

FCWID Monthly Board of Directors' Meeting
Monday, AUGUST 12, 2019
9:00 – 10:30 a.m.
Teton Conservation District
420 W. Pearl Avenue, Jackson, WY 83001

In attendance: Bill Wotkyns (via conference), Sandy Buckstaff, Johnny Ziem (arrived @ 9:22 a.m.), Tom Segerstrom, Carlin Girard, Franz Camenzind, Joe Burke, Peggy Douglas, and Alice Widdess

Absent: Lance Ash and Lexey Wauters

MINUTES OF MEETING

- I. **Call to order** - The meeting was called to order @ 9:22 a.m. by Bill Wotkyns who attended the meeting via conference call.
- II. **Approval of Minutes:** Motion to approve the 7/8/19 FCWID Minutes as presented for the FY 2020 Public Budget Hearing and the Monthly Board Meeting made by Johnny Ziem; seconded by Sandy Buckstaff; vote passed 3-0.
- III. **Treasurer's Report:** (*Bill Wotkyns reported in the absence of Lance Ash*) Bill Wotkyns stated he has reviewed all of the below and since there are no issues, there was no discussion.
 - a. **Bank Statements & Reconciliation Reports**
 - b. **P&L Budget vs. Actual (July 1, 2019-June 30, 2020) – Creation of Job Listings/Capital Projects in Budget**
 - c. **Report sent to Teton County Assessor's Office – Include Name, Assessor Acct. #, Assessment amount per property; FCWID current board members contact information; FCWID FY 2020 Budget**
 - d. **FCWID Invoice to TOJ - \$12,000 – Status**
 - e. **FCWID Final Report for FY 2019 – Expenditure of TCD Funds** – Short discussion took place with Sandy Buckstaff inquiring if the report, as written, includes background information that can be sent to TCD. Tom Segerstrom stated the report as written is acceptable. **ACTION ITEM:** Bill Wotkyns to sign the report upon his return to town. Alice Widdess to send executed report to Tom Segerstrom.
 - f. **TCD'S Formal MOA Grant Award Letter for FY 2020 - ACTION ITEM:** Bill Wotkyns to sign the Grant Award Letter for FY 2020 upon his return to town. Alice Widdess to send executed letter to Tom Segerstrom.
 - g. **Wyoming Dept. of Audit – 2019 F-32 Survey of Local Govt Finances (due 9/30/19) – Status**
 - h. **\$100,000 Bonding Coverage Proposal for FCWID Chairman, Secretary and Treasurer – requested from Tegeler Insurance - \$350 for Chairman, \$350 for Secretary, & \$500 for Treasurer=\$1,200 Total**
- IV. **Secretary's Report:** (*Sandy Buckstaff*)
 - a. **Joint TCD & FCWID Calendar for 2019** – Sandy Buckstaff reviewed recent revisions to the 2019 Calendar and pointed out calendar items to be added in January for the 2020 Calendar.
- V. **Approval of Vouchers** – Motion to approve the vouchers as presented was made by Sandy Buckstaff; seconded by Johnny Ziem; passed by a vote of 3-0.
- VI. **Introductions from the Public:**
 - a. Peggy Douglas, district property owner, introduced herself.
 - b. Franz Camenzind and Joe Burke introduced themselves.
- VII. **Mitigation Projects:**
 - a. **Dr. Kempema's Request to Receive Copies of Invoices from Deployed Excavators used for 2018-2019 Winter Season Flood Mitigation/or FCWID Preparation of Summary Chart** – Bill Wotkyns reported he is working to get us a shorter study/report. That report will contain an accounting and summary of the various excavators work that took place this winter. **ACTION ITEM:** Sandy Buckstaff to supply ice dam photos for the report to Dr. Kempema.
 - b. **DELCON's Automation of Thaw Well #2 – Status on 7/17/19 Letter to TOJ & TOJ Delcon Contract Signing** - Johnny Ziem reported he has signed the Delcon contract and reported the check has been

signed and is being sent to Delcon. He stated he has not heard back from Delcon on any schedule. Bill Wotkyns reported he has spoken with Brian Remlinger (Alder Environmental, LLC) who is waiting for the executed contract and check to be sent to Delcon before ordering the hardware. **ACTION ITEM:** Bill to work with Brian on moving forward. Johnny Ziem inquired about the FCWID and TCD checks for \$7,000 each toward the project. **ACTION ITEM:** Bill Wotkyns and Tom Segerstrom (TCD) to work together on processing these payments to the Town of Jackson.

