

**FCWID BOARD OF DIRECTORS MEETING**  
**March 13, 2017**  
**9:00 a.m. – TBD**  
**Teton Conservation District Offices**  
**420 W. Pearl Avenue, Jackson WY 83001**

**MINUTES OF MEETING (Draft)**

*In attendance: Sandy Buckstaff, Lance Ash, Lexey Wauters, Franz Camenzind, Joe Burke & Alice Widdess*

- I. **Call to order** –Sandy Buckstaff, Secretary, called the meeting to order at 9:43 a.m. Sandy requested the Minutes reflect a quorum was present and two members of the public were in attendance.
- II. **Approval of Meeting Minutes: FCWID Special Meeting Minutes for Public Hearing (2-13-17) for Amended Budget & FCWID Board of Directors Meeting Minutes (2-13-17)** – Lance Ash made a motion to approve both sets of Minutes; motion was seconded by Sandy Buckstaff; approval of both sets of Minutes was received by a vote of 3-0.
- III. **Treasurer’s Report (Lance Ash)**
  - a. **Bank Account Reconciliation & First Interstate Bank Statements**
    - i. Lance Ash reviewed the bank account balances: FIB Operating account has balance of \$51,335.76; FIB Reserve account has a balance of \$15,000.
    - ii. Lance reported that both bank account reconciliation reports met with his approval.
  - b. **Financial Reports (Budget)**
    - i. Lance Ash summarized the budget P&L report and advised the board of directors that we have requested coding be set up for line items in order to keep them in the correct categories.
    - ii. ACTION ITEM: Alice Widdess to request Toran Accounting to collapse line items for postage/shipping and Office Supplies Other into Office Supplies line item.
    - iii. Sandy Buckstaff made a motion to approve the Financial Reports; Lexey Wauters seconded motion; motion passed by a vote of 3-0.
  - c. **First Interstate Bank Account Signature Cards Status**
    - i. Lance Ash reported he is still obtaining signatures from Bill Wotkyns and Larry Pardee.
      1. ACTION ITEM: Alice Widdess to obtain Larry Pardee’s signature on bank signature card, and send to Lance Ash.
      2. ACTION ITEM: Alice Widdess to notify Bill Wotkyns to drop by Lance Ash’s office to sign bank signature card.
  - d. **FCWID Treasurer’s Bond – status** – Lance Ash reported that the renewed FCWID Treasurer’s Bond has been filed with the Teton County Treasurer, Donna Baur.
  - e. **FCWID Calendar of Events**
    - i. Lance Ash notified the board of the need to draft the 2018 budget, focusing this March and April to prepare that budget.
      1. ACTION ITEM: Lance Ash asked all board of directors to contact him with any specific items to include in the 2018 budget drafting.
      2. Lance Ash stated the importance of the Dr.’s Kempema and Ettema study results, which will determine if FCWID should do another data collection and study, as this would play a large role in the 2018 budget. He pointed out that, after two years of data collection and studies, we may have enough of a baseline and not need another year’s reporting.
    - ii. Discussion followed by the board on how to proceed with the 2016-2017 data collection and study.
      1. It was recommended that we ask Dr.s Kempema and Ettema (either one or both) to assemble here in Jackson for a meeting this spring, before the analysis of the 2016-2017 data takes place. The meeting participants would include Dr.s Kempema and Ettema (or a representative being either one or the other), Carlin Girard, the TCD Board of Supervisors, and the FCWID board. At the meeting Brian Remlinger (Alder

Environmental, LLC) would 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 if there exists a need to move forward with more data collection and studies.

2. It was also suggested that we send Alder Environmental's most recent data collection to Dr.s Kempema and Ettema as soon as possible and give them a timeframe for their analysis/study.

- a. **ACTION ITEM:** Alice Widdess to pick up the two bound copies of the data collection reports and send one to Dr. Kempema.

- iii. Lance Ash pointed out the due date for the FCWID Annual Report to the Town of Jackson (on the TCD/FCWID Calendar of events) is April 1, 2017.

1. **ACTION ITEM:** Sandy Buckstaff is to compile and send to the Town of Jackson.

2. **ACTION ITEM:** Alice Widdess to send Sandy Buckstaff what Bill Wotkyns sent last year.

- iv. Lance Ash reviewed other budget line items that included:

1. \$750 spend on equipment that was required for frazil ice mitigation in December.

2. Flat Creek Wintertime Monitoring Income and Expense, pointing out if Alder Environmental, LLC invoice comes in cheaper, FCWID will cut a check back to the Teton Conservation District.

3. Thaw Well Power: Lance Ash pointed out FCWID has not yet received an invoice from the Town of Jackson for this expense.

