

FCWID Monthly Board of Directors' Meeting
Monday, SEPTEMBER 9, 2019
9:00 – 10:30 a.m.
Teton Conservation District
420 W. Pearl Avenue, Jackson, WY 83001

MINUTES OF BOARD MEETING

In attendance: Bill Wotkyns, Lance Ash, Sandy Buckstaff, Joe Burke, Alice Widdess, & Tom Segerstrom

- I. **Call to order.** The meeting was called to order @ 9:03 a.m. by Bill Wotkyns, Board Chairman.
 - II. **Approval of Minutes – 8/12/19.** Lance Ash made a motion to approve; Sandy Buckstaff seconded the motion; no discussion; motion passed by vote of 3-0.
 - III. **Treasurer's Report (Lance Ash)**
 - a. **Bank Statements & Reconciliation Reports.** Lance Ash stated he has reviewed and these meet with his approval.
 - b. **P&L Budget vs. Actual (July 1, 2019-June 30, 2020).** Lance Ash mentioned there is a chance we will see some savings on the budget insurance line item (to be discussed in "f" below).
 - c. **\$12,000 from TOJ Received & Deposited.** Confirmed by Lance Ash.
 - d. **FCWID Proof of Cash Worksheet – Linsenmann & Linsenmann.** **ACTION ITEM:** To be submitted to WYDOA by the end of October 2019. Sandy Buckstaff made a motion stating the FCWID board has received, reviewed, and approved the Proof of Cash form from Linsenmann & Linsenmann; Bill Wotkyns seconded the motion; no discussion; motion passed by vote of 3-0.
 - e. **F-32 Survey of Local Government Finances Report Worksheet – Board Review, Approval, and File by 9/30/19.** Lance Ash reviewed the purpose for this report. Sandy Buckstaff made a motion to approve the worksheet as prepared by Lance Ash and authorize Alice Widdess to submit the worksheet electronically to the WY DOA; Bill Wotkyns seconded the motion; no discussion; motion passed by vote of 3-0. **ACTION ITEM:** Alice Widdess to submit the online F-32 Survey of Local Govt Finances Report Worksheet to WYDOA.
 - f. **Request for \$100,000 Bonding Coverage Proposal for Flat Creek Water Improvement District (FCWID) - THREE Positions.** Lance Ash reviewed the current FCWID Board positions bonding coverage and stated we satisfy the FCWID/TCD Checklist requirement. Lance pointed out this presents a savings on the FCWID budget line item #6540. **ACTION ITEM:** Alice Widdess to highlight and include the bonding documents in the upcoming TCD & FCWID Joint Quarterly Board Meeting.
- Johnny Ziem arrived @ the meeting @ 9:14 a.m.*
- IV. **Secretary's Report (Sandy Buckstaff).**
 - a. **Joint TCD & FCWID Calendar for 2019**
 - i. **Sept. 30 - Census form F-32 + Budget Hearing Notice due to Wyoming Department of Audit, Public Funds Division.** Alice Widdess confirmed that these items have been completed.
 - ii. **Sept. 30 - Emergency Wintertime and Spring Runoff Action Plans due to Town of Jackson.** **ACTION ITEM:** Alice Widdess to submit the 2019 Action Plans to the Town of Jackson.
- V. **Approval of Vouchers.** Johnny Ziem made a motion to approve the vouchers as presented; Lance Ash seconded the motion; no discussion; motion passed by a vote of 4-0.
- VI. **Introductions from the Public.** Joe Burke had no comments. Tom Segerstrom apologized that the TCD could not get a quorum for this month's TCD & FCWID Joint Quarterly Board Meeting and pointed out they need at least a couple weeks' notice of that meeting in order to meet the newspaper notice requirement for joint meetings. Tom suggested we have this joint quarterly meeting on Wednesday, September 18th @ 1:00 p.m. in conjunction with the TCD Board Meeting. Discussion took place on what to do for the required tour for this meeting.
 - a. **ACTION ITEM:** Alice Widdess to work with Emily Hagedorn and Phoebe Coburn (TCD) on the Agenda and FCWID board packet inclusion for this joint meeting on 9/18.
 - b. **ACTION ITEM:** Alice Widdess to add to next August 2020 FCWID Board Meeting Agenda an approval of agenda and date for the required September 2020 TCD & FCWID Joint Quarterly Board Meeting.
- VII. **FCWID Director Election – November 5, 2019 and Lexey Wauter's resignation from the FCWID Board of Directors.**
 - a. **Deadline for Candidate Applications was August 27, 2019 – Bill Wotkyns is only candidate**
 - i. *"If there are no other applications filed by Aug. 27, then the write-in candidate with the most votes would likely be elected as the second Director. That person may or may not be interested in actually serving, and if they would not be, then the FCWID Board would have to appoint someone until the next regularly scheduled election (2021)"...as per Kellie Dickerson, Teton County Election Office*

