

**FCWID BOARD OF DIRECTORS MEETING**  
**July 11, 2016**  
**9:00 – 10:30 AM**  
**Teton Conservation District Offices**  
**420 W. Pearl Avenue, Jackson, WY 83001**

*In attendance: Franz Camenzind, Lance Ash, Sandy Buckstaff, Larry Pardee, Alice Widdess, Joe Burke, & Mike Welch*

**MINUTES OF MEETING (Draft)**

- I. **The meeting was called to order @ 9:00 AM by Franz Camenzind, Vice-President of the Board.**
- II. **The draft Agenda met with everyone's approval.**
- III. **Approval of Minutes (6/13/2016)**
  - a. Larry Pardee moved to approve the FCWID Minutes (6/13/2016); Lance Ash seconded the motion; minutes were approved by a unanimous vote of 4-0.
- IV. **Treasurer's Report (Lance Ash)**
  - a. **Bank account reconciliation & FIB Bank Statement** – Lance Ash stated he had reviewed the reports and statement, and they met with his approval.
  - b. **Financial Reports (Budget)** – Lance Ash stated that he has reviewed the final FY 2016 Budget – July 1, 2015 through June 30, 2016, and it meets with his approval.
  - c. **FCWID Reserve Account Status** – Lance Ash stated that the FCWID Reserve Account has been established at First Interstate Bank, and has been funded with \$15,000 prior to end of FY 2016.
  - d. **Final Budget – Updates on WY Statute Required Distribution to Various Entities** – Lance Ash stated that the all required entities have received the FCWID Final Budget (Wyoming Department of Audit, Teton County Commissioners, and Teton Conservation District). He also stated that the Teton County Assessor's Office must approve our assessment documents submitted, and they have confirmed receipt of them.
  - e. **WY Dept. of Audit Form F-32 (Survey of Local Government Finances)** – Lance Ash explained that Form F-32 is not an accounting justification; it is more like a census tract. It is prepared, and he requested a motion from the board to vote on approval of its contents giving him the authority to sign the form and submit to the WY Department of Audit. Larry Pardee made a motion to approve the contents of Form F-32 and authorized Lance Ash to sign it for submission; Sandy Buckstaff seconded the motion; the motion was approved by a vote of 4-0. We can prepare ourselves for FY 2016.
  - f. **Updated Calendar** – Lance Ash pointed out he has more revisions for the FCWID Event Calendar, and he will proceed with these updates. He pointed out the helpful nature of the calendar for keeping up with deadlines.
- V. **Approval of Vouchers (Lance Ash)** – Four vouchers were reviewed, and Lance Ash pointed out they will appear in the FY 2017 financials.
  - a. **ACTION ITEM:** Alice Widdess to follow up to find out the timeframe for the Lisa Delaney Marketing proposal end date.
  - b. Sandy Buckstaff made a motion to approve the vouchers for payment; Larry Pardee seconded the motion; the motion passed by a vote of 4-0.
- VI. **Comments from Public**
  - a. Joe Burke asked if we knew how many hits we are receiving on our FCWID website, stressing the importance of driving people to the website.
    - i. **ACTION ITEM:** Alice Widdess to follow up with Lisa Delaney to find out how we access that information and to reach out to the Jackson Hole News & Guide to give us coverage for our upcoming election.
- VII. **District Member Assessment Report (Lance Ash)**
  - a. Lance Ash presented the District Member Assessment Report, walking the board through the six bullet points for the Teton County Assessor's office, and pointing out there is a process we go through with that office beginning July 25th.

- b. Franz Camenzind reported that Bill Wotkyns has talked with the FCWID legal counsel, and we are in line with the WY State Statutes on how we are assessing with a flat fee of \$240/District Member.
- c. Alice Widdess inquired who would be responsible for assuring the Teton County Assessor's office has an updated District Member/Property list, and was assured that the Assessor's office has that responsibility; however Lance Ash would like to tract assessment payments ourselves to see who doesn't pay.
- d. Lance Ash reviewed the assessment roll explaining there will be a different process that takes place with the Teton County School District property where they will be sent a bill.
- e. Larry Pardee stated that Lance Ash has done a stellar job of pulling all this assessment process together.
- f. **ACTION ITEM:** Lance Ash will check with Donna Baur, Teton County Treasurer, on whether FCWID is responsible for outstanding accounts receivable due to non-payments by District Members.
- g. **ACTION ITEM:** Alice Widdess is to proceed to send an invoice to the Town of Jackson for \$12,000.

