



**Teton
Conservation
District
Est. 1946**

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Teton Conservation District (TCD) April 2024 Board Meeting

April 17, 2024 at 1:00 p.m. | Location: 420 W. Pearl Ave., Jackson

TCD Board and the public are invited to join the meeting in-person at our office at 420 W. Pearl Ave. or online.

If joining the meeting by computer or tablet, go to: <https://us02web.zoom.us/j/89455197286>

If joining the meeting by phone, dial one of the following phone numbers: (669) 900-6833, (253) 215-8782

If calling by phone, you will be prompted to enter this Meeting ID: 894 5519 7286

MEETING MEMBERS:

TCD Board Members: Bob Lucas, Dave Adams, Roby Hurley, Nate Fuller, Cate Watsabaugh

TCD Associate Board Members: Steve McDonald, Elizabeth Barczynski, Bob Weiss

TCD Staff: Robb Sgroi, Morgan Graham, Emily Smith, David Lee, Carlin Girard, Liz Collins, Holly Shuss

Partners and Guests: Todd Stiles (Bridger-Teton National Forest), Tanya Anderson (Town of Jackson), Jodie Pond (Teton County Interim Administrator), Simon Teaff (NRCS District Conservationist), Ashley Paulsrud (Wyoming Office of Homeland Security), Sandy Buckstaff (Flat Creek Watershed Improvement District)

AGENDA:

<u>1:00 p.m.</u> Agency Reports, Guests, and Public Comment	30 minutes
Tanya Anderson (Town of Jackson)	
Jodie Pond (Teton County)	
Simon Teaff (NRCS)	
Minutes and Treasurer's Report	10 minutes
Board Reports	10 minutes
Staff Reports and Action Items	90 minutes
Holly Shuss	
Robb Sgroi	
Morgan Graham – RFP for Teton County Cover Type Mapping Update	
Emily Smith	
David Lee	
Liz Collins – Graphic Design Agreement for Spanish Mountain Neighbor Handbook	
Carlin Girard – Thaw Well Grant Agreement, FY25 Draft Budget	
Old and New Business	10 minutes
1) Idling, 2) Recycling building materials, 3) Forest Service Office Space	
Executive Session	10 minutes
<i>(Move to enter into executive session under Wyoming State Statute 15-1-1-5 and 16-4-405 for the purpose of discussing one or more of the following: legal consultation and matters, appointment and personnel matters, national security, licensing or examinations, real estate transactions, donations, or other information classified as confidential by law.)</i>	

Teton Conservation District (TCD) March 2024 Board Meeting Minutes
March 20, 2024 | 420 W. Pearl Ave., Jackson, WY

Attendees:

TCD Board Supervisors: Dave Adams, Roby Hurley, Nate Fuller, Bob Lucas (arrived at 2:06 p.m.)

Associate Board Members: Bob Weiss, Elizabeth Barczynski

TCD Staff: Robb Sgroi, Morgan Graham, David Lee, Carlin Girard, Liz Collins, Holly Shuss, Emily Smith

Guests: Tanya Anderson* (Town of Jackson), Todd Stiles (Bridger-Teton National Forest), Scott Kosiba* (Friends of the Bridger-Teton), Jesse Rauch (Flat Creek Watershed Improvement District, public), Chris Colligan (Teton County), Michael Scheller (Garlic Fete), Ernie Cockrell (YY Management, Pinto Ranch), Dan Greenblat (public)

**Denotes online attendee*

Call to Order: Roby called the meeting to order at 1:02 p.m.

Public Comment: None

Guest Reports:

Tanya Anderson (Town of Jackson): Karns Meadow Update: Tanya reported that the Town Council, during their March 18, 2024 meeting, instructed staff to collaborate with the Land Trust to work on changing the conservation easement language at Karns Meadow to disallow a future parking garage while allowing a parking lot and accommodating the historic cabin on the site. Animal Ordinance: The Council directed staff to review the codes governing backyard chickens and bees in the Town of Jackson. So far, public feedback has highlighted concerns about attracting bears.

Todd Stiles (Bridger-Teton National Forest): Hiring Update: Todd noted the forest's positive trend in hiring more full-time specialists, aiming to transition seasonal workers into permanent roles. Forest Service Plan Revision Update: Todd provided an overview of the ongoing plan revision process, highlighting key leaders and staff involved. He expressed a desire to engage the Teton Conservation District, emphasizing the plan's significance in shaping the Forest's trajectory for the next 20 to 30 years.

Simon Teaff (Natural Resources Conservation Service- NRCS): Simon was unable to attend, but Carlin and Robb shared that they are currently planning for the upcoming annual Local Working Group meeting with NRCS.

Chris Colligan (Teton County): Water Quality Management Plan: Chris shared that the Water Quality Management Plan was presented to the County Commissioners last week, and thanked Carlin Girard and David Lee for their key involvement on drafting the plan over the last 3 years. Chris is planning to lead the Water Advisory Committee and will request TCD's participation on the committee. Hiring and Budget Update: A new Water Resources Coordinator will begin work next Monday. Next year's proposed water quality budget is \$1.7 million, including work for sewer/septic connections, Munger Mountain sewer line acquisition, professional services, and Hoback water support.

Dan Greenblat (Member of the Public): At 2:46 p.m. Robb introduced a member of the public, Dan Greenblatt, who served as the visitor center manager at Colter Bay for 20 years and lives in Moran, WY with his family.

February 2024 Meeting Minutes: Dave moved to approve the February 2024 Board Meeting Minutes. Nate seconded. The motion carried 3-0.

February 2024 Treasurer's Report: Dave reviewed February's 2024 Treasurer's Report:

- Checks numbering 21436- 21483 dated 2/1/2024-2/30/2024: \$214,351.96
- Credit card charges: \$2,562.65
- Net credits for the month: \$98,725.83
- Operating Reserves Account Balance: \$502,011.64

- Committed Funds Savings Account: \$420,539.70
- Reconciled General Fund Checking Balance: \$1,337,332.85

Nate moved to approve the February 2024 Treasurer's Reports. Dave seconded. The motion carried 3-0.

Board Reports:

Dave: WACD (Wyoming Association of Conservation Districts): WACD is monitoring property tax relief bills that Governor Gordon may veto. Gordon signed a bill regarding special district compliance with Department of Audit, which will waive the previous mandate to dissolve the FCWID. The proposed bill regarding funding for conservation districts might be up for discussion during an interim session.

Roby: Roby reported attending the Teton County Water Quality Management Plan presentation to the County Commissioners and joining Trout Unlimited on a reclamation site visit to the Sewell Bank Stabilization Project.

Line-Item Funding Request:

Garlic Fete Agriculture Support: Michael Scheller from Garlic Fete (Alta, WY) is seeking financial assistance for his garlic production operation, specifically to purchase a freeze dryer. The Schellers were present, provided further details on their application, and addressed inquiries.

Dave moved to award \$1,997.50 from the FY 2024 'Land Program Area: Small Acreage Agriculture' line item to Garlic Fete, in support of the application titled 'Garlic Fete Freeze Dryer'. Nate seconded. There was discussion about the purchase of equipment for farmers, and consideration that this grant fits within the current fiscal year budget. **The motion carried 3-0.**

Pinto Ranch Agriculture Support: Ernie Cockrell, representing YY Management and Pinto Ranch, is seeking financial support for irrigation improvements at Elk Ranch in Grand Teton National Park. Ernie was present, elaborated on the application, and responded to inquiries.

Dave moved to award \$32,912.50 from the FY 2024 'Land Program: Irrigation Infrastructure' line item to Pinto Ranch, in support of the application titled 'Elk Ranch Irrigation Project, Phase 2'. Nate seconded. The motion carried 4-0.

Roby called for a break at 2:47 p.m.

Roby called the meeting back to order at 3:03 p.m.

Granite Falls Support: Friends of the Bridger-Teton is seeking support in reclaiming the Granite Falls parking area. TCD staff, along with Jackson District Ranger Todd Stiles, visited the site in Summer 2023 to discuss reclamation strategies. Todd Stiles and Scott Kosiba were present, provided further details on the application, and addressed inquiries.

Dave moved to award \$10,000 from the Fiscal Year 2024 'Vegetation Program: Native Plant Material' line-item to Friends of the Bridger-Teton, in support of Granite Falls parking reclamation. Nate seconded. Nate requested that if the final report does not align with the initial application, particularly regarding concerns about the completed parking lot being larger than proposed, the awards should not be funded. **The motion carried 4-0.**

Staff Reports: *Please refer to the previous month's board packet to find information items included in written staff reports that were not discussed during the meeting.*

Holly Shuss (Administration Specialist):

Information Items: 1) Wyoming Class Updates: Holly shared TCD is already earning interest on TCD's newly created Wyoming Class account. 2) Banking Update: Holly shared that registration materials are prepared to sign up for Bank of Jackson Hole. There was discussion on the goals of the timeline.