- b. Tom Segerstrom reviewed his discussion with Bill Wotkyns re: Lexey Wauters' resignation, and he stated WY state statutes require 5 FCWID Board of Directors. Question: Can we operate with only 3 Directors and how long? Alice Widdess reviewed Kellie Dickerson's statement contained on this meeting's Agenda.
 - i. **ACTION ITEM:** Alice Widdess to find out from the Teton County Election Office how long the FCWID Board can operate with less than 5 Directors.
- c. Discussion took place on finding other possible candidates to approach to find out if they would be willing to serve by appointment (Rich Martin, Jackson Hole Land Trust person, Town of Jackson person, Grand Teton Property Management, and 810 West District Members).
 - i. **ACTION ITEM:** Bill Wotkyns to reach out to find possible FCWID board members.

VIII. Mitigation Projects

- a. **DELCON Automation of Thaw Well #2 – Status.** Bill Wotkyns stated the \$7,000 Town of Jackson check for the project is in Delcon's hands, the equipment is on order, and when it is in stock the project will take place.
 - i. **ACTION ITEM:** Bill Wotkyns to inform Tom Segerstrom (TCD) when the project is completed and prepare invoices for the \$7,000 owed from FCWID and TCD for their portion of the project to be paid directly to Delcon.
- b. **FCWID Prioritization of Capital Improvement Projects.**
 - i. **Thaw well #2 Automation** – See VIII, "I" above.
 - ii. **Boulder Weirs** - Sandy Buckstaff reported on progress made on trimming tree branches for access to the creek by Teton County Parks & Rec Department. Discussion took place on which boulders to remove for this project.
 - iii. **460 Stacy Lane/810 West** –
 - 1. Sandy Buckstaff reported on his meeting on 8/19 with Hayes Buckston of the State Engineer's Office (SEO) to discuss the irrigation canal that lies between these two properties, stating that the ditch is no longer operational and rights on it have been abandoned by some entities. Discussion took place on the facts presented and water rights.
 - 2. Bill Wotkyns stated he has moved forward to get a survey done by Nelson Engineering of these two properties completed to determine where the water goes when in this ditch and to determine what steps need to be taken to protect Peggy Douglas' property while protecting and helping other property owners.
 - a. Bill Wotkyns suggested we have an engineering company deliver filled sandbags to Peggy's property and advise Peggy to have them placed, pointing out that there could be a challenge getting 810 West to approve of sandbags being placed.
 - i. Discussion took place on who should pay for this project? 810 West? Peggy Douglas? FCWID?
 - ii. **ACTION ITEM:** Sandy Buckstaff to get back with Peggy Douglas after the survey takes place and when a determination is made of number of sandbags required.
 - iv. **Thaw Wells.** Bill Wotkyns stated there has been no further action at this time on this project.
 - v. **Wort Diversion.** Bill Wotkyns stated there has been no further action at this time on this project.
- c. **FCWID Director Reports on Plans of Action for Mitigation Efforts** (*Thaw Wells-Sandy; Pathways & Stormwater Treatment-Lexey Wauters; Individual Property Owners – Lance Ash; Access Agreements-Bill Wotkyns*)
 - i. Lance Ash stressed the importance of working to obtain as many Access Agreements as possible from various District members.
 - ii. Bill Klyn's property project was discussed, and it was noted that FCWID has not received his executed Access Agreement. Lance Ash suggested FCWID have our attorney draft a response to Bill Klyn.
 - 1. **ACTION ITEM:** Alice Widdess to email Bill Wotkyns the approved motion that was made by the FCWID Board from the May 13, 2019 Monthly Board Meeting.