4. Consulting Fees (Kempema & Ettema): FCWID has budgeted \$10,000 and we have spent \$8,346 to date.

#### IV. Approval of Vouchers –

- a. Lance Ash summarized the vouchers.

- b. Lexey Wauters made a motion to approve all vouchers as presented; Sandy Buckstaff seconded the motion; vouchers were approved by a vote of 3-0.

- c. **ACTION ITEM:** Alice Widdess to get signatures on vouchers from Larry Pardee, since Bill Wotkyns is out of town.

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

- a. Joe Burke brought up a discussion about the mountain of snow that exists on the fair grounds that has debris collected in it.

- i. ACTION ITEM: Lexey Wauters was appoint to find out who (TOJ or Teton County) moves these various mountains of snow in and around Jackson, and where the snow is moved to.

- ii. Discussion took place on existing storm drain systems and any monitoring that takes place by TCD along with management systems of storm water infiltration that may be in place.

- iii. Carlin Girard reported that he is currently working on a grant from the Department of Environmental Quality for this next fiscal year that involves the redrafting of a Fish Creek Watershed Management Plan using best management practices.

- b. Joe Burke also brought up a discussion re: benzene issue on Flat Creek.

- c. Franz Camenzind asked about the equipment used in Flat Creek for the data collection and study and who is monitoring that equipment. Carlin Girard replied that TCD owns and monitors that equipment.

#### VI. Mitigation Projects

- a. **FCWID Emergency Wintertime & Spring Runoff ACTION PLAN**

- b. **Postcard Mailing to District Members** communicating possible larger than normal spring runoff from melting snow, giving information on where to report any problems that may occur on the creek, where to obtain sandbags, and giving the FCWID website to go to for more information.

- c. **Alder Environmental, LLC** – Delivering final report, data, and final invoice the week of March 13<sup>th</sup>.

#### VII. Old Business

- a. **ACTION ITEMS from 2-13-17 meeting:**

- i. **Legal Counsel on expansion of District Boundaries** (Larry Pardee). *This action item to be continued over to next FCWID Board of Director Meeting.*

- ii. **2017 CRIPE Workshop on River Ice – Whitehorse, Yukon, Canada – July 9-12, 2017** (Larry Pardee) *This action item to be continued over to next FCWID Board of Director Meeting.*
- iii. **Pete Karns, Jr.'s email address to Alice Widdess for board meeting notifications** (Joe Burke) *This action item to be continued over to next FCWID Board of Director Meeting.*
- iv. **Pathways & Flood mitigation possibilities** – (Bill Wotkyn's discussion with Brian Schilling) *This action item to be continued over to next FCWID Board of Director Meeting.*
- v. **Funding of WID projects/funding** (Bill Wotkyn's report on TCD legal counsel summary & funding of WID projects and activities; and EWP Program possibilities)
  - 1. **ACTION ITEM:** Lexey Wauters to find out the required process details along with Eminent Domain status with FCWID and TOJ and report back to the board, since this funding could affect our 2018 budget.
  - 2. Franz Camenzind asked if there exists a rough map of where Flat Creek has experienced spring flooding in the past.
    - a. Carlin Girard suggested the Town of Jackson might have such a map or history.
- vi. **Greg Kerr, Director of Office Water Program (OWP) @ Univ. of WY – Sandy Buckstaff to get FCWID on RFP mailing list** (Sandy Buckstaff). *Sandy reports this is in progress.*

**VIII. New Business**

- a. **Conservation District Employee Certification & Supervisor Training – 2/24/17** - Sandy Buckstaff and Alice Widdess attended, representing FCWID, and reported on the most important thing learned:
  - i. **SF0016** – See pages 9-11; Section 41-8-112: *Change in Watershed District Board of Directors Election.*
    - 1. This new bill changes the election cycle for the FCWID Board of Directors and potentially affects the length of terms of sitting board members.
- b. **Teton County “Building Better Boards” 2/28/17** – Sandy Buckstaff attended and commented on the value of attending.
  - i. **ACTION ITEM:** Alice Widdess to check with Teton County Commissioners to obtain an electronic version of the notebook that was passed out and forward to the FCWID Board.

**IX. Executive Session (if needed)** – Was not needed.

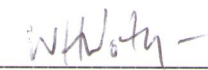
**X. Adjournment of Meeting** – Lexey Wauters made a motion to adjourn the meeting; Sandy Buckstaff seconded the motion. The meeting adjourned at 10:53 a.m.


Respectfully submitted:

Alice Widdess, FCWID Administrative Manager



**The Minutes have been approved:**

 4/10/17  
 \_\_\_\_\_  
 Chairman Date

 4/10/17  
 \_\_\_\_\_  
 Treasurer Date