

Monthly Board of Directors' Meeting  
Monday, NOVEMBER 12, 2018  
9:00-10:30 a.m.  
Teton Conservation District  
420 W. Pearl Avenue, Jackson, WY 83001

MINUTES OF MEETING (*Draft*)

*Bill Wotkyns, Lance Ash, Sandy Buckstaff, Tom Segerstrom, Mary Springer, Carlin Girard, Emily Hagedorn, Phoebe Coburn, and Alice Widdess*

- I. **Call to order.** The meeting was called to order @ 9:00 a.m. by Bill Wotkyns, Board Chairman.
- II. **Approval of Minutes – October 8, 2018.** Lance Ash made a motion to approve the October 8, 2018 Minutes as presented; Sandy Buckstaff seconded the motion; motion passed by a vote of 3-0.
- III. **Treasurer's Report (*Lance Ash*)**
  - a. **Bank Statements & Reconciliation Reports.** Lance Ash reported that he has reviewed the bank statements for both the Operating and Reserve accounts and reconciliation reports. He stated they both meet with his approval.
  - b. **P&L Budget vs. Actual (July 2018 through June 2019).** Lance Ash pointed out that the P&L Budget vs. Actual report incorporates all vouchers for this month. He stated once we receive funding from the Town of Jackson and the Teton Conservation District, we will be back on track financially without showing a deficit.
  - c. **FCWID Annual Requirements Checklist from TCD.** Lance Ash commented that he has reviewed the checklist that Teton Conservation District (TCD) prepared re: Wyoming state requirements of TCD to work with sub/special districts that contains a report of items and dates due. He questioned which Wyoming Statute governs the Treasurer's Security Bond of \$100,000 and any directors who are authorized to sign checks must be bonded for \$100,000. Emily Hagedorn (TCD) explained there is no statute; instead it was established by the Wyoming State Conservation Districts who are encouraging oversight. Lance explained he is covered by his current bond of \$10,000, as Treasurer. As for FCWID authorized signers for checks, Lance explained that he and Bill Wotkyns are the only present signers. Bill Wotkyns stated that typically we should have three signers. Emily stated that what was recommended at the Wyoming Conservation District training was to have the bonding amount typically be the balance in the FCWID checking account.
    - i. **ACTION ITEM:** Bill Wotkyns and Lance Ash to look into an increase in the bonding amount and explore prices for \$100,000 bonding for 3 FCWID Directors. Alice Widdess to obtain pricing from Tegeler Insurance.
    - ii. Bill Wotkyns asked what other highlights for this checklist need our attention?
      1. Tom Segerstrom pointed out that it's important to review the FCWID bonding. Emily suggested finalizing the bonding by the next TCD/FCWID Joint Quarterly Board Meeting in December 2018. She stated ideally it would be nice if review of this checklist took place by the end of each calendar year stating we are in compliance and signing off on the list.
      2. Bill Wotkyns suggested that the Chairman of the TCD Board of Supervisors also sign off recognizing that FCWID has complied.
      3. **ACTION ITEM:** Alice Widdess and Sandy Buckstaff to add the following to the TCD & FCWID Calendar: "COMPLIANCE SIGNING: Review of TCD checklist via compliance and signing off by FCWID Board Director(s) and approval at last Joint TCD/FCWID Joint Quarterly Board Meeting for the calendar year".
      4. Sandy Buckstaff inquired if there exist things on this checklist that are not presently on the TCD & FCWID yearly Calendar?

