

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

MINUTES OF MEETING

In attendance: Bill Wotkyns, Lance Ash, Sandy Buckstaff, Larry Pardee, Tom Segerstrom, Carlin Girard, Joe Burke, Franz Camenzind, Alice Widdess, and Brian Lenz

- I. **Call to order** – The meeting was called to order by Chairman Bill Wotkyns at 9:02 a.m.
- II. **Approval of Minutes** (*Board of Directors Meeting November 14, 2016*) – Lance Ash made a motion to approve the FCWID Board of Directors Meeting Minutes of November 14, 2016; Sandy Buckstaff seconded the motion; the motion passed by a majority vote of 4-0.
- III. **Treasurer’s Report**
 - a. **Bank Account Reconciliation and FIB Bank Statements** – Lance Ash stated the reconciliation reports met with his approval.
 - b. **Financial Reports (Budget)** – Lance Ash stated a late request was made for augmentation to the P&L Budget Statement. He mentioned the need to move some line items and stated we may move to creating an expense tracking system that is based on coding for line items.
 - c. **FCWID Amended Budget Review** – Lance Ash gave a brief overview on the process required by state statutes and WY Dept. of Audit for shifting budget line items around and, thus, changing those line item expenses. He explained that because the Alder Environmental, LLC scope of work came in higher than what was originally budgeted for, a need has arisen to amend our budget (see outline prepared by Lance Ash).
 - i. Lance Ash proposed the board discuss moving forward with this process in today’s meeting.
 1. Process involves:
 - a. FCWID Amended Budget will be placed in the newspaper for publication in order to notify our district members and the public. (**ACTION ITEM:** Alice Widdess to prepare the document for publication along with a notice of budget hearing date and submit to JHN&G).
 - b. On January 9, 2017 @ 8:30 a.m., a hearing will be held that is open to the public for comment. This meeting will take place before the regularly-scheduled FCWID Board Meeting.
 - c. At the January 9, 2017 FCWID Board Meeting, the board will vote on adoption of the FCWID Amended Budget.
 - d. **FCWID Calendar of Events** – **ACTION ITEM:** Lance Ash reported that an updated calendar for 2017 is being worked on.
 - IV. **Approval of Vouchers** – Sandy Buckstaff made a motion to approve the vouchers; Lance Ash seconded the motion; motion passed by a majority vote of 4-0.
 - V. **Mitigation Projects** (*Bill Wotkyns*)
 - a. **Alder Environmental, LLC updates for November 2016** (*See email from Alder Environmental, LLC in the board packet*).
 - i. Lance Ash pointed out the wrong date on the Agreement with Alder Environmental, LLC.
 - ii. **ACTION ITEM:** Bill Wotkyns to take care of correcting the date and signing.
 - b. **MOU with Kempema/Ettema and FCWID Board of Directors**
 - i. Bill Wotkyns reported he received an email from Matt Turner, FCWID legal counsel.
 1. **ACTION ITEM:** MOU with Kempema/Ettema and FCWID to be placed on the January 9, 2017 FCWID Board Meeting Agenda.
 2. **ACTION ITEM:** Bill Wotkyns to forward Matt Turner’s proposed AGREEMENT to all FCWID Board Members in a WORD document for their feedback.

