

Flat Creek Water Improvement District (FCWID)
Monthly Board of Directors' Meeting
Monday, August 13, 2018
9:00-10:30 a.m.

Teton Conservation District
420 W. Pearl Avenue, Jackson, WY 83001

In attendance: FCWID: Bill Wotkyns, Sandy Buckstaff, Lexey Wauters & Alice Widdess; TCD: Carlin Girard; TOJ: Johnny Ziem; PUBLIC: Joe Burke, Mary Springer

MINUTES OF MEETING

- I. **Call to Order.** The meeting was called to order by Board Chairman, Bill Wotkyns @ 9:02 a.m.
- II. **Approval of July 9, 2018 FCWID Monthly Board Meeting Minutes & July 20, 2018 "Special Meeting" Minutes.** Lexey Wauters made a motion to approve both meeting minutes as presented; Sandy Buckstaff seconded the motion; motion passed by a vote of 3-0.
 - a. It was noted that the board packets posted on the website for this meeting were incomplete.
 - i. **ACTION ITEM:** Alice Widdess will repost the board packets, since original board packet was not visible on the website.
- III. **Treasurer's Report:**
 - a. **Bank Statements & Reconciliation Reports** – Bill Wotkyns noted that FCWID Board Treasurer, Lance Ash, was not in attendance for this board meeting. Bill Wotkyns stated that Lance has reviewed all bank statements and reconciliation reports, and they met with his approval.
 - b. **P&L Budget vs. Actual (July 2018 through June 2019).** Bill Wotkyns stated that Lance has reviewed all the P&L Budget vs. Actual (July 2018 through June 2019) reports and they met with his approval.
 - c. **FCWID F-32 - Survey of Local Government Finances Form Report -**
 - i. **For Board review and approval to submit to Wyoming Department of Audit.** Bill Wotkyns stated due to Lance Ash not being present to review, and because the board has not had the opportunity to review, this report discussion will be tabled until next month's FCWID Board Meeting.
 - d. **Joint TCD & FCWID Calendar – 2018.** Sandy Buckstaff, Board Secretary, noted one addition to the Calendar: "Aug. 1 – Submit Invoice to TOJ for 2019 Budget Request" was added.
 - i. Bill Wotkyns gave an explanation to Johnny Ziem who inquired about the purpose and "set aside" action for this \$12,000 and the additional \$15,000 set aside amount.
 - ii. Bill Wotkyns also gave an explanation to Johnny's question, "Is the Town of Jackson a voting member on the Board?"
- IV. **Approval of Vouchers.** Lexey Wauters made a motion to approve the vouchers as presented; Sandy Buckstaff seconded the motion; motion passed by a vote of 3-0.
- V. **Introductions and Comments from the Public.**
 - a. **Mary Springer**, FCWID District Member, introduced herself stating she moved here 20 years ago and purchased a property on Flat Creek. About 15 years ago, she met an engineer from the Army Corp of Engineers and inquired on how to secure the Flat Creek bank on her property, as it was eroding. She was instructed to plant willows and narrow leaf cottonwood on her banks. She proceeded to plant, but not on all her banks. A couple months ago she noticed the creek bank was eroding and she lost about 3' of bank. Having remembered seeing postcard from FCWID, she contacted Sandy Buckstaff. She stated she is attending this meeting to obtain guidance and more information.
 - i. Bill Wotkyns thanked Mary for her attendance pointing out where all the FCWID board members own property on Flat Creek.
 - ii. Bill Wotkyns stated he gave Brian Remlinger's contact information to Mary for her to follow up on her erosion situation to obtain suggestions, and also suggested she discuss with Carlin Girard, the TCD's Water Specialists, pointing out these are the experts.
 - iii. Mary Springer inquired about the history and records of highest water levels on the creek. Bill Wotkyns pointed out we have been recording and collecting data for the past 3 years, and there have been substantial higher water levels this last year.
 1. Discussion continued on why we have experienced higher water levels this last year.

- b. **Johnny Ziem**, TOJ Public Works Interim Director, stated the newly hired Director, Floren Poliseo, will start work on Monday, August 20th.
- c. **Joe Burke**, District Member, spoke to Mary Springer's expertise in geology and thanked her for her attendance at this meeting.
 - i. Joe asked about the rip-rap that was placed by the Army Corp of Engineers on and in the creek banks some 7 years ago near Mary's and Sandy's property. Sandy pointed out that one boulder has moved to the center of the creek, and the FCWID is going to attempt to get that boulder removed when Evans Construction is doing another nearby project for Pathways, as it needs be removed due to the ice build-up it causes. It was pointed out that permits from FEMA will not be required for this project; however, Mary Springer may have to go through a permit process for her bank erosion.
 - ii. Joe questioned about the \$30,000 Scope of Work being awarded to Brian Remlinger (Alder Environmental LLC) for this winter and inquired if FCWID is going to attempt to cut back on this expense.
 - 1. Bill Wotkyns pointed out this will be discussed further on today's agenda because Alder's Scope of Work has been changed from previous years.