The board, by resolution, directed Holly to proceed with registering TCD to open checking, savings, and credit card accounts through the Bank of Jackson Hole. Refer to the attached document for details.

Robb Sgroi (Land Resources Specialist):

Information Items: 1) Wildfire Risk Reduction Program: Robb presented a funding request from Jackson Hole Fire/EMS, and the board was comfortable including this request in the upcoming budget, based on staff's direction. 2) Air Curtain Burner: Robb shared an update on the permit granted by Wyoming Department of Environmental Quality, and there was some further discussion on the topic.

Morgan Graham (GIS & Wildlife Habitat Specialist):

Information Items: 1) Volunteer Weed Program: Morgan shared an update on the progress of this program, and the goal for increased capacity this summer. 2) GIS/Information Technology: Morgan shared an update on the Teton County ArcGIS Online GIS Hub.

Emily Smith (Natural Resources Technician):

Information Items: 1) PIC Grant Report: Kudos were given to Emily for creating the informative report. There was brief discussion on historical PIC Grant funding mechanisms, to be continued at future budget meetings. 2) Well Test Kits: David shared an update on the partnership with POWJH and their well test program, and how it integrates to TCD's program.

David Lee (Water Resources Specialist):

Action Item: 1) Snake River Fund (SRF) Memorandum of Agreement (MOA) for Hoback River Gage: The MOA between TCD and SRF for pass-through funds to operate the Hoback River streamgage expired in December 2023. SRF remains interested in funding this operation and has renewed the agreement until September 30, 2027, ensuring continued streamflow and temperature records for the Hoback River.

Nate moved to authorize the TCD Board Chair to sign the Snake River Fund Memorandum of Agreement for operation of the Hoback gage and receive \$14,132 in December 2024, \$15,042 in December 2025, and \$15,989 in December 2026 as pass-through to USGS. Dave seconded. Motion carried 4-0.

Liz Collins (Grants and Communications Specialist):

Action Item: 1) Grant Extension Request for Teton Lunch Counter: The board reviewed the extension request from Teton Lunch Counter.

Dave moved to authorize the Executive Director to issue an extension to Teton Lunch Counter for their grant "Containers for Growth" for one-year, making the Final Report date June 1, 2025. Nate seconded. Motion carried 3-1. Bob voted against.

Carlin Girard (Executive Director):

Action Items: 1) Wage and Compensation Study: Carlin shared an update on the proposal submitted for the Wage and Compensation Study, noting that he and Holly have confidence to move forward with Gallagher Benefits Services Inc.

Nate moved to Award the Teton Conservation District Conservation District Wage and Compensation Study to Gallagher Benefits Services Inc. and authorize the Board Chair to review and sign a contract not to exceed \$15,000 for this project. Dave seconded. There was further discussion on the focus of the study and the timeline. **Dave seconded. The motion carried 4-0.**

2) Lower Valley Sub-Division Letter: Carlin shared a draft comment letter pertaining to the sub-division of land at the mouth of Wilson Canyon, on the southern end of the Lower Valley Energy Property, where they are intending to develop workforce housing (see Supplemental Materials).

Dave moved to authorize the Board Chair to sign the sub-division review letter, after incorporating any suggested board changes, for the Sub-division Plat Application for the Lower Valley Workforce Housing, Wilson Canyon Estates (Application #SD2024-0001). Nate seconded. Motion carried 4-0.

3) Wiley Channel Letter: Carlin shared a draft letter to the US Army Corps of Engineers and the Wyoming State Engineers Office requesting they retain the current flows through the Wylie Channel for natural resources and agricultural uses.

Nate moved to authorize the TCD Board Chair to sign the letter pertaining to the Wylie Channel and authorize staff to seek additional signature and send it to the US Army Corps of Engineers and the Wyoming State Engineers Office. Dave seconded. There was some further discussion. **The motion carried 4-0.**

Information Item: 1) Memorandum of Agreement (MOA) Budget: Carlin submitted the draft FY25 MOA budget for the board's review. No suggested changes were made to the budget amounts.

Old and New Business:

- 1) Discussion of advertising PIC vs other TCD grant opportunities
- 2) Idling outreach: Town idling and Park idling
- 3) Recycling building materials by offset of permit costs
- 4) Forest Service Office Space

Executive Session: Dave made a motion to enter Executive Session at 4:24 p.m. Nate seconded. The motion carried 4-0.

Nate moved to adjourn Executive Session and return to the Regular Session at 4:37 p.m. and Bob seconded. The motion carried 4-0.

Regular Session: Dave moved to add the following language to the TCD Employee Personnel Policy pertaining to donation of sick leave, 'Employees may donate sick leave to other employees with the approval of the Board of Supervisors. Employees wishing to donate sick leave shall prepare a memorandum for the Board of Supervisors indicating to whom and the number of days of sick leave the employee wishes to donate. The memorandum, signed by the Board of Supervisors shall be sufficient for adjustment of sick leave hours.' Nate seconded and the motion carried 4-0.

Adjournment: Nate moved to adjourn the regular meeting at 4:38 p.m. and Dave seconded. The motion carried 4-0, commencing the meeting.

Submitted by: _____
Liz Collins Date

Supervisor: _____
Date

Supervisor: _____
Date

Supervisor: _____
Date

DRAFT

Debits across all accounts for the month:

<u>Checks</u>		
March checks #21485-21524		\$138,246.18
<u>Credit Card Charges</u>		
March credit card charges		\$6,564.74
Total Debits for	March	\$144,810.92

Credits across all accounts for the month:

<u>regular income sources</u>		
Mill Levy from Teton County		\$32,557.92
General Fund Checking Interest from Wells Fargo Bank		\$11.88
Committed Funds Savings Interest - Wells Fargo Bank		\$3.47
Operating Reserve Account Interest from First Interstate		\$313.62
Operating Reserve Account Interest from WY CLASS		\$1,566.29
Well Test Kit Sales (11 sales)		\$612.00
<u>other income sources</u>		
Total Credits for	March	\$35,065.18

Account Detail

	APY	
<u>General Fund Checking Account @ Wells Fargo Bank</u>		
Previous Balance		\$1,454,847.53
Interest	0.01%	\$11.88
Deposits		\$48,181.80
Withdrawals		\$210,208.59
Outstanding Checks		\$45,974.43
Deposits in Transit		\$0.00
General Fund Checking Account Balance		\$1,292,820.74
<i>Reconciled QuickBooks Balance</i>		<i>\$1,246,846.31</i>
<u>Committed Funds Savings Account @ Wells Fargo Bank</u>		
Previous Balance		\$420,539.70
Committed Funds In		\$0.00
Committed Funds Out (transferred to checking)		\$15,000.00
Interest	0.01%	\$3.47
Committed Funds Project Funds (without FY interest)		\$405,341.12
Committed Funds Savings Account Balance		\$405,543.17
<u>Operating Reserves Investment Account @ First Interstate Bank</u>		
Collateral Held for Credit Card		\$50,025.00
Previous Balance		\$502,011.64
Funds Moved to WY Class		\$451,986.64
Interest	0.60%	\$313.62
Operating Reserves Money Market Investment Account Balance		\$50,338.62
<u>Operating Reserves Investment Account @ WY CLASS</u>		
Initial Investment		\$451,986.64
Previous Balance		n/a
Interest		\$1,566.29
Operating Reserves WY CLASS Investment Account Balance		\$453,552.93