- VI. **TCD-FCWID Quarterly Joint Board Meeting, 12/8/16 – Summary of Meeting**
- a. **FCWID Progress Report** (*See report in the board packet*)
 - b. Lance Ash reported on who was in attendance at the Joint Quarterly Board Meeting and stated that there was a discussion that both parties need to have a focused effort to have better participation at these meetings, pointing out the meetings are required by the state.
 - c. Lance Ash reviewed the discussion about a quorum requirement at these joint quarterly meetings, pointing out that at least three board members from each organization should be present. He also mentioned that the only thing presently being voted upon at these meetings are the minutes.
 - d. Bill Wotkyns reported that he has reviewed the State Statute and there is no reference to a quorum being required.
 - i. He pointed out that it is the FCWID’s responsibility to inform and report to the TCD Board of Supervisors once a quarter and that one of these quarterly meetings required a tour.
 - ii. He also stated that it is up to both the TCD Board of Supervisors and the FCWID Board on how we set up this communication and that minutes of these meetings may not be required.
 - iii. Bill Wotkyns reported that he spoke with Tom Segerstrom before this meeting and, if our board is so willing, they would like to discuss several options on how to set up an easier reporting process.
 - iv. Tom Segerstrom suggested holding the Joint Quarterly Meetings combined with the regular FCWID or TCD Board of Supervisor Meetings, taking the first 20 minutes or so for the joint meeting to take place.
 - v. **ACTION ITEM:** Tom Segerstrom and Bill Wotkyns to facilitate a decision on when these joint quarterly meetings will take place for the 2017.
- VII. **Local Government Liability Pool Ballot** (*Bill Wotkyns - See ballot in board packet*)
- a. Discussion took place wherein Bill Wotkyns reported he did not place a vote for any of the ballot names, as he does not know any them.
- VIII. **Wyoming Special District Board Member Training Summary** (*Sandy Buckstaff*)
- a. **Watershed Improvement Districts** (*See PowerPoint handout in board packet*)
 - i. Sandy Buckstaff summarized the training meeting, emphasizing the PowerPoint. He reported that there were no surprises to him in the training.
- IX. **Old Business**
- a. **ACTION ITEMS FROM 11/14/16 MEETING:**
 - i. (*Bill Wotkyns*) Sign Alder Environmental, LLC – Brian Remlinger Proposal and send to Brian.
 1. Bill Wotkyns reported that a change in the date was made, correcting it, and it has been sent to Brian Remlinger.
 - ii. (*Bill Wotkyns*) Talk to Tom Segerstrom about any legal aspects that may be affected with authorizing Kempema/Ettema request to use Flat Creek Winter data.
 1. Tom Segerstrom reported that the TCD legal counsel has reviewed this request. He pointed out that we must be strategic to declare what is a project (i.e., whether the FCWID has to do a special assessment in order to take action on a project). Also, care must be taken on whether or not to do a special assessment (does it benefit many or just a few). Tom reported the TCD is running this by Justin Carter, WY Department of Agriculture.
 2. **ACTION ITEM:** Tom Segerstrom requested we put this item on the January 9, 2017 FCWID Board Meeting Agenda.
 3. Tom Segerstrom urges the FCWID to seek grants.
 4. Carlin Girard pointed out that if the FCWID needs money for a project, and if tax money is being used, requirements kick in.
 5. Bill Wotkyns discussed the proposed MOU/AGREEMENT with Kempema/Ettema, pointing out that the purpose is to state that the FCWID and TCD own the data and Kempema/Ettema are required to keep us informed on any use or communications of that data.

- iii. (Bill Wotkyns) Email a response to Kempema/Ettema that states the FCWID is working on an MOU. Bill Wotkyns stated this has been done.
- iv. (Alice Widdess) To send Lexey Wauters FCWID Bylaws, MOUS (TOJ & TCD). **ACTION ITEM:** Bill Wotkyns requested meeting notices go out a week before so that everyone is informed.
- v. (Sandy Buckstaff) **ACTION ITEM CONTINUED** – Contact phone company to arrange for phone box on Kaz Hashimoto’s property to be moved to proper location.
 - 1. Sandy Buckstaff reported that he contact Century Link, owner of the phone box that presently stands on Kaz Hashimoto’s property (vs. the property line) and received a quote of \$3,800 for them to move the box. Sandy reported that he responded to Century Link stating the quoted amount is too high.
 - a. **ACTION ITEM:** Sandy Buckstaff to have further conversations with Chad Fairchild, Century Link representative.
 - 2. Bill Wotkyns pointed out that having the phone box in the wrong place (on the property vs. on the property line) devalues Mr. Hashimoto’s property.
 - 3. Discussion took place on whether the FCWID wants to use its funds for this project.
- vi. (formerly Franz Camenzind’s item) Obtain revised Access Agreements from Jim Sobieski.
 - 1. Franz Camenzind reported that he not had further conversations with Jim Sobieski who was to get back to Franz with his proposed revised Access Agreements.
 - a. **ACTION ITEM:** Franz Camenzind to send another email to Jim Sobieski and forward Jim’s contact information to Bill Wotkyns.

X. New Business

- a. Joe Burke brought up a discussion re: the bridge at Snow King Avenue, the staircase installed by the Snake River fund, and the challenges to any need for heavy equipment to be put into the creek near Willow Park.
 - i. **ACTION ITEM:** FCWID to contact Len Carlman to determine who gave permission for that staircase to be installed.
- b. Discussion took place about observations that frazil ice is forming where there is underwater vegetation, and the increase in that vegetation is in all creeks and rivers throughout the valley, perhaps due to the low water year we had.

XI. Executive Session – No Executive Session was required.

XII. Adjournment of Meeting – Sandy Buckstaff made a motion to adjourn; Larry Pardee seconded the motion; meeting adjourned at 9:36 a.m.

Respectfully submitted,

Alice Widdess, FCWID Administrative Manager

Alice Widdess

The Minutes have been approved:

<u>Bill Wotkyns</u>	<u>1/9/17</u>
Chairman	Date
<u>Larry Pardee</u>	<u>1/9/17</u>
Treasurer	Date