

## FCWID & TCD Joint Calendar 2023

UPDATED: 7-3-2023

### January

#### January 12 - FCWID Monthly Meeting

For January 2023 - "Beginning January 1, 2018, at the first regular subsequent director election, the board shall determine by lot from among its membership, three (3) members to serve terms of four (4) years and two (2) members to serve terms of two (2) years). Thereafter, as these initial terms expire, the members of the Board of Directors shall be elected for terms of four (4) years. No current term of any director shall be affected by any modification made under this subsection. The Teton Conservation District Board of Supervisors shall conduct these elections EVERY OTHER YEAR."

#### **ACTION REQUIRED:**

- FCWID Treasurer shall obtain bonding as determined by the FCWID Board of Directors. Refer to W.S. 38-2-101 re: reporting of bond requirements to the County Treasurer and W.S. 41-8-112 **DONE**
- FCWID to update all bank account signers with financial institutions **DONE**
- FCWID treasurer to update Statement of Investment Policy and seek approval from FCWID Board of Directors **DONE**
- COIs renew: MountainX 1-3-23, FC Excavation 1-1-23 **DONE**

### February

#### February 9 - FCWID Monthly Meeting

#### **ACTION REQUIRED:**

- Annual Report due to Teton Conservation District by March 1, 2023, refer to W.S. 41-8-112(b) for report requirements **DONE**
- Prepare draft budget request for TCD, along with preliminary reconciliation of previous fiscal year expenditures **DONE**
- Update FCWID Wintertime Action Plan document **DONE**

### March

March 1 – Annual Report due to TCD **DONE**

March 9 – FCWID Monthly Meeting

March 15 - TCD/FCWID Joint Quarterly Board Meeting (*Quarterly Treasurer's Report and Activity Summary to be submitted to TCD for joint meetings, refer to W.S. 41-8-112(b) for report*)

#### **ACTION REQUIRED:**

- Prepare FY 2024 budget: Review current District Member roster to determine number of any new properties

## April

**April 13 - FCWID Monthly Meeting** (review FCWID Board of Director bonding coverage)

### **ACTION REQUIRED:**

- April 1 - Annual report due to TOJ providing a complete overview on all measures employed for wintertime care, wintertime maintenance, and costs associated with emergency wintertime actions **DONE**
- April 1 - Draft budget and plan of work due to Teton Conservation District (for TCD 2024 budget) **DONE**
- April 30 - List of FCWID Board of Directors, respective terms, and contact information due to County Commissioners and County Clerk, refer to W.S. 22-19-113; provide general contact information for the district **DONE**
- LGLP insurance application due May 3 **DONE**

## May

**May 11 - FCWID Monthly Meeting**

### **ACTION REQUIRED:**

- Draft Budget due to Teton County Commissioners, Teton County Clerk, Teton County Assessor, TCD & Dept. of Audit by June 1, 2023, refer to W.S. 9-1-507(a)(viii) **DONE**.
- Prepare - FCWID Final Report for Teton Conservation District - Expenditures of TCD Funds (due to Teton Conservation District by June 1, 2023 (for TCD's FY 2023 Report) **DONE**

## June

**June 8 - FCWID Monthly Meeting** (Finalize Draft Budget FY 2024)

**June 21 -TCD/FCWID Joint Quarterly Board Meeting** (*Quarterly Treasurer's Report and Activity Summary to be submitted to TCD for joint meetings, refer to W.S. 41-8-112(b) for report requirements*)

### **ACTION REQUIRED:**

- June 1 - Draft budget due to Teton County Commissioners, Teton County Clerk, Teton County Assessor, TCD & Dept. of Audit **DONE**
- June 1 - FCWID Final Report for Teton Conservation District - Expenditures of TCD Funds due to TCD (for TCD's FY 2023 Report) **DONE**
- June 26 - FCWID to advertise the FY 2024 Draft Budget Hearing in the *JHN&G Weekly Legal Section* in WORD document. **DONE**
- FCWID insurance through Local Government Liability Pool expires June 30, 2023 **DONE**

## July

### **July 1 - Start of fiscal year**

### **July 13 - FCWID Monthly Meeting with budget hearing preceding it**

July - (FCWID Director Election takes place every other year; this would apply to July 2023). Send Director Election proclamation to JH News & Guide for publishing. Proclamation to be published in the paper during the first weeks of July. Refer to W.S. 22-29-112 and 22-29-113.

