

FCWID BOARD OF DIRECTORS MEETING

April 10, 2017

9:00 -10:30 a.m.

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

MINUTES OF MEETING *(Draft)*

(In attendance: Bill Wotkyns, Larry Pardee, Lance Ash, Sandy Buckstaff, Lexey Wauters, Tom Segerstrom (TCD), Alice Widdess, and Mary Lockrem (Mountain Property Management))

- I. **Call to order.** Board President, Bill Wotkyns, called the meeting to order at 9:01 AM.
- II. **Approval of Meeting Minutes** (*FCWID Board of Directors Meeting held March 13, 2017*). Lexey Wauters made a motion to approve the FCWID Board of Directors Meeting Minutes of March 13, 2017; Sandy Buckstaff seconded the motion; motion passed by a vote of 4-0.
- III. **Treasurer's Report** (*Lance Ash*)
 - a. Bank Account Reconciliations & First Interstate Bank Statements: Lance Ash stated that the Operating and Reserve Accounts reconciliations and statements met with his approval.
 - b. Financial Report (Budget): Lance Ash reviewed the Financial Report and stated that the income and expenses listed meet with his approval.
 - i. Lexey Wauters inquired if the numbered categories that appear on the report are the ones we have been asking for from Toran Accounting, LLC. Lance Ash replied that they are workable.
 - c. TCD/FCWID Calendar of Events (Updates)
 - i. Lance Ash reviewed the updates to the calendar (Wyoming Department of Audit sent over some changed dates; Teton County Assessors Office sent over a letter with a few updates).
 - d. FY2018 Budget Drafting – Lance Ash explained that the 2018 FCWID draft budget is prepared this time of year to facilitate conversation with the Teton Conservation District for their budget preparation.
 - i. The following was addressed by Lance Ash:
 1. There are no major changes in the 2018 budget for the OPERATING COSTS.
 2. For the EXPENSES, the FCWID Board needs to make decisions for consulting (Dr.s Kempema & Ettema for studies) and project level fees (future work by Alder Environmental, LLC on data collection).
 3. FCWID Board has good negotiating power with Alder Environmental, LLC for data collection, being able to control how much we want to spend.
 4. FCWID spent \$33,000+ in this current FY2017, which included the purchase of additional equipment that was recommended by Dr.s Kempema & Ettema.
 5. FCWID Board's conversation with the Teton Conservation District Board of Supervisors was reviewed.
 6. FCWID is planning on putting more funds into our Reserve Bank Account, with the intent to gather information from the studies on the creek to decide how to use those reserve funds appropriately for projects, etc.
 7. There will be no change to member assessment amount of \$240/year/property.
 8. He is meeting with our accountant, David Toran, in June to change over to an accrual method of accounting in order to track our accounts receivable accurately.
 9. A report from Teton County will be requested to find out which property owners have not paid and Lance will address outstanding non-payments with the County.
 10. Lance plans to formally request a transfer of funds into the FCWID Reserve Account at the May 2017 FCWID Board Meeting.
 11. Discussion took place on the purpose of our Reserve Bank Account and what it should be used for.
 - ii. Bill Wotkyns addressed the importance of moving forward, getting Dr.s Kempema & Ettema's study to decide if we are getting valuable data for mitigation purposes in order to implement mitigation projects. We are also planning to ask the TCD to fund Alder Environmental, LLC to collect data for another year (\$25,000-35,000), with a plan to put money in the Reserve Account

to use toward mitigation projects (i.e., Kaz Hashimoto property) and keep a goal of having \$30,000 in reserve in case of a large emergency.

- iii. Tom Segerstrom inquired if the FCWID Board had adopted, in writing, a Policy Statement of Bank Accounts, designating the guidelines for each account.
 1. Lance Ash replied that he is working on this formal document.
 - a. **ACTION ITEM:** Alice Widdess to go through past minutes of FCWID Board of Director Meetings and find where we stated the purpose of our Reserve Account and include it to be reviewed at the May 8, 2017 FCWID Board of Directors Meeting.
 - b. **ACTION ITEM:** Lance Ash to complete the Policy Statement of Bank Accounts.
- iv. Larry Pardee stated he put \$12,000 into the Town of Jackson budget for Flat Creek mitigation funding for the TOJ FY2018 budget. He also put \$15,000 to hold in reserve for emergencies.
 1. Discussion took place on FCWID's budget goals for FY2019 while keeping the required fund balance of 20% of FCWID operating expenses (guidance).
- v. **ACTION ITEM:** All FCWID Board of Directors are to notify Lance Ash of any items to add to the draft FY2018 budget.
- vi. **ACTION ITEM:** Bill Wotkyns to get a data collection proposal from Alder Environmental, LLC in order to get a proposed cost for the FCWID FY2018 budget.
- vii. Discussion took place on whether or not we need more data collection for Flat Creek, and if so, for how many more years.
 1. Tom Segerstrom reported the Teton Conservation District Board anticipates funding one more year of data collection and stresses the importance of FCWID taking action on mitigation expenses (vs. study expenses).

