

Flat Creek Water Improvement District (FCWID)
Monthly Board of Directors' Meeting
Monday, APRIL 9, 2018
9:00-10:30 a.m.
Teton Conservation District
420 W. Pearl Avenue, Jackson, WY 83001

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

MINUTES OF MEETING (Draft)

- I. **Call to Order.** Bill Wotkyns, Board President, called the meeting to order at 9:01 a.m.
- II. **Approval of:**
 - a. **3/12/18 FCWID Monthly Board Meeting Minutes**
 - b. **3/12/18 TCD-FCWID Joint Quarterly Board Meeting Minutes**
 - i. Lance Ash made a motion to approve the 3/12/18 FCWID Monthly Board Meeting Minutes and the 3/12/18 TCD-FCWID Joint Quarterly Board Meeting Minutes as presented; motion was seconded by Sandy Buckstaff; motion passed by a vote of 3-0.
- III. **Treasurer's Report (Lance Ash)**
 - a. **Bank Statements & Reconciliation Reports** – Lance Ash stated he reviewed both FIB Bank Statements (Operating and Reserve Accounts) - they both balanced appropriately and met with his approval.
 - b. **P&L Budget vs. Actual (July 2017 through June 2018)** – Lance Ash reviewed and asked if there were any questions. No questions were presented.
 - c. **FY2019 Budget Discussion (July 1, 2018 through June 30, 2019)** - Lance Ash summarized and shared background information on a meeting that took place with Bill Wotkyns and Tom Segerstrom (TCD) re: FY2019 budget. A discussion took place on the FY2019 proposed budget:
 - i. Lance Ash suggested the board consider an increase in liability insurance and bonds for proposed FY2019 budget and stated he will shift some budget line items around to cover the required funds.
 - ii. The 2018-19 proposed winter study was discussed, and it was pointed out there is no anticipation of a purchase of more equipment needed for a future study.
 - iii. Mitigation on District private property with flooding history was reviewed where \$10,000 would be allocated. If we engage Drs. Kempema & Ettema to complete another assessment, there may be a District project to embark on where FCWID would help with permitting and other costs.
 1. Sandy Buckstaff asked for clarification on the \$10,000, and it was explained these funds would go towards projects like the Hashimoto's and the head gate restructure.
 - iv. Lance Ash pointed out the consulting fee FY2019 budget line item of \$12,000, stating it would be applied to Drs. Kempema and Ettema fees. It was also pointed out that the \$12,000 would cover a visit from Dr. Kempema during the winter of 2018-19.
 - v. According to the TCD and FCWID Calendar of Events, the proposed FY2018 Budget is due June 1, 2018. Therefore, the June 11, 2018 FCWID Board Meeting will include a public hearing on the final budget taking place ½ hour before our monthly meeting. Notice will be placed in the JHN&G on May 30th and June 6th.
 - vi. Lance Ash requested all comments and suggestions for the proposed FY2019 Budget be submitted to him before the May 14th Monthly FCWID board meeting.
 - vii. Bill Wotkyns explained that FCWID will take on a little of the expense for the Alder Environmental, LLC study, instead of relying on TCD funding (\$6,000). He pointed out FCWID will use some funds from the district assessments.
 - viii. Lance Ash pointed out we are not requesting any change in District Member assessment amount.
 - ix. Lance also stated that once we get Drs. Kempema and Ettema's study back we will be able to better implement projects on the creek as well as private properties. He also commented that once we begin these expenditures, next year's budget will look entirely different.
 - x. Tom Segerstrom summarized his phone call with Kelly Lockhart: Kelly Lockhart expressed appreciation for being kept informed on FCWID meetings and agenda updates. Tom Segerstrom commended FCWID's outreach to Kelly, stating that FCWID is doing this in the right way.
 - xi. Questions:
 1. Joe Burke expressed his concern on how much more data is needed from Alder Environmental? He stated that with keeping best management practices in mind and without taking action except on choke points along the creek, how many times do we need to study and collect data and spend more money on this effort?
 - a. Bill Wotkyns replied the goal for the FCWID this year is to execute some on-the-ground things that he hopes will be recommended in Drs. Kempema's and Ettema's study and

to implement these projects that affect some of the choke points, accomplishing at least three of these this year.