FY24 Spent to Date & Income - 3/31/2024				75% of FY
	Budget	Jul - Mar '24	Receivables	% of Budget
Income				
Regular Income				
Teton County Mill Levy	2,340,000.00	1,799,816.28	-540,183.72	76.92%
Interest Income	1,000.00	4,347.05	3,347.05	434.71%
Well Test Kit Sales	7,800.00	4,883.26	-2,916.74	62.61%
WDA Annual Base Funding	8,823.50	8,823.50	0.00	100.0%
Unanticipated Income	7,500.00	0.00	-7,500.00	0.0%
Total Regular Income	2,365,123.50	1,817,870.09	-547,253.41	76.86%
Grants & Pass Through Income				
GTNP Gaging Stations	24,393.00	0.00	-24,393.00	0.0%
Hoback Gage-Snake River Fund	11,013.00	11,013.00	0.00	100.0%
Snake River Gage-TU	5,000.00	0.00	-5,000.00	0.0%
Wyoming Water Development SWPP	268,500.00	163,500.00	-105,000.00	60.89%
WDEQ 319 - Fish Crk Wtrshd Plan	20,000.00	20,000.00	0.00	100.0%
FCWID FEMA Thaw Well Grant	500,000.00	0.00	-500,000.00	0.0%
Total Grants & Pass Through Income	828,906.00	194,513.00	-634,393.00	23.47%
Total Income	3,194,029.5	2,012,383.09	-1,181,646.41	63.0%
Expense				
MOA Grants				
Water Program MOA	126,918.50	63,917.00	-63,001.50	50.36%
Land Program MOA	57,100.00	51,000.00	-6,100.00	89.32%
Vegetation Program MOA	70,000.00	65,000.00	-5,000.00	92.86%
Wildlife Program MOA	40,328.00	18,760.00	-21,568.00	46.52%
Sustainability Program MOA	81,000.00	10,000.00	-71,000.00	12.35%
Total MOA Grants	375,346.50	208,677.00	-166,669.50	55.6%
Program Expenses				
Administration Expenses	394,350.00	155,966.54	-238,383.46	39.55%
Communication Program Expenses	63,000.00	19,274.12	-43,725.88	30.59%
Water Program Expenses	882,349.00	186,965.29	-695,383.71	21.19%
Land Program Expenses	508,800.00	216,622.50	-292,177.50	42.58%
Vegetation Program Expenses	187,000.00	31,505.69	-155,494.31	16.85%
Wildlife Program Expenses	45,000.00	0.00	-45,000.00	0.0%
GIS Program Expenses	103,000.00	6.91	-102,993.09	0.01%
Sustainability Program Expenses	10,500.00	0.00	-10,500.00	0.0%
Total Program Expenses	2,193,999.00	610,341.05	-1,583,657.95	27.82%
Payroll Expenses	989,100.00	655,302.48	-333,797.52	66.25%
Total Expense	3,558,445.50	1,474,320.53	-2,084,124.97	41.43%

FY 2024 Budget (MARCH 31, 2024)		Committed Funds Savings Account Items			
Grant Descriptor		Budgeted	Paid Out	Check #	Remaining
Small Water Project Program Projects		Final Report Due			
Lower Snake R. Ranch Bank & Fish Imp.	10/24	\$5,000.00	\$0.00		\$5,000.00
	<i>subtotal</i>	\$5,000.00	\$0.00		\$5,000.00
FY22 Budget Line Items					
Brian & Emily Hager - McCallister Pond Proj.	6/24	\$6,060.62	\$0.00		\$6,060.62
Hoback Clean Water Initiative (Lane Lamure)	6/24	\$60,000.00	\$0.00		\$60,000.00
	<i>subtotal</i>	\$66,060.62	\$0.00		\$66,060.62
FY23 Budget Line Items					
Teton Raptor Center - Native Plant Proj.	2/25	\$2,770.00	\$0.00		\$2,770.00
National Park Service - Air Quality Project	6/24	\$2,088.00	\$0.00		\$2,088.00
	<i>subtotal</i>	\$4,858.00	\$0.00		\$4,858.00
FY24 Budget Line Items					
Lockhart Cattle Co. - Lockhart Water Rights	2/25	\$9,900.00	\$0.00		\$9,900.00
Teton Raptor Center - Sage-grouse Monitoring	2/25	\$3,243.00	\$0.00		\$3,243.00
Wyoming Wetlands Society - Beaver Coexistence	2/25	\$6,200.00	\$0.00		\$6,200.00
Idaho State University - Ramp-Down Consequences	2/25	\$25,000.00	\$0.00		\$25,000.00
JH Airport - Stormwater System Expansion	2/25	\$30,000.00	\$0.00		\$30,000.00
Rafter J HOA - Eastside Irrigation Ditch	2/25	\$4,925.00	\$0.00		\$4,925.00
Leave Liability and Deductibles for FY24	tcd	\$10,000.00	\$0.00		\$10,000.00
	<i>subtotal</i>	\$89,268.00	\$0.00		\$89,268.00
FY22 PIC Grants					
Teton Bighorn Sheep Stewardship Campaign	6/24	\$9,000.00	\$0.00		\$9,000.00
	<i>subtotal</i>	\$9,000.00	\$0.00		\$9,000.00
FY23 PIC Grants					
Trout Unlimited - SRHWG Design	6/24	\$2,500.00	\$0.00		\$2,500.00
UW Fish & WL Coop - Moose Calf Project	6/24	\$20,000.00	\$0.00		\$20,000.00
	<i>subtotal</i>	\$22,500.00	\$0.00		\$22,500.00
FY24 PIC Grants					
Astoria Park Conservancy - Camp Astoria	2/25	\$4,000.00	\$0.00		\$4,000.00
Friends of Pathways - Frontcountry Weed Mapping	2/25	\$3,000.00	\$0.00		\$3,000.00
JH Historical Society - Native Plant Landscaping	2/25	\$8,985.00	\$0.00		\$8,985.00
Nature Conservancy - Phase 4 Fire on Mtn	2/25	\$4,000.00	\$0.00		\$4,000.00
Teton Raptor Center - Sporting Lead Free	2/25	\$2,800.00	\$0.00		\$2,800.00
Orijin Media - Carrying Capacity Film	2/25	\$12,000.00	\$0.00		\$12,000.00
POWJH - 2024 Hoback Water Delivery	2/25	\$12,200.00	\$0.00		\$12,200.00
	<i>subtotal</i>	\$46,985.00	\$0.00		\$46,985.00
FY24 MOA Grants					
Energy Conservation Works	6/24	\$24,000.00	\$0.00		\$24,000.00
Flat Creek Watershed Improvement Dist.	6/24	\$29,017.50	\$0.00		\$29,017.50
Friends of Teton River	6/24	\$17,401.00	\$13,417.00	21324	\$3,984.00
Grand Teton National Park Foundation	6/24	\$10,000.00	\$0.00		\$10,000.00
Integrated Solid Waste & Recycling	6/24	\$29,000.00	\$0.00		\$29,000.00
JH Wildlife Foundation	6/24	\$30,328.00	\$18,760.00	21326	\$11,568.00
Mountain Roots Education	6/24	\$6,100.00	\$0.00		\$6,100.00
Town of Jackson	6/24	\$30,000.00	\$0.00		\$30,000.00
Yellowstone-Teton Clean Cities	MOA 1 of 2 6/24	\$28,000.00	\$10,000.00	21398	\$18,000.00
	<i>subtotal</i>	\$203,846.50	\$32,177.00		\$161,669.50
Grand Total Grant Project Funds					\$405,341.12

Teton Conservation District

4/2/2024 2:09 PM

Register: 10-1020 · Wells Fargo Checking

From 03/01/2024 through 03/31/2024

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/04/2024	21485	Alder Environmental	10-5012 · Water Program Expe...	Inv 4358 - E coli sam...	390.00			1,336,942.85
03/05/2024	21486	Olaus Linn	10-5013 · Land Program Expen...	Linn Ranch Gardens ...	5,500.00			1,331,442.85
03/05/2024			-split-	Deposit			150.00	1,331,592.85
03/06/2024			10-4000 · Regular Income:10-4...	Deposit			50.00	1,331,642.85
03/07/2024	21487	Wyoming Educators' Benefit ...	10-5001 · Administration Expe...	April 2024	8,315.11			1,323,327.74
03/07/2024	21488	Wyoming Retirement System	10-2020 · WRS Retirement Lia...	February WRS Contr...	7,004.68			1,316,323.06
03/07/2024	21489	Blanca Moye	10-5011 · Communication Prog...	Mountain Neighbor ...	1,743.72			1,314,579.34
03/07/2024	21490	Edith Morales Rodriguez	10-5011 · Communication Prog...	Mountain Neighbor ...	1,743.72			1,312,835.62
03/08/2024			10-1025 · Wells Fargo Savings	FY23 LIR - TU GV ...			15,000.00	1,327,835.62
03/08/2024	21491	Jackson Hole Conservation ...	10-5290 · Grants Program:10-5...	TCD PIC Grant	1,000.00			1,326,835.62
03/08/2024	21492	Roby Hurley	10-5001 · Administration Expe...	Interagency Breakfas...	13.96			1,326,821.66
03/08/2024	21493	Brilliantly Done, Inc.	10-5001 · Administration Expe...	Feb Cleaning - Invoi...	300.00			1,326,521.66
03/08/2024	FY24AJE#16		-split-	March direct deposit ...	18.00			1,326,503.66
03/11/2024			10-4000 · Regular Income:10-4...	Deposit			32,557.92	1,359,061.58
03/11/2024			10-4000 · Regular Income:10-4...	Deposit			50.00	1,359,111.58
03/12/2024	21494	WCDEA	10-5001 · Administration Expe...	FY24 WCDEA Dues	175.00			1,358,936.58
03/13/2024	21495	Paul Cluskey	10-5001 · Administration Expe...	Apr, May, Jun 2024 ...	20,898.00			1,338,038.58
03/14/2024	21496	Teton Media Works, Inc.	-split-	Invoice #363362 & 3...	509.00			1,337,529.58
03/14/2024	21497	Local Government Liability ...	10-5001 · Administration Expe...	FY25 Liability Insur...	5,280.00			1,332,249.58
03/14/2024	21498	AlphaGraphics	10-5011 · Communication Prog...	Invoice IX-368875	410.34			1,331,839.24
03/15/2024	21499	MasterCard	10-2000 · Accounts Payable		2,562.65			1,329,276.59
03/15/2024	21500	Carlin E Girard	-split-		3,900.07			1,325,376.52
03/15/2024	21501	David Lee	-split-		2,842.21			1,322,534.31
03/15/2024	21502	Elizabeth A Collins	-split-		2,875.28			1,319,659.03
03/15/2024	21503	Emily P Smith	-split-		2,438.06			1,317,220.97
03/15/2024	21504	Holly Shuss	-split-		3,096.18			1,314,124.79
03/15/2024	21505	Morgan W Graham	-split-		2,401.43			1,311,723.36
03/15/2024	21506	Robert M Sgroi	-split-		3,240.61			1,308,482.75