- c. **Bill Wotkyns' Meeting with ALDER ENVIRONMENTAL, LLC – RE: Prioritization of FCWID Projects:**
- i. Discussion took place on each of the five proposed Capital Improvement Projects where each board member present gave their feedback in order to develop a prioritization of these projects.
 - ii. The following **ACTION ITEMS** were assigned for some of these projects:
 1. Boulder Weirs:
 - a. **ACTION ITEM:** Johnny Ziem to set up a meeting with Parks & Recreation Department Andy Erskine to mark tree limbs for removal in various areas in order to improve access for heavy equipment to enter Flat Creek.
 - b. **ACTION ITEM:** Carlin Girard to review in-stream action for boulder removal/realignment and identify the top two boulder weirs for the project.
 2. 460 Stacy Lane/810 West:
 - a. **ACTION ITEM:** Bill Wotkyns appointed Sandy Buckstaff to be the point person for this project.
 3. Wort Diversion:
 - a. **ACTION ITEM:** Bill Wotkyns to talk to Kelly Lockhart and Nelson Engineering once a month on this project.
 4. Thaw Wells:
 - a. **ACTION ITEM:** Johnny Ziem to find out if thaw wells were budgeted for the upcoming SPET election, and, if so, what FCWID needs to know regarding any needed investment as well as how to make this project a priority with the Town of Jackson.
 - iii. Johnny Ziem made a motion to prioritize the following order for Capital Improvement Projects:
 1. Thaw well #2 Automation
 2. Boulder Weirs
 3. 460 Stacy Lane/810 West
 4. Thaw Wells
 5. Wort DiversionMotion was seconded by Sandy Buckstaff; passed by a vote of 3-0.
- d. **FCWID Director Reports on Plans of Action for Mitigation Efforts – Prioritize (*Action item from 6/10/19 FCWID Monthly Board Meeting*).** There were no updates to the following plans of action.
- i. **Thaw Wells** (*Sandy Buckstaff*)
 - ii. **Pathways** (*Lexey Wauters*)
 - iii. **Individual Property Owner Mitigation** (*Klyn, Hashimoto, Brumberg, Douglas*) (*Lance Ash*)
 - iv. **Access Agreements** (*Bill Wotkyns*)
 - v. **Stormwater Treatment** (*Lexey Wauters*)
- e. **JH CLEAN WATER COALITION – Status on Bill Wotkyns signing and submitting the JHCWC Partner Commitment Letter – ACTION ITEM:** Alice Widdess to leave the commitment letter at Lance Ash's office for Bill Wotkyns' signature.

VIII. New Business:

- a. Bill Wotkyns requested the FCWID Board vote to authorize the Board Chairman to sign documents for the District as a standard part of Board actions.
 - i. Discussion and a proposed motion:
 1. An initial motion was put forth and then rescinded by the board directors.
 2. NEW MOTION: All Approvals by the FCWID Board of Directors include an implicit authorization for the Board Chairman to execute documents on behalf of the Board with a caveat that this motion is effective for this calendar year (2019) and will be required

for new approval by the Board at the first official meeting of each subsequent calendar year in perpetuity going forward. There is no approval for any expenditure that is more than stated in that current year's budget. Johnny Ziem seconded the motion; passed by a vote of 3-0.

- b. Bill Wotkyns announced he would like to be a candidate for a FCWID Director in the November 5, 2019 election for two new board members.

- i. **ACTION ITEM:** Alice Widdess to email Bill Wotkyns a Candidate Form to complete and return.

IX. Old Business: ACTION ITEMS - -

- a. *Bill Wotkyns* – To meet with Alder Environmental, LLC to work on prioritizing projects – to be reported on in August Monthly Board Meeting. *Done*
- b. *Bill Wotkyns* – Sign and submit the JHCWC Partner Commitment Letter agreeing FCWID will participate “in-kind”. *Done*
- c. *Tom Segerstrom & Sandy Buckstaff* – Peggy Douglas Property & 810 West Development - Follow up to check the Water Layer Map to determine who owns the ditches and if they are abandoned; proceed to get the process to abandon by working with the State Engineer’s Office. *Done*
- d. *Lexey Wauters* – Work with Brian Schilling (Pathways) before 7/8/19 FCWID Board Meeting to discuss installation of some elevated pathways within District – Decker’s area down to Gregory Lane; check LDR’s to determine if Pathways are exempt even if they are located within the flood plain. *Continued from previous board meetings and to be continued to next board meeting*
- e. *Bill Wotkyns* – Meet with Alder Environmental LLC and Nelson Engineering to create calculations for different Wort Diversion designs. *Continued from previous board meetings*
- f. Report to TCD on expenditures of TCD funds for the prior fiscal year. *Done.*

X. Executive Session: Executive session took place @ 11:00 a.m. and ended at 11:12 a.m.

- a. After the Executive Session, Bill Wotkyns summarized, addressing the requested need for the Administrative Manager, Alice Widdess, to reduce the level of detail contained in the board minutes and board packets and streamline her efforts.

- b. **ACTION ITEM:** Bill Wotkyns and Johnny Ziem to meet with Alice Widdess to discuss.

XI. Adjournment: Sandy Buckstaff made a motion to adjourn the meeting; Johnny Ziem seconded the motion; meeting adjourned at 11:25 a.m.

Respectfully submitted:

Alice Widdess
Alice Widdess, FCWID Administrative Manager

The Minutes have been approved:

<u><i>Wotkyns</i></u>	<u><i>9/9/19</i></u>
Chairman	Date
<u><i>Johnny Ziem</i></u>	<u><i>9/9/19</i></u>
Treasurer	Date