IV. Approval of Vouchers – Sandy Buckstaff made a motion to approve the vouchers; Larry Pardee seconded the motion; Lance Ash commented that Alder Environmental, LLC will be paid in full with this payment, with no funds left over, as they were last year; motion passed 5-0.

V. Introductions and Comments from the Public

- a. Mary Lockrem, from Mountain Property Management, representing the Town Creek development, introduced herself.
- b. Tom Segerstrom, Teton Conservation District, thanked Lance Ash for his explanation on how the FCWID draft budget coordinates with the TCD budget.

VI. Mitigation Projects

- a. **FCWID Emergency Wintertime & Spring Runoff ACTION PLAN** (*On 4/3/17 Town Council's Consent Calendar*) (*Larry Pardee to report*)
 - i. The FCWID Board thanked Larry Pardee for representing FCWID at the Town Council Meeting on 4/3/17.
- b. **Doreen Ward's Email re: 15" erosion taking place along Flat Creek**
 - i. Bill Wotkyns reviewed the bank erosion that occurred on Flat Creek near Garaman Park area where about a foot or so of erosion took place on the bank. He referenced Doreen Ward's photos contained in the board packet.
 1. Discussion took place on what has caused this erosion.
 2. **ACTION ITEM:** Bill Wotkyns to reach out to Brian Schilling to look at the erosion taking place and to give FCWID Board recommendations.
 3. Lexey Wauters questioned if FCWID had done any inventory within the district that looks at the erosion that takes place after a winter season on stretches of water.
 - a. Bill Wotkyns responded that we get monitoring from property owners (Franz Camenzind, Bill Klyn) along the creek, along with Joe Burke, who has reported that the creek is widening in his section, taking out willows.
 - b. Larry Pardee pointed out another area of erosion reported by Parks & Rec: the Decker's property area where there exists an embankment near the highway. Larry Pardee stated he sent concerns to WYDOT which has the right-of-way in that area.
 - c. Sandy Buckstaff reported accretion that has taken place by his property.
 - d. Bill Wotkyns reported another erosion area near Thaw Well #2.

c. **2016-2017 Data Collection and Study – How to proceed**

- i. Recommendation by FCWID Board of Directors at 3/13/17 Board Meeting: Ask Dr.s Kempema/Ettema (either one or both) to assemble here in Jackson, WY, for a meeting this spring, before the analysis of the 2016-2017 data takes place with participants including Carlin Girard (TCD) and Brian Remlinger (Alder Environmental, LLC). Purpose: Give Brian Remlinger an opportunity to present his collection of data, giving all parties present the opportunity to have a dialogue on what the analysis of Dr.s Kempema and Ettema should target, and determine if there is a need to proceed with more 2017-2018 data collection and studies.
- ii. Bill Wotkyns reported he received an email from Dr. Kempema on Saturday, April 8, 2017, which has not yet been forwarded to the Board of Directors, which was a reply he received after asking if we could receive their study in June or July.
 1. Dr. Kempema, Dr. Ettema, and a third person want to present a paper at the CRIPE Workshop on River Freezing taking place in Canada on July 9-12, 2017. They requested to wait to submit their final study of the data collected this winter until after that workshop (on or about August 1, 2017), in order to share comments received at the workshop in their study.
 2. Larry Pardee mentioned that the workshop sounds like a scientific conference where Dr.s Kempema and Ettema may be presenting, but want to adjust their findings with feedback received.
 3. Sandy Buckstaff inquired as to what this does for FCWID in looking at our budget projections for 2018 that cover what steps we want to take for next year.
 4. Bill Wotkyns suggested we request Dr.s Kempema and Ettema to get us a draft report by June, so that we can make decisions on how to move forward with creek mitigation.
 5. Lance Ash suggested the FCWID board be supplied with a copy of what Dr.s Kempema and Ettema plan to present in their paper to the CRIPE Workshop, since FCWID owns the data and we have an agreement with them re: our data use, and we need to be informed and aware of what is being shared.
 6. Tom Segerstrom pointed out to that Dr.s Kempema and Ettema’s paper and information obtained from the workshop may be information that FCWID does not need in order to make decisions on future mitigation.
 - a. **ACTION ITEM:** Bill Wotkyns to contact Dr.s Kempema & Ettema to request a draft report as soon as possible, preferably by June 2017, for which they can come back to the FCWID board in August with updates, and requested a copy of the paper being presented at the CRIPE Workshop. Bill Wotkyns also to forward the email received from Dr.s Kempema & Ettema to all FCWID Board members.