Teton Conservation District

4/2/2024 2:09 PM

Register: 10-1020 · Wells Fargo Checking

From 03/01/2024 through 03/31/2024

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/15/2024	21507	Electronic Federal Tax Paym...	-split-	83-0247879	6,808.58			1,301,674.17
03/15/2024	21508	Wyoming Retirement System	10-2020 · WRS Retirement Lia...	VOID: Duplicate Ch...				1,301,674.17
03/15/2024	21509	Empower Retirement 457(b)	-split-	3/15/24 Contributions	1,058.33			1,300,615.84
03/15/2024	FY24 AJE#18		10-5001 · Administration Expe...	Morgan & Emily HS...	202.08			1,300,413.76
03/15/2024			10-4000 · Regular Income:10-4...	Deposit			50.00	1,300,463.76
03/19/2024	21512	PAWS Providing Aninal We...	10-5290 · Grants Program:10-5...	FY24 PIC Grant - M...	5,000.00			1,295,463.76
03/22/2024			10-4000 · Regular Income:10-4...	Deposit			112.00	1,295,575.76
03/25/2024	21513	WACD	10-5001 · Administration Expe...	Invoice 6485 - Denta...	478.50			1,295,097.26
03/26/2024	21514	Teton Youth & Family Servi...	10-5013 · Land Program Expen...	FY24 PIC Grant - Re...	9,600.00			1,285,497.26
03/26/2024			10-4000 · Regular Income:10-4...	Deposit			100.00	1,285,597.26
03/27/2024			10-4000 · Regular Income:10-4...	Deposit			50.00	1,285,647.26
03/28/2024			10-4000 · Regular Income:10-4...	Deposit			50.00	1,285,697.26
03/29/2024	21515	Carlin E Girard	-split-		3,900.07			1,281,797.19
03/29/2024	21516	David Lee	-split-		2,842.21			1,278,954.98
03/29/2024	21517	Elizabeth A Collins	-split-		2,875.28			1,276,079.70
03/29/2024	21518	Emily P Smith	-split-		2,438.06			1,273,641.64
03/29/2024	21519	Holly Shuss	-split-		3,096.18			1,270,545.46
03/29/2024	21520	Morgan W Graham	-split-		2,401.43			1,268,144.03
03/29/2024	21521	Robert M Sgroi	-split-		3,240.61			1,264,903.42
03/29/2024	21522	Electronic Federal Tax Paym...	-split-	3/31/24 Payroll	6,808.58			1,258,094.84
03/29/2024	21523	Empower Retirement 457(b)	-split-	3/31/24 Payroll	1,058.33			1,257,036.51
03/29/2024	FY24 AJE#19		10-5001 · Administration Expe...	Morgan & Emily HS...	202.08			1,256,834.43
03/29/2024	21524	Friends of the Bridger Teton	10-5014 · Vegetation Program ...	FY24 Granite Falls R...	10,000.00			1,246,834.43
03/31/2024			10-4000 · Regular Income:10-4...	Deposit			11.88	1,246,846.31

Total Checks: \$138,246.18

Credit Card Reporting for March 2024

TCD Staff	Date	Item	Vendor	Account	Class	Amount
Holly	2/20/2024	Monthly Telephone	Silverstar	Office Utilities	Admin	\$ 276.18
Holly	2/20/2024	Monthly Electric	Lower Valley Energy	Office Utilities	Admin	\$ 136.25
Holly	2/27/2024	Robb Desk Mount	Factory IT	Office Supplies	Admin	\$ 118.13
Holly	3/1/2024	Checks	Intuit	Office Supplies	Admin	\$ 164.77
Holly	3/1/2024	Monthly IT	Factory IT	Computer System Maint.	Admin	\$ 1,720.00
Holly	3/1/2024	Monthly Garbage	Westbank Sanitation	Office Utilities	Admin	\$ 49.64
Holly	3/18/2024	Trash Bags	Smith's	Office Supplies	Admin	\$ 16.95
Holly	3/18/2024	Air purifier	Amazon	Office Supplies	Admin	\$ 252.98
Holly	3/20/2024	Compost trash bags	Amazon	Office Supplies	Admin	\$ 53.29
Holly	3/20/2024	Monthly Telephone	Silverstar	Office Utilities	Admin	\$ 276.42
Holly	3/20/2024	Monthly Electric	Lower Valley Energy	Office Utilities	Admin	\$ 93.61
Holly Total						\$ 3,158.22
Carlin	2/21/2024	Glue	Ace Hardware	Office Supplies	Admin	\$ 2.99
Carlin	2/28/2024	Bathroom Fan Timer	Ace Hardware	Office Fixtures	Admin	\$ 24.99
Carlin	2/29/2024	Timer Faceplate	Ace Hardware	Office Fixtures	Admin	\$ 2.99
Carlin Total						\$ 30.97
Liz	3/5/2024	Promo Pens	4imprint	Ads & Promos	Comm	\$ 168.73
Liz	3/13/2024	Monthly Design Software	Canva	Computer System Maint.	Comm	\$ 12.99
Liz	3/13/2024	jhcleanwater.org Domain	Squarespace	Website	Comm	\$ 12.00
Liz	3/20/2024	Meeting Food	Smith's	TCD Regular Meetings	Admin	\$ 149.53
Liz Total						\$ 343.25
Morgan	2/21/2024	Meeting Food	Albertsons	TCD Regular Meetings	Admin	\$ 87.49
Morgan	3/3/2024	Monthly Aerial Imagery	Amazon	Historical Aerial Imagery	GIS	\$ 0.74
Morgan	3/10/2024	Monthly Subscription	Adobe Creative Cloud	Computer System Maint.	Admin	\$ 63.59
Morgan	3/13/2024	Monthly Subscription	Adobe Acrobat Pro	Computer System Maint.	Admin	\$ 21.19
Morgan Total						\$ 173.01
David	3/4/2024	Calibration Kit Turbid.	Hach Co.	Standards & Lab	Water	\$ 331.00
David	3/7/2024	Lab Turbidimeter	Hach Co.	Standards & Lab	Water	\$ 2,426.00
David Total						\$ 2,757.00
Robb	3/6/2024	Office Paper Goods	Albertsons	Office Supplies	Admin	\$ 44.50
Robb	3/11/2024	Truck Fuel	Shell Oil	Vehicles	Admin	\$ 57.79
Robb Total						\$ 102.29
TOTAL						\$ 6,564.74

BANK RECONCILIATION

Name of Client: Teton Conservation District Statement Date: 3.31.24 HS
 Bank: Wells Fargo Bank Account No: 000-0337175 4.10.24

Prior Month Reconciled Balance	\$ 1,454,847.53	Bank Statement Balance As of	March 31, 2024	\$ 1,292,820.74
Add Credits	\$ 48,181.80	Add Deposits in Transit:		
Total Debits	\$ 48,181.80	Total Deposits		
Sub-Total	\$ 1,503,029.33	Sub-Total		\$ 1,292,820.74
Less Debits		Less Checks Outstanding:		
	210,208.59	(See List Below)	\$ 45,974.43	
Total Credits	\$ 210,208.59	Bank Balance - Per Reconciliation		\$ 1,246,846.31
Bank Balance - Per General Ledger	\$ 1,292,820.74			

Checks Outstanding		
Number	Amount	Name
21469	\$4,427.26	WY Game & Fish - Moose Movements
21483	\$15,000.00	WY Game & Fish - Flat Ck Restoration
21498	\$410.34	Alphagraphics (invoice)
21512	\$5,000.00	PAWS (PIC)
21513	\$478.50	WACD (monthly dental)
21514	\$9,600.00	Teton Youth & Family Services (PIC)
21524	\$10,000.00	Friends of Bridger Teton - Granite Falls
21523	\$1,058.33	Empower Retirement (monthly invoice)
	<u>\$45,974.43</u>	

