

Flat Creek Water Improvement District (FCWID)
Monthly Board of Directors' Meeting
Monday, FEBRUARY 12, 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, Lexey Wauters, Franz Camenzind, Joe Burke, Tom Segerstrom, and Alice Widdess

MINUTES OF MEETING

- I. **Call or order.** The meeting was called to order by Bill Wotkyns, FCWID Board President, at 9:01 a.m.
- II. **Approval of Minutes – 1/8/18 FCWID Monthly Board of Directors' Meeting.** Lexey Wauters made a motion to approve the 1/8/18 Minutes as presented; Lance Ash seconded the motion; motion passed by a vote of 4-0.
- III. **Treasurer's Report (Lance Ash)**
 - a. **Bank Statements & Reconciliation Reports.** Lance Ash, FCWID Board Treasurer, reported that he has reviewed the bank statements and reconciliation reports and they meet with his approval. He pointed out that Toran Accounting did not include a reconciliation report for the Reserve Account; however, he stated that the statement balances to our books.
 - b. **P&L Budget vs. Actual (July 2017 through June 2018).** Lance Ash reported that the year-to-date results are in line with what was expected. He reported that the District member assessments received to date are about \$1,000 ahead of amounts received last year at this time.
 - c. **Budget Resolution.** Lance Ash reminded the board that this Budget Resolution is to address Dr. Kempema's recently received consulting fees invoice for his January 2018 visit to Jackson Hole. The Resolution shifts funds from the legal budget line item to the consulting fee line item. It leaves about \$100 in the consulting fee line item and \$2,100 in the legal budget line item. Lance stated we don't anticipate any more consulting fees during this fiscal year.
 - i. Lexey Wauters asked if things move forward with the SPET funds project for downtown storm water collection, will there be any funds available for contributing to the project?
 1. Bill Wotkyns asked what FCWID would be paying for?
 2. Lexey Wauters replied that as the process unrolls, there may be impacts on Flat Creek where FCWID may want to invest to help the process move forward.
 3. Bill Wotkyns suggested this should be discussed during future FCWID Board meetings when FCWID is planning for FY2019 budget (April & May).
 4. A discussion took place on the FCWID Mission Statement regarding the fact that water quality is a part of our mission.
 5. Joe Burke suggested FCWID should be cautious with investing district funds into a project such as this.
 - ii. Sandy Buckstaff asked Lance Ash about his comment that we do not anticipate any more invoices for consulting fees from Dr. Kempema during this fiscal year.
 1. Lance replied that we anticipate there will be not be more consulting fees during FY2018; however, Dr. Kempema will be submitting a report in July/August 2018 after receiving Alder Environmental's summary of data reporting, and this expense will be reflected in the FY2019 budget (7/1/2018 to 6/30/2019).
 - iii. Bill Wotkyns reported that Alder Environmental is pulling all the equipment from Flat Creek and should be completed with this by the end of next week.
 - iv. Lexey Wauters made a motion to adopt the Budget Resolution as presented; Sandy Buckstaff seconded the motion; motion passed by a vote of 4-0.
 - d. **Toran Accounting, LLC 2018 Rates.** Lance Ash reported Toran Accounting will be holding the current rates for their services until end of our fiscal year (6/30/2018), at which time their rates will be increased to \$75/hour for FCWID bookkeeping.

- e. **Joint TCD & FCWID Calendar – 2018.** Upcoming due reports were summarized by Lance Ash (e.g., Annual Report due to Teton Conservation District by March 1, 2018).
 - i. Bill Wotkyns suggested this report also be sent to the Town of Jackson, honoring the FCWID MOU that exists with the Town.
 - 1. **ACTION ITEM:** Alice Widdess to forward last year’s Annual Report to Sandy Buckstaff. Sandy Buckstaff to prepare.

IV. **Approval of Vouchers.** Lexey Wauters made a motion to approve the vouchers as presented; Lance Ash seconded the motion; motion passed by a vote of 4-0.

V. **Introductions and Comments from the Public.**

- a. Franz Camenzind inquired about what kind of communications with FCWID District Members are taking place or planned.
 - i. Discussion took place with ideas presented on how to accomplish communications with FCWID District Members.
 - 1. Lexey Wauters suggested posting the Annual Report, when completed, on our FCWID website;
 - 2. Joe Burke suggested obtaining an article in the *Jackson Hole News & Guide* newspaper, contacting Mike Koshml or John Spina;
 - 3. Alice suggested a postcard mailing to FCWID District Members directing them to the FCWID website.
 - b. Joe Burke reviewed updates from the meeting he had with his HOA, reporting that he summarized activities taken by FCWID, and these met with understanding and there were only positive comments received.

