**Flat Creek Water Improvement District (FCWID)**

**Board of Directors Meeting**

**Monday, JANUARY 11, 2016**

**9:00-10:30 a.m.**

**Teton Conservation District**

**420 W. Pearl St., Jackson, WY**

**MINUTES OF MEETING**

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

1. **The meeting was called to order @ 9:04 AM.**
2. **Approval of Minutes (12/7/2015; 12/14/2015).**
	1. Motion to approve the Minutes of FCWID Board Meetings held on 12/7/15 and 12/14/15 was made by Franz Camenzind; Lance Ash seconded the motion; Minutes of both meetings were approved.
3. **Treasurer’s Report**
	1. **Bank reconciliation** – Lance Ash reported that the bank reconciliation reports meet with his approval.
	2. **Financial reports –** Lance Ash commented on the July through June 2016 budget report and pointed out that the legal expense line item is more than is budgeted for. In addition, he pointed out the need to add a winter monitoring line item to the budget
	3. **FCWID 2016 Amended Budget – review and adopt new budget; begin discussion re: assessments** – Lance Ash discussed various issues in his review of the existing budget and suggested adjustments that included:
	4. 1) Not holding all excess money in reserve;
	5. 2) Adjustment to budgeted amount for legal expenses – original budgeted amount was $3,750 which has been amended to $7,750 in order to cover approximately $500/month;
	6. 3) Budget line item of $1,500 added for thaw wells power expense; and
	7. 4) Clarity is needed with Wyoming Department of Audit to find out the correct process the FCWID Board should be following for these budget adjustments.
		1. **ACTION ITEM:** Larry Pardee to look at past records to obtain correct amount for budgeting thaw wells power.
		2. Sandy Buckstaff moved to approve adoption of the new budget; Franz Camenzind seconded the motion; Motion approved.
	8. **1099s – due February 1, 2016** – Lance Ash reported that we are working with Toran Accounting to complete the required forms.
	9. **Statement of Investment Policy** – Lance Ash introduced the FCWID Statement of Investment Policy and pointed out the need to approve it on a calendar-year basis. Franz Camenzind moved to accept the FCWID Statement of Investment Policy as written; Sandy Buckstaff seconded the motion; discussion was called for; Motion approved.
4. **Approval of Vouchers**
	1. Lance Ash reviewed all vouchers submitted for approval. Larry Pardee moved to approve the payment of all vouchers; Franz Camenzind seconded the motion; Motion approved.
5. **Comments from Public**
	1. Mick Welch announced an upcoming meeting re: Snake River Fund to host a webinar update of the EPA’s Municipal Small Storm Sewer Systems (MS4) rules – meeting to be held on January 21, 2016 in the basement of the Community Foundation of Jackson Hole.
		1. **ACTION ITEM:** Alice Widdess to forward the meeting announcement to all FCWID board members.
	2. Joe Burke commented that he has spoken with Pete Karns, Jr. about the property on Flat Creek that has the bridge access over Flat Creek. Pete Karns, Jr. mentioned that his property is not in the District; however, he wants to approach the WID, asking that they obtain a grant to replace the existing bridge with a breakaway bridge.
		1. Joe Burke expressed concern that a fire truck cannot make it up that road to this property.
		2. Joe Burke expressed that he encourages abandonment of the bridge; however, Pete Karns, Jr. claimed they might have a right-of-way.
6. **Vote on all FCWID Board of Director Officer Positions**
	1. Discussion took place from board members, and they all expressed that they approve of the current roster of officers.
	2. Franz Camenzind made a motion to keep the current roster of officers in this next calendar year: Bill Wotkyns, Chairman; Franz Camenzind, Vice-Chairman; Lance Ash, Treasurer; Sandy Buckstaff, Secretary; Larry Pardee seconded the motion; Motion approved.
7. **Memorandum of Understanding (MOU) – FCWID & Town of Jackson Update**
	1. It was reported by Bill Wotkyns that we have the accepted version by the Town of Jackson of the Memorandum of Understanding (MOU) between FCWID and the Town of Jackson, and the board needs to give Bill Wotkyns the authority to sign the document.