**VIII. Flat Creek Corridor Overlay (FCCO) - Updates on comments submitted by FCWID Board Members on WORD doc**

- a. Comment updates: Sandy Buckstaff stated he gave his initial comments to Mike Welch.
- b. Mike Welch stated the FCCO is still a working draft, and reported that Hal Hutchinson is working with Alex Norton and Tyler Sinclair.
- c. Mike Welch stated it the hope and intent that his organization will received the FCWID support, and encouraged FCWID board members to share their thoughts and comments on the document sooner, rather than later.

**IX. Kaz Hashimoto's Property Revised estimate for property improvements & Access Easement Agreement (Sandy Buckstaff)**

- a. Sandy Buckstaff reviewed his handout that was distributed at the meeting, and pointed out that the proposed Flood Mitigation Access Easement Agreement has a couple of changes that are needed.
- b. **ACTION ITEM:** Sandy Buckstaff will suggest that Bill Wotkyns get the necessary legal counsel on the documents in order for Bill Wotkyns to present to Kaz Hashimoto, District Property Owner.
- c. A timeline was discussed, and Franz Camenzind stated it is a project that, ideally, would be completed before winter of this year.
- d. Lance Ash inquired if the property sells, does the Flood Mitigation Access Easement Agreement track with the property? The answer was yes.

**X. Pathways Bike Path Improvements Updates (Larry Pardee)**

- a. Larry Pardee stated he has not met with Brian Schilling re: the plans for pathway improvements; however he thinks the Town of Jackson put \$25,000 in their budget to do improvements to the pathways.
  - i. Larry Pardee points out that Brian Schilling has suggested raising the pathway in those areas where there have been flooding problems from the creek, creating a berm to the creek.
  - ii. **ACTION ITEM:** Larry Pardee to follow up with a meeting with Brian Schilling, encouraging Pathways to protect Flat Creek properties and improve the experience for pathway use.
  - iii. Franz Camenzind pointed out projects like this help the FCWID mission statement.

**XI. FCWID Recap Letter to District Members**

- a. The draft letter to FCWID District Members was presented and discussed.
  - i. **ACTION ITEM:** Franz Camenzind and Alice Widdess were appointed to work on the final draft, incorporating the ideas expressed by the board members, sending that final draft to all for final approval for mailing.

**XII. FCWID Director Election Update (Alice Widdess)**

- a. Alice Widdess presented a brief overview of FCWID Director Election steps and important deadlines/dates.

**XIII. New Business**

- a. Franz Camenzind pointed out that he has observed a pattern of vegetation growth taking place in the creek that follows the same pattern as the frazil ice formation.
  - i. **ACTION ITEM:** Board members were instructed to do their own observations on the creek, looking for this pattern, taking photos, and reporting back to the board.

ii. Discussion took place on using a drone to document this in order to show some correlation between vegetation growth taking place where frazil ice has formed.

1. Joe Burke suggested someone he knows that has drones, and would do a volunteer project study.

b. Lance Ash mentioned he has observed a dam of willow branches in the creek behind his property, which could cause potential problems for winter creek flow, and wonders if someone has trimmed their willows and threw them in the creek. A discussion of protecting the riparian habitat took place.

i. **ACTION ITEM:** Lance Ash to take photos of this willow formation.

XIV. **Executive Session (if required)** – An Executive Session did not take place, as it was not needed.

XV. **Adjournment of Meeting** – Sandy Buckstaff made a motion to adjourn the meeting; Lance Ash seconded the motion; meeting was adjourned @ 10:04 AM by unanimous approval.

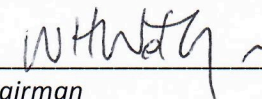
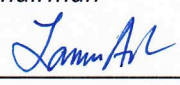
Respectfully submitted,

Alice Widdess, FCWID Administrative Manager



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**The Minutes have been approved:**

	8/8/16
Chairman	Date
	8/8/16
Treasurer	Date