QuickBooks Reconciliation	
\$ 1,246,846.31	Month End QB Register Balance
Adjustments to be posted in QuickBooks:	
\$ 1,246,846.31	Adjusted QB Register Balance
\$ 1,246,846.31	Reconciled Balance
\$ -	Difference

Holly Shuss, Administrative Manager

Action Items: None

Information Items:

Operations Area: Administration

- **TCD Fiscal Year 2025 Budget:** I have been working on the draft FY25 budget for administrative related items. I have reached out to the Teton County Assessor but have not yet been provided with mill levy projections for the next year. We can expect to see a drastic increase in interest income in the next fiscal year after having moved to higher yield bank accounts at Wyoming Class and Bank of Jackson Hole. Finally, we will not have accurate employee wage information from Gallagher until later this spring, at which point their findings will be available for your consideration of the FY25 wage budget. Aside from those items, I suspect the administrative budget to stay consistent with last year's budget.
- **TCD Insurance Renewal:** We've received information from the Wyoming Educator's Benefit Trust regarding renewal of TCD's Health, Dental, Vision, and Life Insurance. Our current healthcare plan with Blue Cross Blue Shield has increased the plan deductible from \$1,500 to \$1,600 in response to increasing inflation. New premiums will become effective July 1, 2024 at the start of the new fiscal year.
- **Bank of Jackson Hole:** I have provided registration materials to BOJH for account set up. We will begin the process of transitioning all operations away from Wells Fargo and into the new operating accounts.

Upcoming 2024 TCD Calendar of Events:

Apr 17	TCD Regular Board Meeting at TCD Office	1pm – via Zoom/Office
May 22	TCD Regular Board Meeting at TCD Office	1pm – via Zoom/Office
Jun 19	Quarterly Joint TCD/FCWID at TCD Office	12pm – via Zoom/Office
Jun 19	TCD Regular Board Meeting at TCD Office <i>AND</i> TCD Budget Hearing beginning at 1:30pm	1pm – via Zoom/Office

Robb Sgroi, Land Resources Specialist

Action Items: None

Information Items:

Program Area: Vegetation

- **Teton Area Wildfire Protection Coalition (TAWPC):** 1) As a member of the Core Planning Team, I submitted comments for the draft Community Wildfire Protection Plan (CWPP). The contractor will submit the next version of the CWPP by the end of April 2024. 2) Citizen and wildfire ambassador Greg Nelson is taking steps to lead the development of a Smoke Readiness Plan for Teton County. I provided advice on data sources and presenting data and offered suggestions on stakeholder communication. Most agencies offered support providing content for a plan, but the role of leading plan development had been a hot potato until this point.
- **Wildfire Risk Reduction Program:** I am supporting Teton Wildfire Mitigation Team, who is developing a Wildfire Preparedness and Evacuation Plan for Granite Ridge at Teton Village. The existence of subdivision scale plans was a deficit that has been recently addressed through industry and is an area I suggest we continue to support.

Program Area: Land

- **Small Water Project Program (SWPP):** The Wyoming Water Development Commission (WWDC) met to consider statewide SWPP applications. Wyoming Water Development Office staff recommended to WWDC the three TCD applications be approved. WWDC approved the three applications. I virtually attended the meeting and provided brief comments. Discussion was limited to opinion that the project to develop two cisterns of 5,000 gallons capacity each in Hidden Hills Subdivision was possibly inadequate capacity. WWDC will provide grants agreements to TCD in May 2024.
- **Slow Food in the Tetons (SFT):** Aspects of the expansion of the community garden at Wayne May Park are falling into place. TCD and SFT signed a Memorandum of Agreement that outlines rolls and responsibilities on the project. Teton County Jackson Parks & Recreation utilizes a Letter of Authorization for assigning an agent that will work on Town of Jackson lands; TCD awaits Parks & Rec finalizing that document. I am working with stakeholders to discuss design elements of the project, and upon development of a design, a bid and construction process will ensue.
- **Conservation Planting Program (CPP):** Teton Soil Conservation District has a no-till and cover crop program. I asked TSCD and Friends of the Teton River for review and comment of TCD's program. Initial comments are the program looks helpful and simple to use. A comment was to consider support for other regenerative practices, such as conversion from annual to perennial crops, or adding livestock into the cropping rotation.
- **Soil Sampling:** Advice was provided to a rancher for soil sampling and analysis, including what labs provide service and what type of analysis would meet their needs.
- **Range Management & Monitoring:** The Ecological Site Description (ESD) group is progressing with drafting provisional ESDs. Workload was divided into disciplinary areas including vegetation, soils, hydrology, wildlife. I will support the group by drafting technical segments on climatology and recreation.
- **Other:** I attended the Local Emergency Planning's meeting to support revision of the Teton County Hazard Mitigation Plan. The community survey shows wildfire as the

public's greatest concern, with interest in solutions including wildfire mitigation projects and evacuation planning. This strong response could be informative in envisioning TCD's programming, through annual and long range planning.

Morgan Graham, GIS & Wildlife Habitat Specialist

Action Items: None

Information Items:

Program Area: Vegetation

- **Native Plant Month:** For the second consecutive year, TCD grant recipient Kimberly McMorro successfully lobbied Governor Mark Gordon to proclaim April 2024 as [Wyoming Native Plant Month](#). Last year Kimberly also commissioned a [native plant poster](#) distributed to schools. This year she worked with the Wyoming Native Plant Society to create a native plant poster contest for middle schoolers across the state.
- **Perennials for Pollinators Program:** Carlin and I executed an agreement with Piney Island Native Plants to provide native plant plugs to Teton County residents. I worked with Liz to develop outreach materials. Initial interest in the program has been high.
- **Volunteer Weed Program:** I spent time contributing to a presentation from Jackson Hole Wildlife Foundation to the Wyoming Chapter of The Wildlife Society, developing an outreach flier, and creating volunteer data collection protocols with Teton County Weed and Pest. Partners have designated Habitat Heroes as the new name for the program. A cadre of Bridger-Teton National Forest staff have expressed interest in adopting additional areas.
- **Residential Conservation Planting Program:** I advised 2 homeowners on weed control, native plant selection, and establishment.