IX. New Business

- a. **Karns Meadow EA** – Bill Wotkyns discussed FCWID's involvement in Karns Meadow pointing out it is located within our district. Discussion took place and the board directors agreed to review the Environmental Assessment in more detail to bring up at a future discussion.

X. Old Business - **ACTION ITEMS:**

- a. *Lexey Wauters* – Work with Brian Schilling (Pathways) to discuss installation of elevated pathways within the District – e.g. Decker's area down to Gregory Lane; check LDR's to determine if Pathways are exempt even if located within a flood plain. *It was agreed to keep this on Action Items.*
 - i. **NEW ACTION ITEM:** Johnny Ziem to reach out to Brian Schilling.

- b. *Bill Wotkyns* –
 - i. Meet with Alder Environmental LLC & Nelson Engineering to create calculations for different Wort Diversion designs. *It was agreed to keep this on Action Items.*
 - ii. Talk to Kelly Lockhart and Nelson Engineering once a month on the Wort Diversion project. *It was agreed to keep this on Action Items.*
 - iii. DELCON Automation of Thaw Well #2 – Work with Tom Segerstrom on processing \$14,000 payment to the TOJ. *This item is removed.*
- c. *Bill Wotkyns & Johnny Ziem* – Meet with Alice Widdess, FCWID Administrative Manager, to streamline her job responsibilities and consider her submitted 8/15/19 “Proposal”. *It was agreed to keep this on Action Items.*
- d. *Sandy Buckstaff* –
 - i. Supply ice dam photos for Dr. Kempema’s report. *It was agreed to keep this on Action Items.*
 - ii. Updates as point person for 460 Stacy Lane/810 West project. *This item is removed.*
- e. *Johnny Ziem* –
 - i. Set up meeting with Parks & Recreation Department Andy Erskine to mark tree limbs for removal in various areas along Flat Creek to improve heavy equipment access. *This item is removed.*
 - ii. Find out if thaw wells were budgeted for the upcoming SPET election, and, if so, what FCWID needs as a district to know if any investment is needed; in addition, how can we make this project a priority with the TOJ? *Johnny Ziem reported there is one thaw well included in Gregory Lane SPET initiative. This item is removed.*
 - iii. Work with Alice Widdess to find any PAC/Campaign Committee that has formed to support the \$8.5 million Gregory Lane street, stormwater and sewer infrastructure, and safe routes to school proposal. *It was reported that Mike Welch is Treasurer of the PAC that supports all 10 SPET initiatives on the ballot. It was agreed to keep this on Action Items.*
 - 1. **ACTION ITEM:** Bill to find answer if FCWID board can advocate for 3 of the SPET initiatives that deal with water quality. Johnny Ziem to discuss with Larry Pardee.
 - 2. **ACTION ITEM:** Alice Widdess to reach out to Mike Welch and invite him to the October FCWID Monthly Board meeting.

XI. **Executive Session.** No Executive Session was required.

XII. **Adjournment.** Sandy Buckstaff made a motion to adjourn the meeting; motion was seconded by Johnny Ziem; meeting adjourned @ 10:27 a.m.

Respectfully submitted:
Alice Widdess, FCWID Administrative Manager

Alice Widdess

The Minutes have been approved:

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|----------------------------|-----------------|
| <u><i>Bill Wotkyns</i></u> | |
| Chairman | Date |
| <u><i>Janna An</i></u> | <u>10/15/19</u> |
| Treasurer | Date |