- b. Bill Wotkyns also pointed out as far as data is concerned, his personal opinion is that we can never have enough data. He stated there are other things the data can help with (e.g., fishery, rejuvenation of bug population).
- c. Carlin Girard mentioned that a typical master's project reflects 1-2 years' worth of collected data; however, with Flat Creek where you get to see how many times the creek changes, he believes additional data is worth the investment in order to evaluate the data we are collecting.
- d. Tom Segerstrom voiced if the FCWID is dealing with taxpayer's money, we must make informed decisions on taking action that is based on yearly evaluation and data collection, and he feels the FCWID is doing a good job, and each year it should be questioned on how much more data collection and study is required.
- e. It was pointed out that FCWID is in its third year of collecting data, and it is the goal this summer to execute some on-the-ground projects.

2. Joe also asked if we can we pull the rock weirs out of the creek by Elk Run and Creekside Condominiums?

- a. Bill Wotkyns answered that he hopes to get suggestions on how to make these weirs better, so that water flow is improved, from Drs. Kempema and Ettema's study.

- d. **Joint TCD & FCWID Calendar – 2018** – The calendar was brought up for comment. Alice Widdess pointed out the date for invoicing the TCSD has been changed to November at Lance Ash's request.

IV. Approval of Vouchers: Sandy Buckstaff made a motion to approve the vouchers as presented; Lance Ash seconded the motion; motion was approved by a vote of 3-0.

V. Introductions and Comments from the Public. There were no additional comments from the public.

VI. Mitigation Projects

- a. **4/7/18 Email and letter from Drs. Kempema & Ettema re: Scope of Work for Analysis of Flat Creek data collected during winter 2017-2018**

- i. Sandy Buckstaff commented on the Scope of Work and felt it was very straightforward.
- ii. Bill Wotkyns mentioned he is pushing to receive Drs. Kempema & Ettema's current analysis for the FCWID June meeting (vs. July) in order to give FCWID a little more time to react to suggestions for mitigation efforts that can be accomplished before the fall of 2018. Bill also pointed out there are no extra visits by Dr. Kempema to Jackson, WY, anticipated; however, we will have additional funds available for a visit, whenever it is appropriate.
- iii. Lance Ash suggested, if we sign a new contract, we include a statement: "not to exceed without prior written approval - well in advance of that approval".
- iv. Bill Wotkyns stated he will work with Dr. Kempema about getting his work hours down to 65 man-hours.
- v. Sandy Buckstaff made a motion to accept the work proposed by Drs. Kempema and Ettema with the addition of adding language to the contract that states: "Not to exceed without prior written approval well in advance of the need of that approval"; Lance Ash seconded the motion; motion approved by a vote of 3-0.

- b. **FCWID Annual Report on District Flood Mitigation Efforts Letter to Mayor Muldoon and Town Council** (*Sandy Buckstaff*)

- i. Bill Wotkyns thanked Sandy Buckstaff for sending the letter.

- c. **Updates to "FCWID Emergency Wintertime and Spring Runoff Action Plan for 2018"**

- i. **2017 Plan posted on website:** <https://www.fcwid.org/member-resources> (*included in board packet*)
 1. The FCWID board of directors decided there are no changes needed to the 2017 FCWID Emergency Wintertime and Spring Runoff Action Plan.
 2. **ACTION ITEM:** Alice Widdess is to change the date to April 9, 2018, post on website and send the document to Rich Ochs.

- d. **Rich Ochs' March & April 2018 Wyoming Spring Snowmelt Flood Outlook Report & 2018 Teton County's Annual Flood Stakeholders Meeting Agenda (week of May 7, 2018)** (*Bill Wotkyns*)

- i. Bill Wotkyns reported he is receiving emails from Rich Ochs on the snow melt and flooding updates.
- ii. Alice Widdess has been posting these under "Member Resources" on the FCWID website.
- iii. Discussion took place on past year records for snow melt and flooding.
- iv. **Annual Flood Stakeholders Meeting week of May 7, 2018** – Sandy Buckstaff was appointed by the FCWID Board of Directors to attend the meeting to represent FCWID.

- e. **Flat Creek Watershed Management Plan Revision - Updates** – Carlin Girard updated the board on the May 7th meeting scheduled at the Teton County Library 3:30-4:30 p.m. Lance Ash will attend representing FCWID.