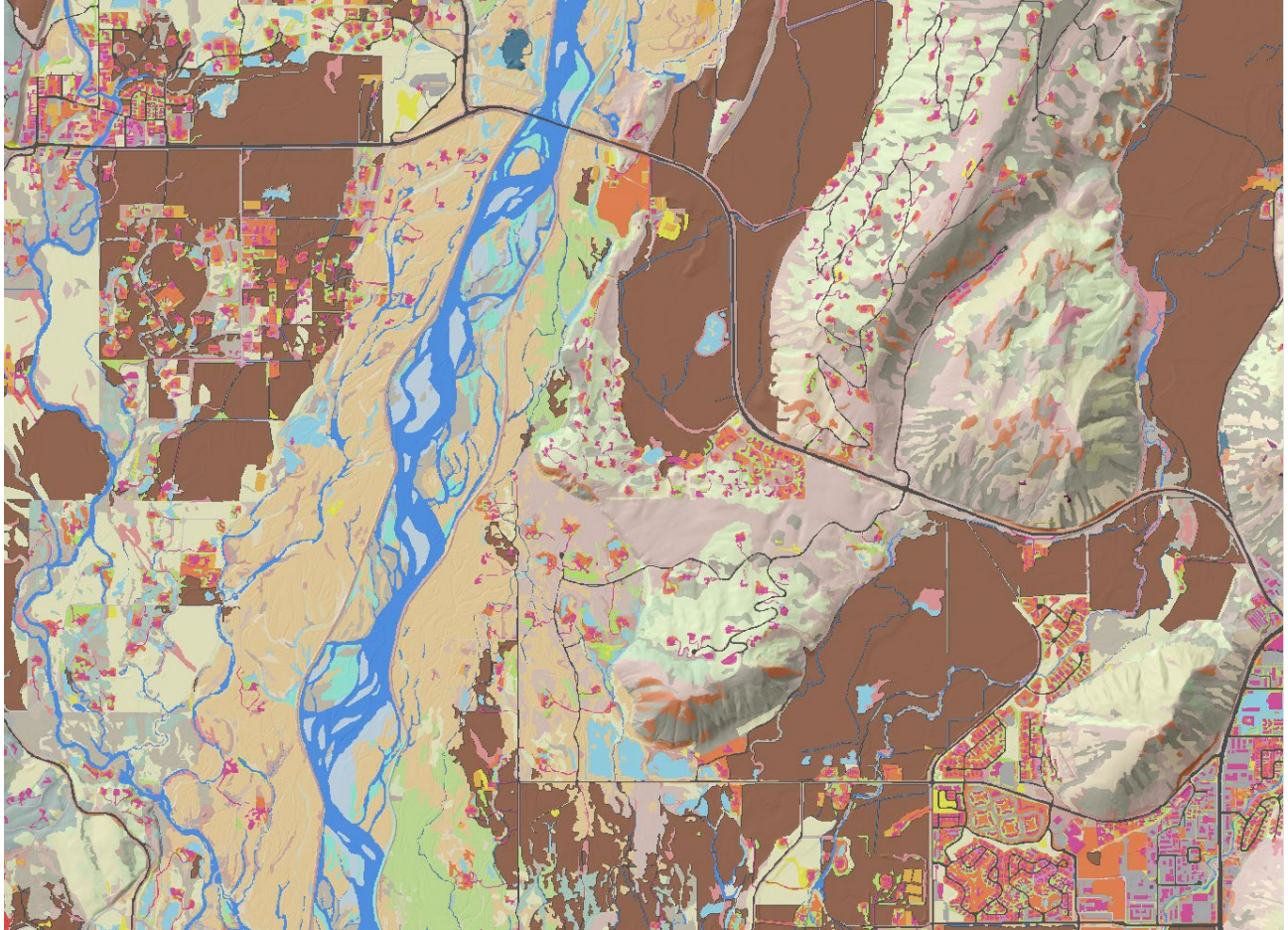
Program Area: Wildlife

- **Sage-Grouse:** The 2024 sage-grouse lek monitoring season began on April 11th and will extend through May 16th.

Program Area: Geographic Information Systems/Information Technology

- **Cover Type Mapping Update:** Carlin and I have developed a draft Request for Proposals to update the 2013 Teton County Vegetation and Non-Vegetation Cover Types Layer (see Supplemental Materials). Feedback is welcome.
- **Teton County GIS:** Carlin and I met with new Teton County GIS Administrator Jansen Lyons to introduce TCD, highlight historical projects, and initiate the conversation on future collaborative projects.

Request for Proposals (RFP): Teton County, Wyoming Cover Type Mapping Update



**Teton
Conservation
District
Est. 1946**

Teton Conservation District Contact Information:

Morgan William Graham: GIS and Wildlife Habitat Specialist

morgan@tetonconservation.org

420 W. Pearl Ave, PO Box 1070, Jackson WY, 83001

Office: 307-733-2110, Fax: 307-733-8179

Request for Proposals (RFP): Teton County, Wyoming Cover Type Map Update

Teton Conservation District (Teton County, WY)

Posted: May 1st, 2024

Bid Due: Submit proposals via email to morgan@tetonconservation.org, no later than **5pm on June 7th, 2024.**

Additional Information: www.tetonconservation.org/employment-and-bid-opportunities

Solicitor Information:

Teton Conservation District (TCD) is tasked with conservation of natural resources within Teton County, WY. This is accomplished through partnerships with local government, citizens, and non-governmental organizations. TCD reserves the right to amend this RFP and postpone submission deadlines.

Introduction:

Effective development, management, and conservation of land requires an accurate inventory and trajectory of existing vegetative and non-vegetative cover types. In 2013 Susan Johnson (Teton County Planning) and Dan Cogan (Cogan Technology, Inc.) spearheaded the publication of the Teton County Vegetation and Non-Vegetation Cover Type dataset (TCCT). The effort classified 87,547 acres of mostly private land into 37 vegetative and 20 land-cover map unit types. It is an indispensable tool for 1) land use planning 2) habitat modeling 3) water quality studies, and 4) wildfire modeling. The project was funded by Teton County, the Community Foundation of Jackson Hole, and Teton Conservation District.

Project Purpose:

The TCCT harnessed 2011 1-foot infrared (IR) imagery from Teton County and 2012 1-meter true color imagery from the National Agricultural Imagery Program (NAIP). Minimum mapping unit ranged from 10 – 200 square feet depending on map unit. It incorporated extensive ground-based verification and accuracy assessment protocols. Updates were envisioned to take place on ten-year intervals as a means of tracking development as well as improving the overall accuracy of the product.

The updated mapping efforts will adhere to protocols and classifications under the National Vegetation Inventory Program (NVIP) to stay consistent with the 2013 project on private lands. In the past ten years, the NVIP has been updated several times. Utilizing the NVIP standard strengthens data compatibility with adjacent federal lands and provides standardized protocols for accuracy assessment and update. Specifically, the National Vegetation Classification Standard (NVCS) allows for a hierarchical multi-scale cover-type description, from continental to backyard, depending on the use case.

The estimated resident population of Teton County increased from 21,414 to 23,232 between 2011 and 2023. Correspondingly, visitation to Grand Teton National Park increased from 2.59 million to 3.4 million in that same time span. Residential and commercial development have followed suit resulting in a need for updated cover type information. This RFP solicits proposals from contractors to complete the following tasks: [A] update and improve the accuracy of existing cover

type map units, [B] leverage updated aerial imagery and ancillary datasets to quantify cover type change [C] incorporate lidar-derived geological and vegetative structure metrics into the cover type dataset, and [D] create final digital spatial data and a narrative report.

Existing Data:

The existing TCCT dataset exists as a geodatabase feature class and is available to be downloaded [here](#). The final report associated with this cover type polygon dataset is can be found [here](#). Accuracy assessment matrices are [here](#). Map units are visible in Appendix I of this RFP.

Three-band color and IR imagery have been regularly captured (most recently in 2022) since the release of the original TCCT. A full lineage of available aerial imagery dates and spatial/spectral resolutions is available [here](#). Many of these imagery datasets can be previewed on the Teton County GIS Hub [Ownership App](#).

2021 Quality-level 1 lidar data can be accessed and previewed via the [USGS Lidar Explorer](#) by searching for “WY_NConverse_5_2020.” Lidar point clouds (LPC), 0.5 meter Digital Elevation Models (DEM), Intensity images, Digital Height Models (DHM), and Digital Surface Models (DSM) are available.

In 2019, TCD published a Surface Water Inventory (SWI). The TCD SWI consists of one polyline and one polygon feature class representing surface water features (rivers, creeks, springs, ditches, lakes, reservoirs, etc.) throughout Teton County. This dataset can be used to refine the accuracy of the TCCT update and can be acquired [here](#).

TCD will compile and provide these and other pertinent datasets on a hard drive to the selected contractor concurrent to the project start date.

Scope of Work:

The selected contractor will work closely with Teton Conservation District (TCD) and Teton County (TC) staff to update cover type map units and quantify change from 2011 – 2022. In addition select datasets will be joined to the cover type map in relational tables to leverage additional data while using the cover type classification. While consultants are encouraged to present alternative approaches to achieve the desired outcome of the project, using the NVIP protocols to meet the Scope of Work and Project Deliverables are firm and must be addressed in the proposal.

Overarchingly, this project requires requisition of existing spatial data and analyses in addition to field verification of vegetation classification results, and finally, narrative reporting. Given that these data are often used to support regulatory decision-making regarding vegetation mitigation and development citing, a high level of quality control and verification of the data is required. TCD expects that the updated dataset will exceed the previous version’s accuracy.

The desktop exercise of generating an updated cover type dataset is the central responsibility (Task [A]) of this contract. Completing this task with a high degree of accuracy is the precursor to achieving all other project tasks. Field verification and finalization of Task [A] will allow for Task [B-D] to be completed.

The final report will need to include a detailed account of all methods and the project background. It will include results of the field verification and accuracy assessment. The report will include any major findings in the generation of the new cover type classification. The report will also provide the narrative, tabular, and spatial results for the cover type change analysis. Reporting will include not only how much changed, but what types of vegetative and non-vegetative change have occurred, in addition to where the changes have occurred. Change will be calculated for individual map units as well as coarser interpretable classes (ie vegetative, riparian, impervious surface, vegetation requiring mitigation, etc.).

Lastly, all digital and narrative products generated during this project will be made available for TCD and delivered via hard drive.

Project Deliverables:

Task [A] - Update and increase accuracy of Cover Type Mapping.

Task [A] will essentially replicate and refine the TCCT dataset from 2013. Consultants are encouraged to present a workflow that uses the NVIP protocol and present any additional options as a supplemental activity. TCD leaves some degree of discretion regarding the need to rerun a complete land cover classification model, or whether the existing TCCT dataset could be improved based upon new imagery, accuracy assessment results, and additional ancillary data.