- d. **Postcard Mailing to FCWID District Members** – All board members reported that they received the postcard. Larry Pardee mentioned he did not receive it; however, he was going to double-check the Town mail, as Alice Widdess pointed out he was included in the mailing.

VII. **Old Business**

a. **ACTION ITEMS from 3-13-17 meeting:**

- i. **FY2018 Budget items reported to Lance Ash by Directors (Lance Ash) Continued to 5/8/17 Meeting.**
- ii. **Alder Environmental’s 2 bound copies picked up; one sent to Dr. Kempema (Alice Widdess) Done.**
- iii. **FCWID Annual Report to the Town of Jackson (due 4/1/17) (Sandy Buckstaff) Done.**
- iv. **Legal Counsel on expansion of District Boundaries (Larry Pardee)**
 1. Larry Pardee reported that the FCWID legal counsel would not get back to us until middle of April.
 - a. **ACTION ITEM:** Alice Widdess to add Expansion of District Boundaries topic to the May 8, 2018 Agenda.
 2. Bill Wotkyns explained to Mary Lockrem (MPM) the process that needs to take place to expand the district that would involve reaching out to communicate with properties in northern section: 1) Get legal counsel; 2) Get public comment; 3) Follow the required process.

3. Mary Lockrem inquired about whether or not Town Creek HOA should be putting money into a reserve.
 - a. Bill Wotkyns and Sandy Buckstaff encouraged Mary to discuss with her Town Creek property owners and also talk with neighboring properties north of town to determine their interest in being part of the District.
 - b. **ACTION ITEM:** Lance Ash & Bill Wotkyns to work with Mary to attend a Town Creek HOA Board Meeting and address the property owners about expansion of the water district.
 - c. **ACTION ITEM:** Larry Pardee to have conversation with the Carl Johnson Foundation re: expansion of FCWID District Boundaries.
 - v. **2017 CRIPE Workshop on River Ice – Whitehorse, Yukon, Canada (7/9-12/17)**
 1. **ACTION ITEM:** Bill Wotkyns to speak with Dr.s Kempema & Ettema and ask them to attend appropriate meetings, take notes, and formally present us with a report at the August meeting.
 - vi. **Pathways & Flood Mitigation possibilities (Bill Wotkyns)**
 1. Bill Wotkyns reports he has followed through to talk with Brian Schilling.
 2. **ACTION ITEM:** Bill Wotkyns to call Brian Schilling and get Larry Pardee, Brian Remlinger, and himself together to discuss mitigation possibilities and available funds to use.
 - vii. **Funding of WID projects/funding through EWP Program (Lexey Wauters)**
 1. Lexey Wauters reported on the contents of email from James Bauchert.
 2. **ACTION ITEM:** Lexey Wauters to find out if FCWID can be the sole sponsor and what FCWID needs to do to become a sponsor and when.
 3. **ACTION ITEM:** Larry Pardee to ask the Town of Jackson, if it doesn't work for FCWID alone, to be a sponsor.
 - viii. **Greg Kerr, Director of Office Water Program (OWP) @ Univ. of WY – get FCWID on mailing list (Sandy Buckstaff)**
 1. Sandy Buckstaff reported he called and spoke with Greg Kerr.
 2. **ACTION ITEM:** Sandy Buckstaff to access their website in late August for the RFP, and take steps for FCWID to apply.
 3. **ACTION ITEM:** Alice Widdess to add to TCD/FCWID Calendar of Events.
 - ix. **Obtain Electronic Version of “Building Better Boards (2/28/17)” Notebook and email to board (Alice Widdess) Done.**
- VIII. **New Business** – There was no new business.
- IX. **Executive Session (if needed)** – No Executive Session was needed.
- X. **Adjournment of Meeting** - Sandy Buckstaff moved to adjourn the meeting; Larry Pardee seconded the motion; the meeting adjourned @ 10:12 a.m.

Respectfully submitted:

Alice Widdess, FCWID Administrative Manager

Alice Widdess

The Minutes have been approved:

Bill Wotkyns _____ *5/8/17*
 Chairman Date

Lance Ash _____ *5/8/17*
 Treasurer Date