- f. **SPET Funds for Master Plan Downtown Storm Water Collection & Conveyance System Improvements – updates** (*Lexey Wauters*) – This agenda item was tabled for the May 14th FCWID Monthly Board Meeting.
- g. **Thaw Well #2 and Head-gate and Conveyance System Improvements** (*Sandy Buckstaff*)
 - i. Bill Wotkyns requested the minutes of the 3/12/2018 FCWID Monthly Board Meeting re: head-gate and conveyance system improvements be corrected to refer to “head-gate located above Thaw Well #2”.
 - ii. Sandy Buckstaff summarized his meeting with Bob Norton at the site: re: changing the pipe that leads out of the diversion structure so that it would transition from a “squash” pipe to a round pipe.
 - 1. (One possibility) Change the pipe that leads out of the structured transition using a “squash pipe” to a round pipe that would improve the flow of water in the irrigation ditch under low flow conditions. Sandy pointed out that Bob Norton has book that explains how these diversion pipes work, and he plans to review that book.
 - 2. (Second possibility) Instead of having a rock jetty in that area, looking at putting in boards and use a 12” diameter sonotube that boards get put into for the winter that can be removed in the summer. It was pointed out that this may be a cost-effective solution.
 - 3. Sandy Buckstaff explained he will report in May to FCWID board on this.
 - 4. Joe Burke questioned the safety of such a structure being used in the creek, especially in consideration of the “tubers” floating the creek in the summer months.
 - iii. Discussion took place on these possible improvement ideas, with Carlin pointing out these board structures are already being used in some other areas of the creek. It was also noted by Sandy Buckstaff that the contemplated board structure would only extend a limited distance across the creek, not all the way across.
- h. **Postcard Mailing to District Members** (*Alice Widdess*)
 - i. Alice Widdess reported on the postcard mailing to District members that was mailed out directing them to the FCWID website.
 - ii. Bill Wotkyns asked who did the proof reading on the postcard before it was sent out. Sandy Buckstaff replied that he worked with Alice on the content for the postcard.

VII. Old Business

a. ACTION ITEMS:

- i. (*Alice Widdess*) Prepare and sent FCWID Invoice to TCS D #1 for annual “flood mitigation” fee of \$240; add this action to November for the TCD & FCWID Calendar of Events. DONE
- ii. (*Sandy Buckstaff*) Look into engineering improvements to head-gate above Thaw Well #2 conveyance system. Discussed – continue to May. (Keep as Action Item for May 2018 meeting)
- iii. (*Alice Widdess*) Research past FCWID Board Meeting Minutes to find how we handled & directed Dr.’s Kempema and Ettema for last year’s study results. DONE
- iv. (*Bill Wotkyns*) Work with Carlin Girard to create a formal letter to Dr.’s Kempema & Ettema to be sent by March 23, 2018. DONE (via phone call)
- v. (*Bill Wotkyns*) Contact Larry Pardee re: Flat Creek area behind Eagle Village near Smith’s to discuss possibility of working with WYDOT on dredging out the island in the creek.
 - 1. *Bill Wotkyns reported he contacted Larry Pardee and contacted WDOT – Keith Compton. He reported he has not heard back from Mr. Compton yet. Bill Wotkyns stated he will be an advocate and contact WYDOT monthly to alert them of the erosion taking place and the flooding being caused. (Keep as Action Item for May 2018 meeting)*
- vi. (*Alice Widdess*) Work with Caroline Baker on insertion in Green Matters Newsletter re: short reference to FCWID website which has helpful suggestions for flood mitigation. DONE
- vii. (*Bill Wotkyns & Lance Ash*) Submit FCWID request for FY2019 funding from TCD. Formal request has not been made; there is a marker in the TCD budget; Lance & Bill sat down and discussed with Tom
 - 1. *Bill Wotkyns pointed out that he and Lance Ash have had a meeting with Tom Segerstrom; however, no formal request has been made; however, there is marker in the TCD budget for the FCWID FY2019 funding request. Tom Segerstrom reported the TCD meeting takes place on 4/25 (1-5:00 p.m.). He reported that the budget discussion will take place sometime before 2:00 p.m.*
ACTION ITEM: *Bill Wotkyns requested the board directors put this meeting on their calendars in order to attend this meeting.*

VIII. New Business – There was no new business.

IX. Executive Session – None was required.

X. Adjournment – Sandy Buckstaff made a motion to adjourn; Lance Ash seconded the motion; the meeting adjourned at 9:50 a.m.

Respectfully submitted:

Alice Widdess, FCWID Administrative Manager

Alice Widdess

The Minutes have been approved:

W. H. W. -
Chairman _____ Date _____
James A. - 5/14/18
Treasurer _____ Date _____