VI. **Mitigation Projects**

- a. **Dr. Kempema’s report of observations while visiting Flat Creek January 1-4, 2018.**
 - i. Discussion took place on Dr. Kempema’s report contents.
 - ii. Lexey Wauters inquired on next steps.
 - 1. Bill Wotkyns replied that Alder Environmental will take the data collected, roll it into a report, and then send it to the FCWID board and Dr.s. Kempema and Ettema for their study and report that FCWID should be receiving in July or August. This report will contain mitigation recommendations.
 - 2. Lance Ash commented that the data from Alder Environmental may alter or change some of Dr. Kempema’s initial recommendations received from his January 2018 visit to Jackson and Flat Creek.
 - iii. Franz Camenzind pointed out that the FCWID Mission Statement addresses efforts to prevent damage from flooding. He stressed the importance of talking with property owners to support them with mitigation strategies to prevent flooding damage and how it would be a great service to FCWID property owners.
 - 1. Tom Segerstrom suggested FCWID could also help property owners with obtaining any permits that may be required for their mitigation efforts.
 - 2. Discussion took place on the various choke points along Flat Creek that experience flooding and how to help property owners in those areas.
- b. **Teton County-Jackson Parks & Recreation Department Advisory Board Meeting re: Karns Meadow (Franz Camenzind).**
 - i. Franz Camenzind summarized the meetings he attended and reported on the Karns Meadow situation updates.
 - ii. Franz Camenzind suggested FCWID write a letter to the Jackson Town Council addressing the concerns the WID has as a stakeholder, specifically the different aspects proposed for pathways, elimination of wetlands, and development changes proposed, and how those could affect Flat Creek.
 - 1. **ACTION ITEM:** Franz Camenzind was appointed by the FCWID board to draft the letter.
 - iii. **ACTION ITEM:** Bill Wotkyns to reach out to Laurie Andrews, Jackson Hole Land Trust, with same concerns since the Land Trust owns a conservation easement in Karns Meadow.

c. **SPET Funds for Master Plan Downtown Storm Water Collection & Conveyance System Improvements Updates** (*Lexey Wauters*).

- i. Lexey Wauters stated she has nothing new to report at this time; however, she will touch base with the principal individuals involved to obtain more recent information.

VII. **Old Business**

a. **ACTION ITEMS:** (*From 1/8/18 Monthly Board Meeting*)

- i. (*Sandy Buckstaff*) **Report on process required and deadline date for changing the District Member tax assessment amount. Topic to be added to Agendas for April and May 2018 Monthly Board Meetings.** Sandy had nothing to report at this meeting. Action item to be carried forward to next monthly board meeting.
- ii. (*Sandy Buckstaff*) **Set a meeting date with Kelly Lockhart and include two FCWID Directors at the meeting to review and update Kelly on mitigation efforts.** Bill Wotkyns commented that he will initiate contact with Kelly Lockhart.
- iii. (*Lance Ash*) **Report on State Statutes replacement requirements for Larry Pardee as FCWID Director.** Lance Ash reported, should we get a resignation from Larry Pardee, FCWID Board will move forward to obtain someone to replace Larry from the Town of Jackson, or someone to simply attend the monthly board meetings representing the Town.

VIII. **New Business.**

- a. Bill Wotkyns reported his concern about the area on Flat Creek behind Eagle Village where an island has formed that keeps increasing in size, causing interruption of the water flow in the creek. Bill suggested that FCWID push WYDOT to take some kind of action to possibly dredge out the island and remove the existing tree that exists in that location.

- i. **ACTION ITEM:** Bill Wotkyns to contact Larry Pardee to discuss possibility of getting WYDOT involvement for this situation.

IX. **Executive Session** (*One was not needed*)

- X. **Adjournment.** Sandy Buckstaff made a motion to adjourn the meeting; Lexey Wauters seconded the motion; the meeting adjourned at 9:56 a.m.


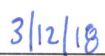
Respectfully submitted:

Alice Widdess, FCWID Administrative Manager



The Minutes have been approved:

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Chairman Date

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Treasurer Date