION ITEM:** Bill Wotkyns to follow-up to get clarity and report back to the FCWID board.

IX. USDA Letter Re: Snow King Mountain Snow Course – Bill Wotkyns mentioned there is a USDA weather station on the top of Snow King. No discussion took place.

X. Old Business

a. ACTION ITEMS FROM 8/8/16 MEETING:

- i. *(Alice Widdess)* Follow-up with Lisa Delaney to find out monthly fee and how FCWID can take over payments. Alice Widdess reported that since the last board meeting she followed up with Lisa by letter and email. The only response from Lisa Delaney received back, to date, is “I’m on it”.
 1. Bill Wotkyns pointed out her contract/proposal has ended. Discussion took place on how to proceed, and it was decided to use her on a “on call” basis. Bill mentioned that Brian Remlinger and he were going to have Lisa set up the site for comments on monitoring. Carlin Girard noted that Rich Greenwood or Carol Peck have that ability to help set that up on the FCWID website for a low fee.
 - a. **ACTION ITEM:** Bill Wotkyns to follow up.
 2. Lance Ash suggested we have our domain name transferred to FCWID as the responsible party for maintaining it.
 3. **ACTION ITEM:** Bill Wotkyns to follow up with Lisa to get the details on monthly fees and moving those fees and the domain name over to FCWID.
- ii. *(Bill Wotkyns)* Call to Brian Remlinger (Alder Environmental) to inquire about drone usage over the creek during the fall.
 1. Discussion took place on whether or not to proceed with drone usage, and it was agreed by the board to not pursue that use at this time. Lance doesn’t want to do.
- iii. *(Sandy Buckstaff)* Obtain landscaper’s cost estimates for Hashimoto Project. Sandy Buckstaff reported that he is meeting with John Grant, Barn Hill Landscaping, tomorrow.
- iv. *(Alice Widdess & Emily Hagedorn)* To work on the field trip details and communications. Alice Widdess reported this has been done.
- v. *(Franz Camenzind & Joe Burke)* To reach out to possible candidates for FCWID Board Directors. This has been done.
- vi. *(Alice Widdess)* To reach out to Grand Teton Property Management for possible candidates for FCWID Board Directors. Alice Widdess reported this has been done.
- vii. *(Bill Wotkyns)* To send an email to Mike Welch, Hal Hutchinson, and Len Carlman to remind them the FCWID Directors have sent their comments and to please implement and include them in their draft FCCO document.
 1. Bill Wotkyns suggests that until the FCCO document is formalized through the Teton County Commissioners and/or TOJ Town Council, there is nothing left to be done by FCWID at this point in time.

XI. New Business

- a. Carlin Girard reported on the upcoming Candidate Water Forum - October 12, 2016, 6:00 p.m. @ Snow King Grand Teton Ballroom, explaining the purpose and goal.
 - i. FCWID is listed as a co-sponsor. Bill Wotkyns asked what the FCWID needs to do, with Carlin responding:

1. Read through the white paper that has been sent out to the candidates (Teton County and TOJ candidates);
 - a. **ACTION ITEM:** Carlin Girard to send out the white paper to the FCWID board.
2. Develop a few questions that would be relevant to ask the candidates re: Flat Creek;
3. Reach out to our District members urging them to attend the forum explaining that the FCWID wants the candidates to be aware of water resources and problems and for them to make that part of their platform;
4. Contribute toward the cost to run an ad in the newspaper:
 - a. Sandy Buckstaff moved to approve \$100 from FCWID toward this ad; Lance Ash seconded the motion; motion carried with a vote of 4-0.
- b. Carlin Girard discussed the status of the grant for the re-write of the Flat Creek Watershed Plan and explained that it contains many best management practices, as well as reflects a stakeholder approach, where FCWID is one of the stakeholders.
 - i. Bill Wotkyns pointed out the Kempema/Ettema draft report contains references between street runoff and the effects on the creek conditions.
- c. Sandy Buckstaff asked Carlin Girard about the status of digitizing the Town of Jackson Surface Water Drainage Infrastructure Master Plan document and Carlin reported it is still being worked on.

XII. Executive Session – There was no need for an executive session.


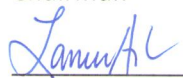
XIII. Adjournment of Meeting – Sandy Buckstaff made a motion to adjourn the meeting; Lance Ash seconded the motion; meeting adjourned at 10:03 p.m.

Respectfully submitted,

Alice Widdess, FCWID Administrative Manager



The Minutes have been approved:

	
Chairman	Date
	10/10/16
Treasurer	Date