

Flat Creek Water Improvement District (FCWID)

Board of Directors Meeting

Monday, FEBRUARY 8, 2016

9:00-10:30 a.m.

Teton Conservation District

420 W. Pearl St., Jackson, WY

(In attendance: Bill Wotkyns, Franz Camenzind, Lance Ash, Sandy Buckstaff, Larry Pardee, Joe Burke, Tom Holton, Rich Ochs, Mike Welch, Carlin Girard, Alice Widdess)

MINUTES OF MEETING

- I. **Call to order** – The meeting was called to order @ 9:01 AM by Bill Wotkyns, President of FCWID Board of Directors.
- II. **Approval of Minutes of FCWID Board of Directors Meeting held 1/11/2016** – Franz Camenzind made a motion to approve the Minutes of FCWID Board of Directors Meeting held 1/11/2016; Lance Ash seconded the motion; motion approved.
- III. **Treasurer's Report**
 - a. **Bank reconciliation & FIB Bank Statement** – Lance Ash reviewed the bank account and approved the bank reconciliation report.
 - b. **Financial reports** – Lance Ash explained the financial reports, and pointed out some budget line items that will be moved around and created to cover the Flat Creek monitoring project.
 - i. Sandy Buckstaff and Franz Camenzind asked if we are "on budget for the project?" Bill Wotkyns assured the board that we are and may even come in under budget.
 - ii. **ACTION ITEM:** On a monthly basis, Alice Widdess to send copies of all invoices to Lance Ash for his review before cutting the checks.
 - c. **Updates from Wyoming Department of Audit Training Session held January 12, 2016** – Lance Ash reported that we learned a great deal about the financial process required by the Wyoming Department of Audit and what FCWID needs to be doing to be in compliance. The training was thorough and good, and it is a benefit to have a face-to-face interaction with the Department principals for going forward. One primary point we learned is if we amend our budget, we have to go through a public hearing.
 - d. **IRS & taxes update**
 - i. **IRS & Taxes** - Lance Ash explained that we have been exploring whether or not FCWID is required to file taxes with the IRS. Toran Accounting has looked into it, and Alice Widdess called the IRS which has placed a "referral request" to confirm that the FCWID legal entity filing has the district as "Government, State/Local," making FCWID an "exception" to filing a tax return, according to the Government Publication 95-48. The response to the "referral request" should be received within 30 days.
 - ii. **1099s** – Lance Ash reported that all required 1099s have been issued to FCWID vendors.
- IV. **Approval of Vouchers**
 - a. Lance Ash presented the Voucher Report to the board. Franz Camenzind made a motion to approve all vouchers; Lance Ash seconded the motion; motion was approved to pay all vouchers.
 - b. Franz Camenzind expressed his appreciation for all the work Lance Ash and Alice Widdess have done for the district.
- V. **Comments from Public**
 - a. Because there were some new people attending the meeting, Bill Wotkyns explained that the FCWID is a sub-board of the Teton Conservation District and that we report to the Teton Conservation Board of Supervisors.
 - b. Everyone present introduced themselves.
 - c. Tom Holton, a District member, gave a presentation on his services, GIS mapping, and expressed that he would like to help with public outreach through his interactive mapping to better inform our district members, getting more people involved to relate and learn the issues that are occurring on the creek. Mr. Holton proposed that his interactive map could be embedded on our existing FCWID website.

- i. Bill Wotkyns thanked Mr. Holton for his thoughtfulness, and updated him on the present study being done by Alder Environmental, LLC, the data being collected, and expressed that we would like to learn more about the interactive map being proposed.
 1. **ACTION ITEM:** Tom Holton is to email Bill Wotkyns the link that demonstrates this interactive mapping.