Task [A] Deliverables include:

- 1) The completion of an updated ground-truthed polygon land cover dataset with an accuracy assessment that demonstrates an overall increase in accuracy over the 2013 map. The 2022 map will likely use the same vegetation classification schema as the previous effort. Any adjustments to attributes will be discussed and approved prior to the final contract and during monthly meetings.
- 2) Associated symbology in .lyr/.lyrx format to enable differentiation of individual map units and generalized map groups.
- 3) FGDC compliant metadata.

Task [B] - Leverage updated aerial imagery and ancillary datasets to quantify cover type change. Proposals should describe a project-area wide methodology and local-level metrics for characterizing the rate of vegetative map unit conversion and measuring the extent and rate of change in non-vegetative/impervious map units.

Task [B] Deliverables include:

- 1) Narrative report of methods and results including map figures.
- 2) Spatial data depicting land use cover changes between the 2013 and updated TCCT.
- 3) FGDC compliant metadata.

Task [C] - Incorporate lidar-derived metrics into the cover type dataset.

The contractor will generate a series of a) standalone raster derivatives and b) relational tables assigning lidar derived attributes to each landcover polygon. Proposals should feel free to suggest metrics in addition to those below that would assist in land use planning, habitat modeling, water quality studies, and wildfire modeling.

Task [C] Deliverables include:

- 1) Slope: Min, Max, Avg
- 2) Aspect: Min, Max, Avg
- 3) Elevation: Min, Max, Avg
- 4) Canopy Height: Min, Max, Avg, map unit and total dataset Percentile Values
- 5) Above Ground Biomass, map unit and total dataset Percentile Values
- 6) Downed Woody Biomass, map unit and total dataset Percentile Values
- 7) Canopy Fuel Loading, map unit and total dataset Percentile Values

Task [D] – Complete geospatial data files and a narrative report.

Deliver a written report summarizing project background, methodologies, analysis results, and conclusions. Both the Cogan Vegetation Map and Grand Teton National Park Cover Type Classification serve as starting templates.

Task [D] Deliverables include:

- 1) Final report in .PDF format.
- 2) Consolidated geospatial data and metadata delivered on external harddrive.

Project Deliverables:

Bid Information:

Applicants are asked to provide a proposal describing a plan of actions to meet the elements of the scope of work. This project has a maximum budget of \$100,000 and maximum timeline of 18 months for completion. Proposals should include a budget that coincides with a detailed summary of the actions the applicant is proposing to satisfy the elements set forth in the Scope of Work.

The best references for this project are:

- 1) [Cogan Vegetation Map](#)
- 2) [Grand Teton National Park Cover Type Classification](#)
- 3) 2012 NAIP Imagery, 2022 Eagleview Imagery
- 4) 2011 IR Imagery, 2022 Eagleview IR Imagery
- 5) National Vegetation Inventory Program Protocols

Proposal Requirements:

- 1) One paragraph describing your ability to work with TCD, Teton County, private land owners, and other stakeholders to provide this community resource.
- 2) A narrative description of your team’s technical ability and experience which will allow you to meet the project goals.
- 3) A proposed workflow for the overarching project and each of the Tasks [A-D].
- 4) A timeframe for completion of the overarching project and each of the Tasks [A-D].
- 5) A meeting schedule from project beginning to project end.
- 6) The project budget must sum to \$100,000 or less, including all costs of contracted services broken out by Tasks [A-D]. Costs must include:
 - a. Hourly rate of staff time for analysis and fieldwork
 - b. Travel
 - c. Overhead
 - d. Meeting costs
 - e. Additional data acquisition costs (optional)
 - f. Sub-contracting costs (optional)
- 7) A statement highlighting any foreseeable problems completing this project, under the direction provided with proposed solutions.
- 8) Three references (Name, Project, Phone, Email) from former or current clients.

Proposal Ranking:

Proposals will be ranked by a team of reviewers, using a scoring matrix that is established in advance of reviewing applications. Elements that will be scored include: overall price and price per unit of work, completeness of the proposal, demonstrated technical ability to complete the scope of work, reference contacts, and demonstrated ability to incorporate quality control.

Fee and Payment:

Cost proposals shall be submitted per the Proposal Requirements within this RFP and shall identify the costs associated with each task and be in the form of a Time and Materials / Not to Exceed \$100,000 as agreed to by the Contractor and TCD. Payment will be made in no greater than monthly increments. The Contractor will invoice TCD at those milestones.

Cost of Submittal Preparation:

Any costs incurred by applicants responding to this RFP in anticipation of receiving a contract award shall be the responsibility of the applicants submitting the response. TCD shall not reimburse the applicants for any such expenses.

Acceptance:

This RFP provides interested professionals with the necessary information to enable them to prepare and submit information for consideration by TCD.

TCD reserves the right to enter into further discussions with any applicants based solely upon the initial response to the RFP and the right to negotiate the cost with the selected applicants if it is deemed to be in the best interest of TCD.

If TCD is unable to negotiate a final scope of services and professional fee with the TCD's first choice, TCD reserves the right to negotiate with other applicants who submitted a response proposal to the RFP.

Consortiums, joint ventures, or teams submitting offers will not be considered responsive unless it is established that contractual responsibility rests solely with one individual, firm, or corporation. TCD will contract with one consultant only in conjunction with the services solicited in this RFP.

DRAFT

Existing Teton County Cover Types

- ☐ Conifer Woodlands and Forests
 - FBS, Blue Spruce Riparian Forest
 - FDF, Douglas-fir Forest
 - FJ, Rocky Mountain Juniper Woodland Stand
 - FLM, Limber Pine Forest
 - FLP, Lodgepole Pine Forest
 - FMC, Mixed Conifer Forest
 - FSF, Subalpine Fir - Engelmann Spruce Forest
- ☐ Deciduous Woodlands and Forests
 - FAP, Aspen Forest
 - FCW, Cottonwood Riparian Forest
 - FOR, Mixed Ornamental and Semi-natural Woodlands
- ☐ Mixed Woodlands and Forests
 - FBAC, Mixed Blue Spruce - Aspen - Cottonwood Semi-natural Planted Woodland
 - FEP, Aspen Forest
 - FEP, Mixed Evergreen - Aspen Forest
 - FRM, Mixed Cottonwood - Blue Spruce Riparian Forest
- ☐ Regeneration Vegetation
 - RAP, Aspen Woodland Regeneration
 - RLP, Lodgepole Pine Woodland Regeneration
- ☐ Shrublands
 - SAI, Alder Shrubland
 - SES, Sagebrush - Antelope Bitterbrush Mixed Shrubland
 - SES, Sagebrush Dry Shrubland
 - SMR, Mixed Tall Deciduous Shrubland
 - SMSD, Sagebrush - Snowberry - Chokecherry - Serviceberry Mixed Shrubland
 - SMSD, Sagebrush Dry Shrubland
 - SRB, Rubber Rabbitbrush Shrubland
 - SSD, Sagebrush Dry Shrubland
 - SSW, Sagebrush / Shrubby Cinquefoil Mesic Shrubland
 - SWL, Willow Shrubland
- ☐ Dwarf Shrublands
 - DSE, Low Sagebrush Dwarf Shrubland
- ☐ Herbaceous Vegetation
 - HA, Herbaceous Aquatics
 - HFD, Montane Mesic Forb Herbaceous Vegetation
 - HFX, Montane Xeric Forb Herbaceous Vegetation
 - HGL, Mixed Grassland Herbaceous Vegetation
 - HGS, Flooded Wet Meadow Herbaceous Vegetation
 - HPG, Mixed Planted and Introduced Grassland Herbaceous Vegetation
- ☐ Sparse Vegetation
 - VCT, Cliff and Talus Sparse Vegetation
 - VEH, Exposed Hillside Sparse Vegetation
 - VRB, Recently Burned Sparse Vegetation
 - VSL, Exposed Shore - Stream Deposit Sparse Vegetation

Existing Teton County, WY Cover Types (cont'd)

Land-use and Land-cover

- NID, Canals
- NLP, Lakes, Ponds, and Reservoirs
- NST, Streams and Rivers
- NVS, Non-vegetated Cobble Bars
- NIPF, Perennially Flooded Agricultural Fields
- NIPI, Irrigated Agricultural Fields
- NIPN, Non-Irrigated Agricultural Fields
- NRDG, Gravel and Dirt Roads
- NRDL, Parking Lots
- NRDP, Paved Paths
- NRDR, Paved Roads
- NSMT, Horse and Ski Trails
- NRDS, Buildings and Driveways
- NRDU, Communications and Utilities
- NRK, Rock Outcrop / Cliff
- NSM, Strip Mines, Quarries, and Gravel Pits
- NSMC, Corrals, Pens, and Outdoor Riding Arenas
- NSMG, Golf Courses
- NSML, Lawns and Landscaping
- NTR, Transitional Areas

Emily Smith, Natural Resources Technician

Information Items:

Program Area: Administration

- **Teton Conservation District Map:** I updated the map illustrating the Teton Conservation District boundary in the lobby of the TCD offices. The new map illustrates the updated boundary.