	2. Discussion took place on the language in Paragraphs #2 and #4B – where it refers to the WID being responsible for everything beyond the District boundaries.
		1. **ACTION ITEM:** Larry Pardee will check with Town Attorney Audrey Davis-Cohen on the change in the wording.
	3. Franz Camenzind made a motion to approve an authorized signature of the MOU with the modification of the language in Paragraph #2 that should be revised to agree with the language in Paragraph 4B of the MOU document; Motion was seconded by Larry Pardee; Motion approved.
8. **Flat Creek Mitigation & Study Update**
	1. Bill Wotkyns reported that there is not much to update on the current study being done by Brian Remlinger, Alder Environmental, LLC and explained that the data is in raw form.
		1. **ACTION ITEM:** Bill Wotkyns to send Alice Widdess some data point maps where events occurred in the late November and early December 2015 freeze. Alice Widdess to distribute to the board.
	2. **Thaw Wells** – Bill Wotkyns reported on the thaw wells activities.
		1. Discussion took place on thaw wells and the time it takes to turn them on and off by the Town of Jackson and the impact it creates for more work and electrical use, as well as the need for Thaw Well #1 to be turned off.
			1. **ACTION ITEM:** Bill Wotkyns to work with Brian Remlinger and Shawn O’Malley on the possible turning off of Thaw Well #1.
		2. Discussion also took place on the creek conditions that occurred during late November and early December of 2015 compared to current conditions.
			1. Sandy Buckstaff suggested we get Brian Remlinger’s feedback on the effects of barometric pressure on creek conditions and also ask Brian to speak with Jim Woodmancy about barometric pressure records with en eye toward documenting a coorelation between barometric pressure and creek conditions.
	3. **Hidden Ranch Tree removal**
		1. Bill Wotkyns reported that a tree fell into the creek behind Gannett Horn’s property. Bill Wotkyns contacted Mr. Horn to report, as water backup was occurring.
			1. Mr. Horn sent an excavator into the creek to remove the tree.
			2. Shawn O’Malley (TOJ) came to observe.
			3. Brian Remlinger took steps to also observe.
	4. **Alder Environmental, LLC – flooding conditions**
		1. Larry Pardee reported on a condition on Flat Creek in the Meadowbrook subdivision that occurred on New Year’s Eve.
			1. Larry Pardee and a Grand Teton Property Management person (GTPM is the HOA for Meadowbrook) walked the creek together to observe.
			2. Yellow Iron came out on New Year’s Day to fix the situation.
		2. Larry Pardee reported that he got a supply of sandbags to Franz Camenzind’s neighbor, Peggy Douglas, on the creek.
		3. Discussion took place about Flat Creek conditions in the section near Decker’s.
			1. Larry Pardee pointed out that section of the creek has changed its direction.
			2. Carlin Girard pointed out that shelf ice had dropped.
			3. Franz Camenzind mentioned that he has observed the effectiveness of dirt berms and suggested the FCWID work with Pathways to lift the pathway in that location as well as along Garaman Park pathway.
			4. **ACTION ITEM:** Larry Pardee to work with Brian Schilling (Pathways) to look at various options for solutions for these sections of the pathways. Sandy Buckstaff expressed the need to work with the Teton County Engineer & County Flood Administrator.
9. **Joint Quarterly Board Meeting – Teton Conservation District & FCWID – Updates on meeting held 12/10/15**
	1. Bill Wotkyns reported that the Joint Quarterly Board Meeting went well and feels the FCWID reports were appreciated.
10. **New Business**
	1. **ACTION ITEM:** Next FCWID Board Meeting will include a first run at the FCWID budget for 2017 to determine how much to assess District Members. Board members were asked for their feedback regarding assessing District members, to be submitted via email before the February 8, 2016 meeting.
11. **Meeting adjourned**
	1. Sandy Buckstaff made a motion to adjourn the meeting; Motion was seconded by Lance Ash; Meeting was adjourned at 9:58 AM.

Respectfully submitted, ***The Minutes have been approved:***

Alice Widdess, FCWID Administrative Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Chairman Date*

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 *Treasurer Date*