

Flat Creek Water Improvement District (FCWID)
"Special" FCWID Board of Directors' Meeting
Monday, JULY 20, 2018
11:00 a.m.
Teton Conservation District
420 W. Pearl Avenue, Jackson, WY 83001

In attendance: Bill Wotkyns, Lance Ash, Micaela Toombs (Town Creek HOA), Joe Burke, Johnny Ziem (TOJ-WWTP Operator & Interim Public Works Director), and Alice Widdess

MINUTES OF MEETING (Draft)

- I. **Call to order.** The meeting was called to order by Bill Wotkyns, FCWID Board Chairman, @ 11:11 a.m. There was not a quorum of FCWID board members present, so no voting took place during this "Special Meeting".
 - a. Bill Wotkyns stated without a quorum, we could not vote on comments to be included in Drs. Kempema & Ettema's draft report, nor could we vote to accept their draft report. He also questioned if we could move forward with various mitigation projects.
 - i. Lance Ash clarified that a vote is not required to move forward with deciding on projects; however, once we receive a Scope of Work for a project, we would need to vote to move forward with that project.
- II. **Discussion of comments received pertaining to Drs.'s Kempema & Ettema's Analysis of Ice-Related Flooding on Flat Creek, Wyoming, Winter 2017-2018:**
 - a. Lexey Wauter's comments
 - b. Franz Camenzind's comments
 - c. Carlin Girard's comments
 - d. Brian Remlinger's comments
 - e. Alice Widdess suggests: **Change date on Report Cover Sheet from July 7, 2017 to July 7, 2018**
- III. **Projects Discussions:**
 - a. **Sandy Buckstaff reported on the cost estimate obtained from Nelson Engineering for their engineering and oversight services on projects recommended by Drs. Kempema & Ettema in their draft report.**
 - i. Bill Wotkyns stated the Nelson) Engineering services quote = \$12,000+. (Note: this figure was corrected by Sandy Buckstaff later in the meeting.)
 - b. **Area behind Eagle Village Professional Building on west side of Hwy 89 near Deckers.**
 - i. Bill Wotkyns asked Johnny Ziem (TOJ Public Works) what steps are involved.
 1. Johnny replied Sam Jewison (TOJ Street Superintendent) will go to the site to check access and look to see if the Army Corps of Engineers need to be contacted in order to receive permission to remove the island.
 - ii. Bill Wotkyns stated he spoke with Brian Remlinger, who said he does not think we need a permit if we are simply removing material out of the creek. If we are repositioning that material somewhere else, then we need a permit.
 - iii. Johnny Ziem asked if Bill Wotkyns has had contact with Keith Compton @ WDOT. Bill replied he has been in contact.
 - c. **Diversion near Garaman Park.**
 - i. Bill Wotkyns stated Evans Construction will be working in the Garaman Park area to elevate the pathway, and it could reduce the cost if FCWID uses them for ripping out that nipple in Flat Creek. Bill stated he has a phone call into Brian Schilling (Pathways) to get the contact person at Evans Construction to combine the projects.
 - ii. Johnny Ziem stated the longer we wait to do this project, the cheaper it will be since contractors are so busy right now; and if we wait, a contractor's estimate price comes down. If they work in the fall, they have more time. He suggested you can solicit for three bids and obtain a decent price.

- iii. Lance Ash commented that, in regard to the study, we need to talk with Brian Remlinger about moving forward with Drs. Kempema & Ettema’s suggestion of electronic collection of data. Then Alder Environmental could set up the electronic technology, perhaps charging FCWID annually. Lance pointed out how this could reduce our study costs.
 - 1. Johnny Ziem emphasized that Brian Remlinger needs to present a useful platform that contains simple, understandable excel spreadsheets and graphs that could be presented in a PowerPoint Presentation or give the TOJ the data and Johnny Ziem could put into a visual aid that shows what the creek is doing.
 - 2. Lance Ash recommended creating a website where data could be summarized and analyzed and then that information directs FCWID actions. The website would be accessible via password for FCWID and TOJ. Lance also suggested including upcoming weather forecasts.
 - 3. Bill Wotkyns pointed out we have too much data presently and it takes lots of time to pull together to make sense of between Brian R. and the Drs.
 - 4. Joe Burke pointed out that when we first began the District, we had eyes on the creek, and found that outside temperatures affect the creek. He also pointed out the effect willows have on the creek.
 - 5. Lance Ash commented that if we set a line item in the FCWID budget for another study but make it a not-so-detailed study, we could move funding to apply to more mitigation projects. We would be required to get TCD’s approval and go through another budget hearing; however, that’s not a problem.
 - 6. *(Sandy Buckstaff joined the meeting briefly via phone)*
 - a. He reported that he called Evans Construction’s project manager re: Garaman Park pathway improvements schedule and learned that Evans is obligated to finish the work by September 29th and is planning on beginning the work the first or second week in September. Kelly Lockhart (the water rights holder on the Wort Ditch) has the right to put water from the Gros Ventre into his irrigation ditch until October 15th, which complicates trying to modify the diversion point on the schedule that the pathway improvements are likely to take place. Sandy pointed out the construction dates are weather dependent.
 - b. Sandy reported the Nelson Engineering estimate was \$8,200 of which \$1,400 was the observation and oversight. This estimate does not include construction for which we cannot received an estimate until the design work is completed.
 - c. Bill Wotkyns proposed we use our funds to cover planning costs and initiate the construction next year.
- iv. The diversion project was explained to Johnny Ziem by Bill Wotkyns and Lance Ash.
- v. Lance Ash recommended that Sandy Buckstaff ask Nelson Engineering to send an email of their proposal for participation in the project.
 - 1. Bill Wotkyns asked if FCWID needs to put out an RFP?
 - 2. Johnny Ziem responded that the District doesn’t need to put out an RFP because Nelson Engineering is a professional service.
 - 3. **ACTION ITEM:** FCWID board vote at next board meeting to allow Nelson Engineering to proceed with design, oversight, and bidding documents for their proposal.
- d. *(Micaela Toombs, Town Creek HOA)* Micaela commented she was in attendance to listen and learn.
 - i. Bill Wotkyns gave background to Johnny Ziem of the two years of flooding that has taken place in the Town Creek development, which is not in the FCWID District; flooding due to rock weirs that were put in the creek that FEMA removed.

IV. Summary

- a. **ACTION ITEM:** Add to agenda for next board meeting the scope of work requested for Alder Environmental (Brian Remlinger) for FCWID that includes a more strategic collection of data that is narrowed down to certain sections of the creek.

- i. Johnny Ziem stated that Brian Remlinger should be able to quote a price based on his past data collection work on the creek.
- b. Lance Ash stated if we could accomplish two projects by the end of summer and retool the FCWID budget, this would be a great accomplishment. Bill Wotkyns agreed that this would please our District Members and be low hanging fruit to work on.
- c. **ACTION ITEM:** Johnny Ziem [(307) 733-3079 Ext. 1402] to contact Bill Wotkyns when Sam Jewison (TOJ Street Superintendent) returns to town and to set a time to view area on Flat Creek where the island is. Bill suggested getting Brian Lenz, Brian Remlinger, and Johnny Ziem on the phone to determine if any permits are required.

V. Meeting ended at 11:45 a.m.

Respectfully submitted:

Alice Widdess, FCWID Administrative Manager

Alice Widdess

The Minutes have been approved:

<i>W Wotkyns</i>	8/13/18
Chairman	Date
<i>L Lenz</i>	8/15/18
Treasurer	Date