

Flat Creek Water Improvement District (FCWID)
Monthly Board of Directors' Meeting
Monday, MAY 14, 2018
9:00-10:30 a.m.
Teton Conservation District
420 W. Pearl Avenue, Jackson, WY 83001

MINUTES OF MEETING(Draft)

In attendance: FCWID Board Members - Sandy Buckstaff, Lance Ash, Lexey Wauters; TCD – Tom Segerstrom, Carlin Girard (for part of the meeting); PUBLIC – Franz Camenzind, Joe Burke; FCWID Staff – Alice Widdess

- I. **Call to Order.** Sandy Buckstaff, FCWID Board Secretary, called the meeting to order @ 9:00 a.m. He stated there are three FCWID board members present which creates a quorum for this meeting.
- II. **Approval of April 9, 2018 Monthly Board Meeting Minutes.** Lance Ash made a motion to approve the April 9, 2018 FCWID Monthly Board Meeting Minutes as presented; Lexey Wauters seconded the motion; motion approved by a vote of 3-0.
- III. **Treasurer's Report (Lance Ash)**
 - a. **Bank Statements, Credit Card & Reconciliation Reports.**
 - i. Lance Ash reported there are three reconciliation reports (FIB-Checking Account, FIB-Reserve Account, and FIB-MasterCard). He stated he as reviewed all three and they meet with his approval.
 - b. **P&L Budget vs. Actual (July 2017 through June 2018).**
 - i. Lance Ash reported we have collected another \$6,500 to date.
 - ii. He noted the next assessment will go out in late August/early September.
 - iii. Lance stated he does not envision any swings in our budget in order to accomplish our objectives.
 - c. **Teton County School District No. 1 \$240 Mitigation Check.**
 - i. Notation was made in the Minutes that this \$240 check has been received and deposited.
 - d. **FY 2019 Proposed Budget.**
 - i. Lance Ash stated the need to make a slight adjustment to the Insurance and Bonding budget line item to include the FCWID Liability Insurance of \$500.
 - ii. He reminded the board that the FY 2019 Proposed Budget must be prepared and submitted to the Wyoming Dept. of Audit, the Teton County Commissioners, and the Teton Conservation District by June 1, 2018.
 - iii. He announced that the FY 2019 Proposed Budget Hearing will take place on June 11 before our regular FCWID Monthly Board Meeting @ 8:30 a.m. Alice Widdess will post the legal notice for this hearing in the JHN&G newspaper Legal Section on May 30th and June 6th.
 - iv. Discussion and Questions:
 1. Franz Camenzind asked if it might be prudent for the FCWID organization to have an audit?
 - a. Lance Ash replied explaining that a yearly audit by the state of Wyoming is not required for organizations whose budgets stay under \$500K; however, FCWID is required to do a yearly reconciliation report for which we contract with Linsenmann & Linsenmann PC and submit to the state.
 - b. Lance Ash stated he feels we are minimum risk for an audit since we use Toran Accounting LLC to oversee and report on our financials.
 - c. Lance Ash recommended consideration be given to have an outside person look at our financial records to confirm they are in order when his term as Treasurer ends.
 - d. Tom Segerstrom, TCD, mentioned that the Teton Conservation District has a larger budget and, therefore, has to do yearly audits.
 - e. **Joint TCD & FCWID Calendar – 2018.**

- i. It was noted that the TCD & FCWID Calendar for 2018 is in the board packets.

IV. Approval of Vouchers.

- a. Lance Ash reviewed the vouchers to be approved.
- b. Lexey Wauters made a motion to approve the vouchers as presented; Sandy Buckstaff seconded the motion; motion passed by a vote of 3-0.

V. Introductions and Comments from the Public.

- a. Joe Burke noted that there were over nineteen people, primarily from Trout Unlimited, that picked up trash on Saturday in the Karns Meadow area. He pointed out there are many people camping out in the Meadow already.
- b. Franz Camenzind expressed his gratitude for all the work being accomplished by the FCWID board. He inquired what the scope of work for mitigation will be for this summer, and Lance Ash replied we have \$10,000 set aside in our budget and will begin a few projects that can be accomplished during this summer.

VI. Mitigation Projects

a. Garaman Flood Protection Work (Bill Wotkyns).

- i. Lance Ash pointed out the email from Brian Remlinger that is in the board packet re: flood protection work to be done on the Garaman pathway that will be accomplished this summer.

b. Drs. Kempema & Ettema's acceptance of Scope of Work (Bill Wotkyns).