#### **ACTION REQUIRED:**

- July 13, 2023 - 8:30 a.m. FY 2024 FCWID Budget Hearing- on or before Third Thursday in July (July 20, 2023) + Publication Notice, refer to W.S. 16-4-109 **DONE**
- July 15 - Request voter registration list from county clerk for FCWID Board of Director's election **DONE**
- July 15 - Request qualified elector list from county clerk for FCWID Board of Director's election **DONE**
- FCWID Monthly Meeting - Approve and adopt FINAL FY 2024 Budget (*Operationally speaking, Final FY 2024 Budget must be approved in order to pay current vouchers*). Submit to County Clerk within 3 business days **DONE**
- Update Special District Electronic Budget form with FY 2023 actual numbers, update FY 2024 budget with increased bonding requirement, change form to Final Budget, and submit the completed form to the Wyoming Department of Audit, Teton County Clerk, TCD, and Teton County Commissioners no later than close of business on July 30, 2023. **DONE**
- Per terms of MOU with TOJ and TCD, need to notify TOJ of any assessment that the WID intends to levy and collect in accordance with W.S. 41-8-113(a)(i) **DONE**
- July 24 - Report due (always on or before 4th Monday in July) to Teton County Assessor containing the following information:

Must report the specific assessment amount to be applied to each parcel; use a spreadsheet to detail the information. Include list of properties by name, assessor account number (not PIDN or tax ID), and assessment amount per property. Do not include TOJ or TCSD in the assessment roll.  
Total assessment to be collected.  
Current contact information for FCWID Board Members (name(s), phone number(s), and email address(es)). Only need to provide information for Board Members that may need to be contacted by FCWID members for questions on assessments.  
Copy of FY 2024 budget. **DONE**
- July 31- RENEW revised bonding increases to \$100,000 for FCWID check signers **DONE**
- Prepare FCWID Final Report for Teton Conservation District - Expenditures of TCD Funds (due to Teton Conservation District by August 1, 2023 for TCD's FY 2023 Report) **DONE**

## August

### **August 10 - FCWID Monthly Meeting**

#### **ACTION REQUIRED:**

- August 1- Submit Invoice to TOJ for 2024 Budget Request **DONE**
- August 1 - FCWID Final Report for Teton Conservation District- Expenditures of TCD Funds due to TCD (for TCD's FY 2023 Report) **DONE**

- August 14 - Create and provide Liz Collins (TCD) with the election entities list and mailing labels **DONE**
- PROOF OF CASH - All documents (Operation & Reserve FCWID Bank statements from July 2022 through July 31, 2023 with check images and check registers) to Linsenmann & Linsenmann by first week in August **IN PROGRESS**
- Census form F-32 due to Wyoming Department of Audit, Public Funds Division by September 30, 2023 **DONE**
- Annual Audit, Accountant Review, or Proof of Cash due to Wyoming Department of Audit by September 30, 2023. Refer to Wyoming Special District Handbook and W.S. 9-1-507 for reporting requirements **IN PROGRESS**
- COIs renew: Ridgeline 8-15-23, Yellow Iron 9-1-23 **DONE**

## September

### **September 14 - FCWID Monthly Meeting**

### **September 20 - TCD/FCWID Joint Quarterly Board Meeting - Field Trip**

*(Quarterly Treasurer's Report and Activity Summary to be submitted to TCD for joint meetings, refer to W.S. 41-8-112{b} for report requirements)*

#### **ACTION REQUIRED:**

- Verify current Certificates of Insurance from all excavators on list that FCWID uses for flood mitigation
- September 30 - Census form F-32 + Budget Hearing Notice due to Wyoming Department of Audit, Public Funds Division
- September 30 - Emergency Wintertime and Spring Runoff Action Plans due to Town of Jackson
- September 30 - State Dept of Audit census report due (fill out online)

## October

### **October 12 - FCWID Monthly Meeting**

#### **ACTION REQUIRED:**

- October 1 - Create and provide Liz with the *final FCWID election ballot list* and mailing labels
- October 31 - Annual Report Summary, Proof of Cash, Self-Audit and/or CPA reports due to Wyoming Department of Audit, Public Funds Division and Teton Conservation District (for our records), refer to Wyoming Special District Handbook and W.S. 9-1-507 for reporting requirements.

## November

### **November 9 - FCWID Monthly Meeting**

#### **ACTION REQUIRED:**

- November 1 - Invoice TCSD No. 1: "Flood Mitigation" PID N: 22-40-16-1-08-017; Account R0020001 (using FCWID Property Tax Assessment Amount)

## December

### **December 14 - FCWID Monthly Meeting**

### **December 20 - TCD/FCWID Joint Quarterly Board Meeting**

*(Quarterly Treasurer's Report and Activity Summary to be submitted to TCD for joint meetings, refer to W.S. 41-B-112(b) for report requirements)*

#### **ACTION REQUIRED:**

- COIs renew: Feuz 12-31-23, Mountain X 1-3-24, and FC Excavation 1-1-24
- December 21 - Review of 2022 COMPLIANCE CHECKLIST; signing off by FCWID & TCD Board of Supervisors