

**Flat Creek Water Improvement District (FCWID)**  
**Monthly Board of Directors' Meeting**  
**Monday, MARCH 12, 2018**  
**9:00-10:00 a.m.**  
**Teton Conservation District**  
**420 W. Pearl Avenue, Jackson, WY 83001**

**MINUTES OF MEETING (Draft)**

*In attendance: FCWID DIRECTORS: Bill Wotkyns, Lance Ash, Sandy Buckstaff, & Lexey Wauters; FCWID STAFF: Alice Widdess; TCD: Carlin Girard; FROM THE PUBLIC: Franz Camenzind, Joe Burke, & Charles Atwater (Creekside Condos District Member)*

- I. **Call or order.** In the absence of President Bill Wotkyns, Secretary Sandy Buckstaff called the meeting to order at 9:04 a.m. pointing out there was a quorum of Directors present.
- II. **Approval of Minutes – 2/12/18 FCWID Monthly Board of Directors' Meeting.** Lance Ash made a motion to approve the 2/12/18 FCWID Monthly Board Meeting Minutes as presented; Lexey Wauters seconded the motion; there was no discussion; motion was approved by a vote of 3-0.
- III. **Treasurer's Report (Lance Ash)**
  - a. **Bank Statements & Reconciliation Reports.** Lance Ash stated he had reviewed both the Operating Account and Reserve Account bank statements and reports, and stated they met with his approval.
  - b. **P&L Budget vs. Actual (July 2017 through June 2018).** Lance Ash reported the budget financials show the adjusted line items to reflect the Budget Resolution approved at last month's meeting (moving funds from Legal budget line item to the Consulting budget line item).
    - i. **ACTION ITEM:** Lance Ash requested Alice Widdess to prepare and send an invoice to the Teton County School District for their annual "flood mitigation" fee (\$240) to cover the assessment for their FCWID District property. Lance also suggested this action be added to the TCD & FCWID Calendar of Events for November.
    - ii. Joe Burke inquired as to when the 2<sup>nd</sup> half of property taxes will be due. Lance Ash answered that we will be collecting into August of this year for 2017 taxes.
  - c. **LGLP (Local Government Liability Pool) Membership Renewal for FY2019.** Lance Ash explained this was the application for the FCWID liability insurance coverage and it has been submitted. Alice Widdess reported she just received the \$500 invoice from LGLP.
  - d. **Joint TCD & FCWID Calendar – 2018.**
- IV. **Approval of Vouchers.** Lance Ash reviewed the vouchers. For Alder Environmental, LLC, he pointed out the balance remaining on their contract which will be paid out at next month's meeting. Lexey Wauters made a motion to approve the vouchers as presented; Sandy Buckstaff seconded the motion; there was no discussion; vouchers were approved by a vote of 3-0.
- V. **Introductions and Comments from the Public.**
  - a. Sandy Buckstaff welcomed the three members from the public that were present (Joe Burke, Franz Camenzind, and Charles Atwater).

**(9:13 a.m. Bill Wotkyns arrived and took over as Chair for the meeting).**

  - b. Flat Creek Watershed Management Plan Revision.
    - i. Carlin Girard reported the Teton Conservation District put out a Request for Proposals for the Flat Creek Watershed Management Plan Revision – a management plan that specifically addresses the Flat Creek impairment (stormwater and habitat alteration). He pointed out it is a community-wide opportunity to check off projects that have been completed and make decisions on new projects needed. Carlin reported he is in the process of developing a contract, that the FCWID is identified as one of the affected entities, that incorporating the FCWID priorities could be important for the District, and he suggested the organization needs to be represented in the revisions process.

- ii. Franz Camenzind inquired how this Management Plan Revision might affect the Lockharts, Karns Meadow, etc. Carlin replied that an online survey will be sent out, and his hope is that some of these concerns and projects will be integrated into the report.
- iii. Franz also pointed out that Alder Environmental, LLC will be involved in this Management Plan Revision and that their involvement could possibly expedite the project development.