- i. Sandy Buckstaff mentioned the email contained in the board packet regarding the scope of work and assumes we now have a signed contract.
 - 1. **ACTION ITEM:** Bill Wotkyns to provide the signed contract.

c. Flat Creek Watershed Management Plan Revision

i. Franz Camenzind's comments to Brooke Stallings (Alder Environmental LLC).

- 1. It was pointed out that Franz Camenzind's comments are included in the board packets.

ii. Updates on May 7th Stakeholder Meeting

- 1. Lexey Wauters gave the following updates:
 - a. The meeting was well attended with a number of stakeholders attending. Brian Remlinger gave an extensive history, reported on improvements that have been made and accomplishments achieved. A brainstorm session followed during which many attendees engaged in a discussion.
- 2. Lance Ash, who attended the meeting, commented on the questions, stating the value of two of the four questions that were presented:
 - a. What research was being done by what groups?
 - b. What are the sources of funding?
- 3. Discussion took place by the board and Tom Segerstrom on other information from this meeting.
 - a. **ACTION ITEM:** Lexey Wauters and Carlin Girard to forward to Alice Widdess (for board distribution) the Legacy Works report that contains recommendations for the Snake River Fund to work with FCWID & TCD on watershed management projects.

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

- i. Lexey Wauters presented updates that included:
 - 1. Dr. Earls is meeting today (5/14/18) with the engineering and scientific community.
 - 2. A public workshop is being planned to address storm water management with the community.
 - 3. Sandy Buckstaff added information on storm water utility ideas.
 - 4. Discussion took place on how to work with and support the Town of Jackson on this project.

e. Irrigation Ditches, Head Gate and Conveyance System Improvements (Sandy Buckstaff)

- i. Sandy Buckstaff presented a summary of conversations he has had with Kelly Lockhart regarding Kelly's preferences for improvements, pointing out that Kelly is interested in putting permanent

sonotubes into the creek into which boards are inserted to divert the water flow. The boards could then be removed in winter to reduce (but not eliminate) the likelihood of ice build-ups.

1. **ACTION ITEM:** Sandy Buckstaff to consult with a local engineering firm (e.g. Nelson Engineering) to get feedback on this mitigation system installation and the possible cost.
 2. Discussion took place on who will be contributing to this mitigation improvement and where the funds will come from (FCWID budget? Kelly Lockhart contribution?).
 - a. Lance Ash suggested we have our legal counsel, Matt Turner, advise us on how to proceed and whether or not it requires an assessment.
- f. **Flat Creek area behind Eagle Village near Smith's and possibility of working with WYDOT – Updates** (Bill Wotkyns). **ACTION ITEM:** This update to be continued to the next FCWID Monthly Board Meeting.
- g. **FCWID Request for FY 2019 funding from TCD – Updates** (Bill Wotkyns & Lance Ash).
 - i. Lance Ash summarized the FCWID request for FY 2019 TCD funding:
 1. FCWID board members, Bill Wotkyns, and Lance Ash attended the TCD April Board Meeting discussion on approval of funds to FCWID.
 2. Lance Ash thanked Tom Segerstrom and the TCD Board for their consideration.

VII. Old Business

- a. **ACTION ITEMS:**
- i. (Sandy Buckstaff) Engineering improvements to head-gate above Thaw Well #2 conveyance system – Done and to be carried forward to June 11, 2018 FCWID Monthly Board Meeting for more updates.
 - ii. (Bill Wotkyns) Flat Creek area behind Eagle Village near Smith's – This ACTION ITEM to be carried forward to June 11, 2018 FCWID Monthly Board Meeting.
 - iii. (Bill Wotkyns & Lance Ash) FCWID Request for FY 2019 Funding from TCD – Done and to be removed from Action Items.

VIII. New Business

- a. **American Transparency Request – Response letter sent** (Alice Widdess). Alice Widdess and Tom Segerstrom summarized.

IX. Executive Session. No Executive Session was needed.

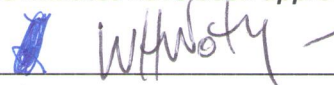
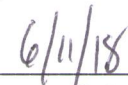
X. Adjournment. Lexey Wauters made a motion to adjourn the meeting; Lance Ash seconded the motion; the meeting was adjourned @ 9:45 a.m.

Respectfully submitted:

Alice Widdess, FCWID Administrative Manager



The Minutes have been approved:

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Chairman Date

Treasurer Date