VI. Mitigation Projects.

a. VOTE ON DRS. KEMPEMA & ETTEMA'S FINAL REPORT.

- i. Due to the fact that the board has not had the opportunity to thoroughly review the Final Report, Bill Wotkyns suggested perhaps the approval of this report should be tabled until next month's board meeting.
- ii. Bill pointed out the choke areas that were concentrated on in the report to Mary Springer.
- iii. Lexey Wauters questioned the suggestion on creating an electronic monitoring system on the creek.
 - 1. She asked if Drs. Kempema & Ettema are looking to do this themselves and if they are creating more future work for themselves.
 - 2. Sandy Buckstaff reported that in his discussions with Bob Norton (Nelson Engineering) he has learned that Bob Norton has always wanted to have some kind of electronic monitoring system set up that links our thaw wells to this system.
 - 3. Bill Wotkyns points out that Brian Remlinger's (Alder Environmental LLC) new Scope of Work includes – setting up an electronic monitoring system.
 - 4. Bill Wotkyns suggested the board vote today on approving acceptance of Drs. Kempema & Ettema's Final Report as submitted in order to move forward with Alder Environmental Scope of Work.
 - a. Sandy Buckstaff made a motion to approve the Final Report as submitted; Lexey Wauters seconded the motion.
 - i. Discussion took place regarding revising the motion to include approval to pay Dr. Kempema invoice submitted with the Final Report.
 - b. Sandy Buckstaff revised his motion to approve Dr. Kempema and Ettema's Final Report as submitted and submit payment for Dr. Kempema Invoice of \$9,375; Lexey Wauters seconded the motion; motion passed by a vote of 3-0.
 - i. **ACTION ITEM:** Alice Widdess to post FINAL REPORT on the FCWID website and process payment for Dr. Kempema invoice.
 - 5. Mary Springer brought up a discussion on the use of thaw wells in Flat Creek. Bill Wotkyns assured Mary that the FCWID is being proactive and monitoring taking control of these thaw wells in Flat Creek. He suggested Mary review all the reports posted on our website to become more familiar with our projects.

b. Drs. Kempema & Ettema's suggested projects to undertake this summer and fall.

i. Diversion by the Flat Creek Nipple Area (near Garaman Park).

- 1. Sandy Buckstaff gave a summary on the project progress with the Wort Ditch near Garaman Park, a choke point, which he points out is one of the suggested projects in Drs. Kempema & Ettema's Final Report to undertake. The project involves improvements to

the irrigation system by the insertion of either concrete sonotubes or pylons with removable boards that correct any choke points.

- a. Sandy Buckstaff explained the estimate sheet submitted by Nelson Engineering for this project that involves a survey and creating a design - \$8,172.
 - i. Sandy points out that Kelly Lockhart, the irrigator with irrigation rights, would obtain the project bids.
 - ii. Sandy stated he would recommend to Kelly Lockhart that he work with Evans Construction who will already have their equipment on the creek for the Pathways project.
 - iii. Sandy Buckstaff also mentioned there's a \$750 in the estimate for oversight; Sandy points out he is a certified engineer and could assume this task saving \$750.
 2. Bill Wotkyns pointed out the dilemma for FCWID and how it works for our existing 2018-2019 budget:
 - a. \$10,000 has been budgeted as a line item for projects for 2018-2019; however, if our projects become higher (e.g. \$15,000) we would have to revise our FCWID 2018-2019 budget, hold a public hearing, and report the new approved budget to the WDOA.
 - b. FCWID cannot move forward until we obtain the exact construction costs ("chicken before the egg" example).
 - c. Discussion took place on the idea of moving ahead with the design this year, and then the construction next year.
 - d. Lexey Wauters questioned the safety of floaters where the concrete sonotubes are put in the creek. Bill Wotkyns explained how we plan to make it safe.
 - e. Carlin Girard (TCD) pointed out the importance of being aware of pathway changes that are taking place when conducting a survey of this area of the creek.
 3. **ACTION ITEM:** Bill Wotkyns to contact Kelly Lockhart to review the project and also contact our FCWID lawyer re: the possibility of the FCWID board voting electronically.
 4. **ACTION ITEM:** Sandy Buckstaff to contact Nelson Engineering to obtain a construction bid as soon as possible. Upon receipt, Sandy was asked to scan and email it to Bill Wotkyns and Lance Ash.
 5. **ACTION ITEM:** Alice Widdess to find the Pathways work design specs for the pathway elevation and send to Sandy Buckstaff to share with Nelson Engineering.
- ii. **Area behind Eagle Village Professional Building where island exists in creek on west side of Hwy 89.**
1. Bill Wotkyns reported on progress working with TOJ Public Works and WYDOT on August 8th.
 - a. Bill Wotkyns stated he requested Brian Remlinger (Alder Environmental LLC) to be present while WYDOT did their work and give advice. Brian Remlinger gave an estimate of \$315 to Bill for his work.
 - b. Riprap was installed to shore up the creek bank.
 2. Bill Wotkyns addressed the existing sand bar that's in the creek in this area, explaining it was formed due to hydrology, erosion on one side of the creek – causing a choke point in the creek that causes ice dams.
 - a. Next step was reported: The TOJ will look at and determine what it will take to remove the sand bar. Bill reported TOJ can perform the work at no cost using their own equipment; however, if they need to rent equipment that they do not possess, FCWID would be given an estimate from TOJ and would have to cover that cost.
 - b. Bill stated no permitting would be required.
 - c. Bill Wotkyns stated he asked Brian Remlinger to supervise the project from a hydrology standpoint, and pointed out Brian Remlinger would work with Brian Lenz, TOJ Engineer on this project.