VI. Flat Creek Mitigation

- a. **Report from Rich Ochs, Teton County Emergency Management Chairman & Teton County Local Emergency Planning Committee** (Bill Wotkyns introduced Rich Ochs.)
 - i. Rich Ochs proceeded to explain his role with Teton County and the Town of Jackson and how it relates to any emergencies that may occur on Flat Creek.
 - ii. Mr. Ochs discussed the current, updated Emergency Management Plan in which the FCWID is stated, and he addressed existing emergency plans.
 1. **ACTION ITEM:** When and if the FCWID makes changes to its emergency plans, these must be immediately reported to Teton County Emergency Management, as it is important for FEMA to be notified.
 2. Mr. Ochs mentioned the necessity of incorporating FCWID in any disaster training.
 - a. **ACTION ITEM:** Sandy Buckstaff volunteered to attend the disaster training session on March 22, 2016, 10:00 AM-2:00 PM @ Emergency Operations Center.
 - iii. Mr. Ochs discussed the Teton County-Town of Jackson Multi-Hazard Mitigation Plan, explaining that it enables jurisdictions to apply for mitigation funds through grants. He pointed out that the Plan was set up primarily for fire hazards, uses FEMA money for grants, and requires extensive audits.
 1. The Teton Conservation District is a signatory (Robb Sgroi), and jurisdictions such as FCWID can apply directly through the Conservation District for any grants.
 2. The mitigation funds include:
 - a. Pre-disaster mitigation,
 - b. Flood mitigation assistance, and
 - c. Hazard Mitigation Grant Program (HMGP).
 - i. Teton County is eligible for grants; however, a 25% match is required that be either cash or "in-kind" (i.e., can substitute work performed by staff of the Teton Conservation District or other eligible work in lieu of cash).
 - ii. Challenges in receiving grants were pointed out –
 1. History shows unless you have a minimum of 100 residents impacted by a flood disaster, FEMA will not recognize a declaration.
 2. People do not report all flooding that takes place; thus, data-gathering plays an important role to establish history.
 3. FEMA does not map for Flat Creek type of flooding (ice flooding is not taken into account).
 4. Mr. Ochs discussed flood insurance policies and he pointed out that there's a lack of education to the public on it.
 - iv. Mr. Ochs informed the board about the sandbag supply available in Teton County.
 1. Teton County gets sandbags from the Army Core of Engineers and they are available at the Teton County Emergency Center as well as in the Town of Jackson at Public Works.
 - a. There is a sandbag hopper available for filling the bags with sand.
 2. It was pointed out the sandbags are to be used for flooding.
 - v. The meeting was opened to questions for Mr. Ochs.
 1. Bill Wotkyns inquired if the FCWID could somehow be included in the Nixle emergency system.

- a. **ACTION ITEM:** Mr. Ochs is looking into setting up FCWID as a "sub-group" in the Nixle emergency system, providing a key word for FCWID emergency messaging.
 - b. Franz – tried to get emails.
 - 2. Franz Camenzind asked about the feasibility of grants for FCWID, as he expressed that it seems to be a hard time for FCWID to fit into the grant process.
 - a. Larry Pardee pointed out the large amount of required man-hours, paperwork, and reporting involved.
 - b. Carlin Girard pointed out these grants do provide the best means for flood mitigation; however, they must be planned far in advance and there is intense work involved.
 - c. Franz Camenzind reported that there is a grant available with the Wyoming Water Development Office that the FCWID may want to look into.
 - 3. Lance Ash pointed out the FCWID needs to communicate emergencies with their District members, and asked Mr. Ochs if there are any sources or documents to help us communicate better?
 - b. **Thaw Wells** (*Larry Pardee*)
 - i. **Power usage report (Larry Pardee)** – Bill Wotkyns asked Larry Pardee to report on the power usage for thaw wells.
 - 1. Larry Pardee reported that he has not received all the report data yet; however, he pointed out that over a period of 19 days, 67,900,000 gallons of water had been pumped. That compares to 900,000,000 gallons of water used by the Town of Jackson.
 - ii. **Thaw Well #1 status** – Larry Pardee noted that thaw well #1 (being turned and off) has been valuable information in Brian Remlinger's study.
 - iii. Larry Pardee reported that Kelly Lockhardt requested to be notified when the thaw wells are turned on, and Bill Wotkyns assured that it would be part of the strategy for Kelly Lockhardt to be notified.
 - c. **Pathway solution options** (*Larry Pardee*)
 - i. **Updates from Larry Pardee meeting with Brian Schilling**
 - 1. Larry Pardee reported that he spoke with Brian Schilling (Pathways) and learned that Pathways has available funding in their budget; however, no projects to use that funding are planned at this time.
 - 2. Discussion took place about the possibility of using some of this funding to mitigate flooding on the pathway (building berms and re-building a higher pathway).
 - a. **ACTION ITEM:** FCWID board is to invite Brian Schilling and Shawn O'Malley to one of our next board meetings to discuss this topic.
- VII. **Report from Alder Environmental, LLC** (*Bill Wotkyns*)
 - a. Bill Wotkyns reported that Brian Remlinger (Alder Environmental, LLC) has recommended that the FCWID change the dates of his original study proposal from December through mid-March 2016 to December through February 18, 2016, due to the lack of any changes occurring in the creek. Brian Remlinger would like to move on to the next stage of evaluating the data collected.
 - i. Franz Camenzind voiced he felt this is an appropriate adjustment of dates.
 - b. Bill Wotkyns reviewed the Alder Environmental progress to date reported in an email contained in the board packet.
- VIII. **FCWID 2017 Draft Budget Discussion – Preliminary Budget and Assessment**
 - a. Lance Ash summarized the FCWID 2017 Draft Budget.
 - b. Based on incoming revenue, Lance Ash gave several scenarios for district member assessment amounts per property.
 - i. Discussion took place on funding to count on from Town of Jackson and Teton Conservation District.
 - 1. Town of Jackson (TOJ) – Larry Pardee pointed out that the TOJ will do its part in supporting mitigation funding for Flat Creek and suggested we keep the TOJ revenue for FCWID at \$12,000/year and a reserve amount of \$15,000/year in the 2017 budget.