- a. **ACTION ITEM:** Alice Widdess to review and report back to Sandy Buckstaff.
- d. **TCD AWARD AGREEMENT LETTER to FCWID** – Emily presented the letter for signatures and stated once it is signed, TCD will release the funding.
- e. **2018 Joint TCD & FCWID Calendar.**
  - i. **ACTION ITEM:** Alice Widdess to follow up with Valerie Linsenmann on status of the WY DOA Proof of Cash Form.
  - ii. **ACTION ITEM:** Alice Widdess to invoice the Teton County School District.
- IV. **Approval of Vouchers.**
  - a. Sandy Buckstaff made a dual motion: 1) authorizing Bill Wotkyns to sign the TCD Award Agreement Letter for \$27,000 funding for the monitoring Flat Creek; and, 2) approve all vouchers as presented; Lance Ash seconded the dual motion; dual motion passed for a vote of 3-0.
- V. **Introductions and comments from the public.**
  - a. Tom Segerstrom introduced Phoebe Coburn, TCD's new Communications Specialist, and shared her background.
    - i. Around-the-room introductions took place with each person giving their background and position with FCWID.
  - b. Tom Segerstrom also stated Nate Fuller is a new member to the TCD Board of Supervisors and Steve McDonald is a full board member who is from Alta, WY.
- VI. **Replacement authorization for Larry Pardee's FCWID Board Position**
  - a. **TCD Board of Supervisors.** It was noted that the letter of authorization for nomination of Johnny Ziem to replace Larry Pardee's FCWID Board Position from the TCD Board of Supervisors has been received.
  - b. **Town of Jackson.** It was noted that we have not yet received any letter of authorization for this nomination from the Town of Jackson.
    - i. **ACTION ITEM:** Bill Wotkyns to call Larry Pardee to resolve.
  - c. Sandy Buckstaff made a motion to elect Johnny Ziem as Larry Pardee's FCWID Board Director replacement, filling out the remainder of Larry's designated term – January 2022; Lance Ash seconded the motion; motion passed by a vote of 3-0.
- VII. **Mitigation Projects**
  - a. **Alder Environmental LLC**
    - i. **FCWID 2018-2019 Monitoring Plan & Scope of Work Budget.** Bill Wotkyns reminded the board that the voucher stated earlier from Alder Environmental LLC was for new equipment purchased and now owned by TCD. It will be used by Alder Environmental for the 2018-2019 monitoring on Flat Creek. He pointed out that work has begun on the project by Alder.
      - 1. Approval of Alder Environmental LLC's Scope of Work Contract: Sandy Buckstaff made a motion to authorize Bill Wotkyns, as Chairman, to sign the contract for the Scope of Work with Alder Environmental; Lance Ash seconded the motion.
      - 2. Discussion took place on the goal given to Alder Environmental to monitor conditions on the creek 24-7 from their offices via obtaining data electronically that can be viewed online. The data collected will then be given to Drs. Kempema & Ettema to analyze and compile a report.
      - 3. Motion passed by a vote of 3-0.
  - b. **DIVERSION PROJECT**



- i. Bill Wotkyns summarized the project, giving the background that has included meetings with Bob Norton and Kelly Lockhart.
- ii. Bill reported that Kelly Lockhart wants a system that will extend all the way across the creek in order to protect their water rights. Kelly also desires a diversion structure built like the other cement structures that presently exist on the creek.
- iii. Bill Wotkyns stated he is working with Robb Sgroi, TCD Land Resources Specialist, on obtaining a small water project grant from the Wyoming State engineer's Office. Bill explained the structure of the grant ask amount.
  1. Tom Segerstrom pointed out that the cost estimate and design must be submitted by Thanksgiving.
  2. Bill Wotkyns reported that Bob Norton is pulling some numbers together to provide to Robb Sgroi; however, he has explained to Bob Norton (Nelson Engineering) that we do not have present funds to cover the project.
  3. Bill explained the two stages involved for the grant: the first is a preliminary stage and is due December 31<sup>st</sup>; the second stage is due in March.
  4. Discussion continued with the board on the project and the grant, and it was decided to discuss the progress on this diversion project at our FCWID December Board Meeting.
  5. Carlin Girard asked Lance Ash if he has been able to observe the Leek's Ditch diversion and ice formation from his property.
    - a. Lance Ash replied that the headgate at Flat Creek to the diversion doesn't work all that well. He reported there is always water in the ditch and one year they had interior flooding.

#### VIII. Old Business **(ACTION ITEMS)**

- a. **(Lance Ash) FCWID IRS Status.** *This item to be removed.*
- b. **(Alice Widdess) JH Clean Water Coalition.** Carlin explained the Coalition is in process of drawing up an agreement template for responsibilities that are lined out. Bill Wotkyns pointed out we want to be part of the solution. *This item to be removed.*
- c. **(Alice Widdess) Letters to TCD Board of Supervisors & Town of Jackson (c/o Roxanne Robinson) requesting approval of Johnny Ziem's nomination to replace Larry Pardee's FCWID board position.** *This item to be removed.*
- d. **(Bill Wotkyns & Lance Ash) Discussion with Brian Remlinger to go over the Scope of Work voted upon at the 9/10/18 FCWID Monthly Board Meeting.** *This item to be removed.*
- e. **(Johnny Ziem) Checking with Brian Schilling of Pathways re: Snow King bollards and street sweeping that may be putting gravel into the creek.** *This item to be removed.*

#### IX. New business

- a. Mary Springer asked about irrigation rights and water being shorted, as was mentioned earlier in the meeting. Bill Wotkyns explained about the water from the Gros Ventre River that flows into Flat Creek, explaining the involvement of two water ways.

#### X. Executive Session - There was no executive session as none was required.


#### XI. Adjournment. Sandy Buckstaff made a motion to adjourn; motion was seconded by Lance Ash; meeting adjourned @ 9:48 a.m.

Respectfully submitted,

Alice Widdess, FCWID Administrative Manager



***The Minutes have been approved:***

Chairman		Date
Treasurer		12/17/18
		Date