## VI. Mitigation Projects

- a. **Karns Meadow Development Proposal – FCWID Letter to Mayor Muldoon & Town Council** (*Franz Camenzind & Bill Wotkyns*).
  - i. Franz Camenzind reported: He submitted the draft letter for FCWID to send; there have not been any more meetings with Parks and Rec that he is aware of; he doesn't know where they are on their schedule and surmises they are probably going over their budget.
  - ii. Bill Wotkyns reported he had met with Laurie Andrews, JH Land Trust: The Land Trust is in meetings with their investor who is donating funding for an environmental review study; the Land Trust wants to see the Karns Meadow cared for in a proper way; there is concern with the development of apartments that are going to be built, as they will have pathways leading down into the Meadow with, basically, no designated place to go, and there does not appear to be plans for trash cans or any infrastructure – the Land Trust wants this addressed. Bill reported that the JH Land Trust will donate the use of their land and they want it to get proper attention. The TOJ and JH Land Trust will work on an MOU so that responsibilities are defined.
  - iii. Joe Burke reported on current restrictions that exist that include humans, dogs, etc., and points out that in the past, horses were kept there during the summertime, thus allowing for classifying of the Meadow as “agricultural land”.
  - iv. Franz Camenzind pointed out the scope of the environmental impact study will determine decisions for use in Karns Meadow.
  - v. Discussion took place regarding the goal of the TOJ & JH Land Trust MOU. Franz Camenzind pointed out that the final decision will be made by Jackson Town Council.
- b. **SPET Funds for Master Plan Downtown Storm Water Collection & Conveyance System Improvements Updates** (*Lexey Wauters*). Lexey Wauters stated she did not have a great deal to report at this time other than the Snake River Fund and Teton Conservation District are matching funds in order to bring in some storm water management program experts to talk through some planning with the group formed to address these SPET funds. She expressed that there may be a meeting next week taking place with these experts. She stated that public conversation will take place for residents in order to educate them on storm water management systems.
- c. **Meeting with Kelly Lockhart Update** (*Bill Wotkyns*) Bill Wotkyns summarized his meeting with Kelly Lockhart: They discussed many issues and Bill updated Kelly on what FCWID has been working on. Bill reported that Kelly is embarking on a large project with Wyoming Game and Fish – a project of Flat Creek enhancements to take place south of the High School Road bridge – stream improvements include changing the creek to meander more and to create more riparian growth (e.g. willows).
  - i. Discussion took place on Thaw Well #3 and the head-gate located in Garaman Park at the division point for the irrigation ditch that serves Lockhart's property. Bill expressed that Kelly Lockhart is open to the FCWID suggested improvements, as long as they don't affect his water rights.
    - 1. **ACTION ITEM:** Sandy Buckstaff was assigned to use his engineering background to look into how to improve the head-gate and conveyance system that exists to serve Lockhart's property - making improvements hydraulically.
      - a. Franz Camenzind asked who would be financially responsible for any improvements to the head-gate, since Lockhart's property is located outside the FCWID boundary; however, improvements may cause benefits to District property owners? Bill Wotkyns replied that if we found solutions, then if there were benefits to any District property owners nearby, their assessment amount would have to be changed to cover the solution installation costs. Bill suggested

this needs to be looked into after we find some engineering plans that may be a solution.

- ii. Discussion of water rights took place in relation to Lockhart's property.
- d. **Alder Environmental, LLC Report and Data Deliverables on Flat Creek Winter Characterization Study** (Link: <http://arcg.is/1m1aHf> - Username: FCWID\_2016; Password: frazil\_2018). Bill Wotkyns stated that the latest Data Report has been submitted by Alder Environmental to Dr.s Kempema and Ettema.
- e. **Discussion re: Continuing Dr.'s Kempema and Ettema Services for FY 2019** (Bill Wotkyns)
  - i. Consideration was given to: this is the third year they have been working with FCWID on Flat Creek mitigation efforts and the value of their studies and recommendations.
  - ii. Lance Ash suggested working with Carlin Girard to compose a letter to Dr.s Kempema and Ettema that requests they use the 2018 data collected and submitted by Alder Environmental and develop recommendations for specific locations on Flat Creek where past flooding challenges have existed so that FCWID can work with the specific HOAs on implementing these recommendations.
    - 1. **ACTION ITEM:** Alice Widdess to go through past FCWID Meeting Minutes to find out how we handled and directed Dr.'s Kempema and Ettema last year for their study results.
  - iii. Sandy Buckstaff made a motion: 1) FCWID to move forward with engaging the services of Dr.s Kempema and Ettema for FY 2019 for \$7,500, requesting them to review the 2018 data with a submission of mitigation recommendations for specific Flat Creek locations where past flooding has occurred, and submit their study by June 2018, so that FCWID and Alder Environmental, LLC can implement those recommendations; 2) Within two weeks, Bill Wotkyns to work with Carlin Girard to develop and send a formal letter that states the scope of work for Dr.s Kempema & Ettema; Lexey Wauters seconded the motion; the motion passed by a 4-0 vote.
    - 1. **ACTION ITEM:** Bill Wotkyns to work with Carlin Girard on a formal letter to Dr.s Kempema and Ettema that incorporates the above motion and to send the letter within the next two weeks.

**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.** Lance Ash stated the policy for FCWID adherence: FCWID must report the assessment amount and send list of District Members to the Teton County Assessor's office by July 24, 2018.
  - ii. (Bill Wotkyns) **Reach out to Laurie Andrews, Jackson Hole Land Trust, with FCWID concerns of Karns Meadow Development Proposal.**
  - iii. (Bill Wotkyns) **Contact Larry Pardee re: Flat Creek area behind Eagle Village near Smith's to discuss possibility of working with WYDOT on dredging out the island that has formed in the creek. This item to be continued to the next month's board meeting.**

**VIII. New Business.** (There was no new business to be discussed)

**IX. Executive Session** (There was no need for an Executive Session)

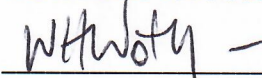
- X. Adjournment.** Sandy Buckstaff made a motion to adjourn the meeting; Lexey Wauters seconded the motion; the meeting was adjourned at 9:58 a.m.

Respectfully submitted:

Alice Widdess, FCWID Administrative Manager



*The Minutes have been approved:*

 \_\_\_\_\_ 4/9/18  
Chairman Date

 \_\_\_\_\_ 4/9/18  
Treasurer Date