**FCWID BOARD OF DIRECTORS MEETING**

**June 13, 2016**

**9:00 – 10:30 AM**

**Teton Conservation District Offices**

**420 W. Pearl Avenue, Jackson, WY 83001**

*In Attendance - FCWID: Bill Wotkyns, Franz Camenzind, Lance Ash, Larry Pardee, Sandy Buckstaff, Alice Widdess; PUBLIC: Joe Burke, Len Carlman*

**MINUTES OF MEETING** (Draft)

1. **The meeting was called to order @ 9:00 AM by Bill Wotkyns, Chairman.**
2. **Approval of Minutes (5/9/2016)**
   1. Larry Pardee made a motion to approve the minutes of 5/9/2016; Franz Camenzind seconded the motion; approval passed by unanimous vote of 5-0.
3. **Treasurer’s Report** *(Lance Ash)*
   1. **Bank account reconciliation, FIB Bank Statement, and Financial Reports (Budget)**
      1. Lance Ash stated he has reviewed the documents and they meet with his approval.
      2. He pointed out this will be our final report for FY 2016, as there will be no more expenses to be paid or additional revenue received.
   2. **Final Budget FY 2016** 
      1. Lance Ash reviewed the final expenses and revenues for FY 2016 and expressed they represent sound fiscal responsibility on the part of FCWID.
   3. **FY 2017 Budget** 
      1. Lance Ash proposed one change to the FY 2017 budget in the Board Packets.
         1. In order to get to an assessment amount of $240 for 164 District properties, he proposed changing the $24,350 for the Administrative line item to $24,360. Making that change increases the total revenue to $93,360 with a net profit of $12,510 and revises our checking account end-of-the-year balance to $19,789.35.
         2. Larry Pardee made a motion to approve this change to the FY 2017 budget; Sandy Buckstaff seconded the motion; motion was approved by a unanimous vote of 5-0.
      2. Lance Ash made the following motion for a resolution:
         1. That the Flat Creek Water Improvement District Board of Directors approve the establishment of a reserve account for the Flat Creek Water Improvement District. The purpose of the reserve account is to hold funds for unexpected or emergency expenses and for Flat Creek flood mitigation;
         2. That the Flat Creek Water Improvement District Board of Directors approve the establishment of a non-interest-bearing checking account with First Interstate Bank for purposes of holding reserve funds;
         3. That the Flat Creek Water Improvement District Board of Directors grant to William H. Wotkyns, Franz Camenzind, and Lance Ash the power to execute any bank documents that First Interstate Bank may require to be executed in order to establish the reserve fund bank account;
         4. That the Flat Creek Water Improvement District Board of Directors authorize William H. Wotkyns, Franz Camenzind, and Lance Ash to be signers on the reserve fund bank account;
         5. That the Flat Creek Water Improvement District Board of Directors require that withdrawals from the reserve fund bank account be made by check only and that all check drafts be signed by any two of the authorized signers;
         6. That the Flat Creek Water Improvement District Board of Directors approve issuance of a $15,000 check from the district’s operating checking account, that the check be made payable to Flat Creek Water Improvement District, and that said check be deposited into the newly-established reserve fund bank account.

Discussion took place on whether to make the account a non-interest-bearing or an interest-bearing account. Decision was reached to keep the reserve account as a non-interest-bearing account, and it could be changed to interest-bearing in the next fiscal year, after proper evaluation.

Larry Pardee seconded the above motion; motion passed by a unanimous vote of 5-0.

**ACTION ITEM:** Lance Ash will move $15,000 into the reserve account and this will not be a voucher-based transaction.

**ACTION ITEM:** Alice Widdess to complete the draft of Minutes from today’s meeting and obtain them before the end of this month in order to document the above motion.

* 1. **Updated Calendar**
     1. Lance Ash reports he has made recent changes to the calendar to update deliverables (i.e., Director Election process, final updated FY2017 budget sent to WY Dept. of Audit).