- d. Johnny Ziem asked if Bill Wotkyns, Brian Remlinger and Carlin Girard could look at the site this week?
- e. Carlin Girard asked for explanation on the plan for excavated material? Johnny Ziem reported TOJ will haul away.
- c. Bill Wotkyns pointed out the FCWID is in its fourth year and is undertaking on-the-ground projects. The next steps will be monitoring the effectiveness of our projects.

d. FCWID Board to vote on a scope of work for Alder Environmental (Brian Remlinger) that includes a more strategic collection of data that is narrowed down to certain sections of the creek.

- i. This Agenda Item was tabled until the September Monthly Board Meeting.

VII. Old Business:

a. ACTION ITEMS:

- i. *(Bill Wotkyns) Meeting* with Elk Run and Creekside Village Condo HOAs to suggest installation of some temporary flood fencing/bladders/sand bags for this coming winter to prevent flooding.
 - 1. Bill Wotkyns reported he spoke with Tina Korpi, Grand Teton Management who governs the Creekside Village Condominium HOA. Bill will attend their next Board Meeting in next couple weeks to suggest some temporary flooding preventions.
- ii. *(Bill Wotkyns, Johnny Ziem) Visit* area behind Eagle Village Professional Building where island exists in creek on west side of Hwy 89 to determine access for TOJ to remove the island; determine if permits are required in discussion with Brian Lenz (TOJ), Brian Remlinger (Alder Environmental LLC) and Johnny Ziem. *(This action item can be removed.)*

VIII. New Business

- a. Brian Remlinger's 8/6/18 email (FCWID-SCOPE OF WORK UPDATE) to Bill Wotkyns outlining \$1,595 for THREE PROJECTS was passed out and discussed:
 - i. WYDOT BANK STABILIZATION (\$315)
 - 1. Rip Rap installation oversight – 2-3 hours @ \$105/hr.
 - ii. TOJ GRAVEL BAR DREDGING (\$840)
 - 1. Stream channel survey, data management – 3-4 hours @ \$105/hr.
 - 2. Dredging supervision, depth measurements (3-4 hours @ \$105/hr.
 - iii. DIVERSION – GARAMAN PARK (\$440)
 - 1. Review Nelson Engineering design and provide comment (3-4 hours @ \$105/hr.
- b. Bill Wotkyns requested the FCWID board vote today on only the first project: WYDOT BANK STABILIZATION - \$315.
 - i. Lexey Wauters made a motion for Brian Remlinger (Alder Environmental LLC) submit an invoice to FCWID for \$315 and that FCWID submit payment upon receipt; Sandy Buckstaff seconded the motion; motion passed by a vote of 3-0.
 - ii. Bill voiced the importance of keeping Brian Remlinger involved in FCWID projects at a high level in order to keep all FCWID projects tied together.
 - iii. Lexey Wauters questioned the 2018-2019 budget line items dealing with consulting fees and how much is left over from Drs. Kempema and Ettema's fees. It was pointed out there's about \$3,000 left over in that budget line item that can be used for Brian Remlinger's additional scope of work fees.

IX. Executive Session. There was no need for an Executive Session.

X. Adjournment. Lexey Wauters made a motion to adjourn the meeting; Sandy Buckstaff seconded the motion; motion passed by vote of 3-0. Meeting adjourned @ 10:21 a.m.

Respectfully submitted:



Alice Widdess, FCWID Administrative Manager

The Minutes have been approved:



Chairman _____ Date _____

 9/10/18

Treasurer _____ Date _____