1. **Approval of Vouchers** *(Lance Ash)*
   1. Lance Ash has reviewed the vouchers and finds them accurate.
   2. Lance Ash pointed out the one check that is going to the Teton Conservation District for the leftover funds from the Flat Creek Winter Data Collection.
   3. Larry Pardee made a motion to approve the payment of all vouchers; Franz Camenzind seconded the motion; motion passed by a unanimous vote of 5-0.
2. **Comments from Public**
   1. Joe Burke expressed his appreciation for all the work that has been accomplished by the FCWID this past fiscal year.
3. **Flat Creek Corridor Overlay (FCCO)**
   1. Len Carlman, Snake River Fund, thanked the FCWID board for its work accomplished on Flat Creek and he presented a short summary on the status of the FCCO document.
      1. Bill Wotkyns pointed out that our board members have had the opportunity to read through the document, that Sandy Buckstaff has given comments to Mike Welch, and that further comments from other members of the FCWID board will be given to Len Carlman and Mike Welch.
      2. Len Carlman pointed out that our community can do a better job with the Flat Creek oversight than has been done in the past, and the purpose for their outreach to FCWID is to promote a grassroots effort.
      3. Bill Wotkyns inquired what levels of engagement by the FCWID were expected by the Snake River Fund, since some of the areas addressed in the FCCO are out of our district?
         1. Len Carlman requested all levels of engagement through suggestions, comments, and input will be appreciated.
      4. Bill Wotkyns requested the FCCO document be sent in a WORD document, so that FCWID board members could note their comments and edits.
         1. **ACTION ITEM:** Len Carlman to send the document in WORD to Alice Widdess who will forward to the board members so they can proceed with their edits/comments.
      5. Franz Camenzind inquired where the Snake River Fund sees this FCCO document going?
         1. Len Carlman explained it is proceeding in an administrative direction (i.e., Tyler Sinclair would review it and it would become an amendment to the LDRS). The end result desired is for the Town of Jackson to “own it.”
         2. Len Carlman expressed that the FCCO will have a greater chance of getting passed if they work with land owners, stakeholders, FCWID, TCD, and other community organizations to create a solid document to present.
      6. **ACTION ITEM:** Bill Wotkyns requested this item be on the next month’s agenda for FCWID Board of Directors.
4. **Preliminary Proposal for Flat Creek Winter Data Analysis – Edward Kempema & Robert Ettema - $7,500**
   1. Bill Wotkyns reported that Carlin Girard wants to be involved in the Flat Creek Winter Data Analysis, to help ensure Drs. Kempema and Ettema are provided everything needed to complete their analysis.
   2. Discussion took place on the timeline and price for the analysis, and Bill Wotkyns expressed doubt that any things Carlin recommends be included for the Phase I analysis would change the price of $7,500; however, he does see there could be changes for Phase II of the analysis, which Bill doesn’t see taking place until next year. He added that he doubts we will see any easy solution recommended from one year’s worth of data collection.
      1. Bill Wotkyns pointed out we have a budget of $30,000 (funds requested from the Teton Conservation District) for next year’s data collection.
      2. Discussion continued on proceeding with any changes to the proposal submitted, noting that there could be additions or subtractions for any work Carlin recommends. Bill Wotkyns suggested he work with Franz Camenzind and Sandy Buckstaff to determine if there would be any substantial changes to the proposal that would change the scope of work and that this could be brought back to the board at next month’s meeting. He also expressed it is urgent to move forward with a vote on the submitted Scope of Work in order to move forward with Drs. Kempema & Ettema’s work. Franz Camenzind mentioned the importance of moving forward and that the board authorizes the work for Phase I and that it is premature to discuss Phase II. Lance Ash suggested a cap on the price of Phase I, state that Phase I is estimated to be $7,500, and that the project will not exceed $7,500 without prior written approval.
   3. Larry Pardee made a motion to approve the submitted Scope of Work Preliminary Proposal for Flat Creek Winter Data Analysis, subject to any minor changes from Carlin Girard or the TCD, and that the project is not to exceed $7,500 without prior written approval; Sandy Buckstaff seconded the motion; motion passed by a unanimous vote of 5-0.
5. **TCD/FCWID Quarterly Joint Board Meeting (6/9/16) Updates**
   1. Bill Wotkyns summarized the Quarterly Joint Board Meeting of June 9, 2016.
      1. Sandy Shuptrine brought up at that meeting the report of Emily Hagedorn’s that was circulated at our October 2015 FCWID Board Meeting concerning assessments in special districts and what is the procedure if we have a project that makes improvements to the creek.
   2. Bill Wotkyns suggested that he contact our legal counsel, Matt Turner, to do an evaluation on how we are planning to assess our district members with a flat fee and to get an approved assessment strategy if we have a special project that needs to be funded by district members, following WY State Statutes. He will also get clarification if our reserve account excludes any projects. Lance Ash requested to be part of that meeting with legal counsel.
   3. Discussion followed on possible small FCWID projects where we use money from our cash position ( e.g., the Kaz Hashimoto property, where we create a new landing strip to get into the creek) and whether it can be done without the process of evaluations of the property. Is this an improvement to private property?
      1. Sandy Buckstaff reported on his rough estimate of the costs for creating a path to the creek for flood mitigation through Kaz Hashimoto’s property.
         1. **ACTION ITEM:** Sandy Buckstaff is to refine his estimate and report back to the FCWID board at the next meeting.
      2. Larry Pardee asked if we make these improvements to Kaz Hashimoto’s property, are we requesting a permanent access easement that would become a part of the sale of the home?
         1. **ACTION ITEM:** Bill Wotkyns to obtain a boiler plate Access Easement Agreement from Matt Turner.
         2. **ACTION ITEM**: Sandy Buckstaff to send Bill his copy of a standard Easement Agreement.
   4. Larry Pardee updated the board on proposed Pathways bike path improvements where there has been flooding from the creek and that Brian Schilling had made a proposal to the electeds on some recommended improvements (i.e. raised walkways).
      1. **ACTION ITEM:** Larry Pardee is to obtain more information from Brian Schilling and report back to the board.
6. **FCWID Recap Letter to District Members**
   1. Franz Camenzind summarized the proposed recap letter to Flat Creek District Members stating the purpose of the letter is to prepare them for the assessment.
   2. Tasks were discussed to prepare the letter, and assignments were made with each person submitting their section to Alice Widdess and she will format into a draft letter that will be presented to the Board at our next meeting on July 11, 2016: (see following **ACTION ITEMS)**
      1. Financial section – Lance Ash.
      2. Project section – Sandy Buckstaff.
      3. Administrative – Franz Camenzind and Bill Wotkyns
      4. Director Election – Alice Widdess.
   3. Joe Burke reported that communications are needed with the district members. At his last HOA meeting there was some mention of grants as an avenue for funding for creek mitigation.
      1. Grant needs were discussed by the board and the fact that the state is cutting back on funding through grants.
   4. **ACTION ITEM:** A public meeting for District Members will take place in August/September 2016.
7. **New Business –** There was no new business to be discussed.
8. **Executive Session (if required)** – There was no need for an Executive Session.
9. **Adjournment of Meeting** 
   1. Lance Ash made a motion to adjourn the meeting; Larry Pardee seconded the motion; the meeting was adjourned at 10:15 AM.

Respectfully submitted, ***The Minutes have been approved:***

Alice Widdess, FCWID Administrative Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Chairman Date*

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*Treasurer Date*