Program Area: Agriculture

- **Agricultural Mailing List:** I created an updated postal mailing list of properties classified as agricultural, based on the ownership layer in the Teton County GIS hub. The list will be utilized for noticing the Natural Resources Conservation Service (NRCS) Local Work Group meeting.

Program Area: Water Resources

- **Well Test Kit Data:** David and I organized and uploaded the 2023 Well Test Kit data into the SQL database. Of the 132 kits sent in to be analyzed by the Analytical Sciences Lab of the Wyoming Department of Agriculture, only sixteen kits were partially or fully rejected. Notable results include one sample with a lead concentration of 0.00562 ppm, which is below the EPA's maximum contaminant level (MCL) of 0.015 ppm). Three of the 123 Fluoride tests completed registered levels above the EPA's MCL of 4.0 ppm, with the highest being 26.83 ppm. One of the 121 Nitrate samples registered 50.75 ppm, the only one above the MCL of 10 ppm. Lastly, ten kits registered positive for Total Coliforms of 113 tested.

David Lee, Water Resources Specialist

Action Items: None

Information Items:

Program Area: Water

- **2024 *E. coli* Data:** There has been continued strong interest in providing a record of *E. coli* data in Fish Creek and Flat Creek. I have been preparing to collect *E. coli* data in Fish Creek and Flat Creek this season between early May and early September. These data will allow the Teton County Health Department to properly inform and protect swimmers in these waterbodies with signage.
- **Trout Unlimited Multiagency Meeting:** I attended an annual meeting between agency partners and Trout Unlimited to outline fisheries-related work in the Upper Snake and its tributaries. I presented on a recently published article that TCD sponsored by the University of Wyoming on macroinvertebrate sampling methods on the Snake River and updated the group on our plans to collect *E. coli* data and Fish Creek nutrient and biological data this year.
- **Fish Creek Watershed Plan:** We have completed our contract with Alder Environmental pertaining to the drafting of the Fish Creek Watershed Plan. There is additional work to do to get a first draft completed, and it should be provided to WDEQ this spring. We may continue to work with Alder after a revision is requested from WDEQ to finalize the plan. Recent updates include a new map outlining delineated wetlands and water quality data summaries.
- **Teton County Local Emergency Planning Committee:** Carlin, Robb, and I attended the Teton County Local Emergency Planning Committee meeting geared toward a five-year update of the Teton County Hazard Mitigation Plan. We provided data on local disasters, including avalanches, flooding, and drought.
- **Trout Friendly Lawns Business and Certification Event:** Liz and I participated in the Trout Friendly Lawns Certification Event on April 11th. I presented the Trout Friendly Principles and provided relevant water quantity/quality data to the landscaping community. More details about the event will be outlined in the May Board Meeting.
- **Microbial Source Tracking:** We received quantification results for the microbial source tracking data collected in collaboration with Protect Our Water Jackson Hole in 2023. Data analysis is underway, and we are planning to collect more *Bacteroides* data this season to assess potential changes in Fish Creek and Flat Creek.
- **Flat Creek Sediment Fingerprinting Study:** USGS Hydrologist Chris Ellison arrived in Jackson to collect sediment samples from multiple sites, the first step needed to complete a sediment fingerprinting study. We have been notified that we received Clean Water Act Section 205(j) funds to assist this effort. The grant should be awarded this summer.
- **Environmental Protection Agency PFAS Regulation:** On April 10, 2024, the Environmental Protection Agency (EPA) finalized their regulations for six PFAS (per- and polyfluoroalkyl substances) in drinking water. [This link](#) summarizes the regulations. In addition, the state of Wyoming is set to receive \$9,457,000 in Bipartisan Infrastructure Law funding to assist public water systems implement PFAS monitoring by 2027.
- **Annual Leave:** I was out of the office on leave between March 25 and March 29.

Liz Collins, Grants and Communications Specialist

Action Items:

Operations Area: Communications

Spanish Language Mountain Neighbor Handbook (MNH) Graphic Design Contract: We have chosen to sole source Bantam Designs for the graphic design services related to the Spanish Language version of the MNH. Bantam Designs completed the original MNH. The contract and scope of work is being presented for your consideration (see Supplemental Materials).

Suggested Motion: *Move to authorize the Board Chair to sign the Independent Contractor Agreement Between the Teton Conservation District and Bantam Design for the Spanish Language Mountain Neighbor Handbook Graphic Design and commit up to, but not to exceed, \$8,000 from the ‘Communications: Mountain Neighbor Handbook’ line-item.*

Information Items:

Operations Area: Communications

- **Mountain Neighbor Handbook:** I continue to work on the Spanish language version of the Mountain Neighbor Handbook. The contract work is set to be completed in Fiscal Year 2024, with the printing and promotion of the Spanish language version to take place in Fiscal Year 2025.
- **Teton Conservation Visionary Award:** Please submit nominations to me at lizc@tetonconservation.org by May 1st and be prepared to review the nominations at the May 22nd, 2024 TCD Board Meeting.
- **Newsletter:** The Spring 2024 edition of Conservation Currents was sent out on April 9th, 2024. Read and subscribe at tetonconservation.org/conservationcurrents
- **Social Media & Blog:** Highlights include Trout Friendly Lawns, Know Your Well Day, "A Day in the Life of a Moose" short film by Orijin Media, and a blog post by Holly Shuss highlighting our new "In Office Food Waste Composting Program".

Operations Area: Grants

- **FY24 PIC Grants:** Signed Award Letters have been returned to me from all FY24 PIC grant recipients, except for the Coombs Foundation. Unfortunately, some of their partners have backed out of the internship program, and they are working to find a solution. I asked them to be in touch with us as soon as possible if we need to review a variance to the grant.

Program Area: Water

- **Trout Friendly Lawns Certification Event:** A large amount of my time has been working to plan, coordinate, advertise, and execute the Trout Friendly Lawns Landscaper and Business Certification Event, alongside David, and with support from other staff. The event took place on April 11, 2024.

**INDEPENDENT CONTRACTOR AGREEMENT BETWEEN THE
TETON CONSERVATION DISTRICT
AND BANTAM DESIGN
FOR SPANISH LANGUAGE MOUNTAIN NEIGHBOR HANDBOOK
GRAPHIC DESIGN**

THIS INDEPENDENT CONTRACTOR AGREEMENT (the “Agreement”) is entered into this ___ day of April 2024 between Teton Conservation District, a duly organized Wyoming Conservation District, located at 420 W. Pearl Avenue, P.O. Box 1070, Jackson, WY 83001 (the “District”) and BANTAM DESIGN, represented by JESSICA RALEY, (11210 Freund Canyon Rd., Leavenworth, WA 98826), (the “Consultant”), together referenced as the “Parties”.

I – RECITALS

A. The District desires to implement the Scope of Work (as more particularly set forth in the attached Appendix A). The overall goal is to produce a Spanish Language version of the Mountain Neighbor Handbook, as deemed complete by the District. Tasks to achieve that goal are set forth in Appendix A.

B. BANTAM DESIGN, represented by JESSICA RALEY, as the principal investigator, is the consultant selected by the District to provide creative direction and layout of the 52-page Spanish Language Mountain Neighbor Handbook and implement the above-described Scope of Work (Appendix A) under the terms and conditions set forth herein.

II – TERMS AND CONDITIONS

IN CONSIDERATION of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

A. Project. The Consultant will assist the District with the completion of the Spanish Language Mountain Neighbor Handbook in accordance with specific tasks and responsibilities contained in Appendix A, which is attached hereto and incorporated herein by reference. The District will assist the Consultant in accordance with specific tasks and responsibilities contained in Appendix A, including providing the Consultant with complete text content at project initiation and coordinating one round of final copy-editing review. Changes to the Scope of Work in Appendix A may be considered through a formal amendment to this agreement and agreed to by all Parties.

B. Term of Agreement. This Agreement will be in effect beginning May 1, 2024, and will continue until objectives are met, or by July 1, 2024, whichever comes first, provided that this

term is conditioned upon funding availability. In the event that funding becomes unavailable, the District shall immediately advise the Consultant of the same.

C. Payment. Consultant will be paid \$6,500 for conversion to a Spanish Language narrative using the same page count and graphical elements, and additionally, up to \$1,500 for communication and prepress, with the total contract not to exceed \$8,000. The Consultant will be responsible for all costs incurred to perform and meet the Consultant's obligations outlined in Appendix A. The District will be responsible for all costs incurred to perform and meet the District's obligations outlined in Appendix A, including all costs associated with printing. Request for payment by invoice will be made by the Consultant to the District at close of each calendar month. Monthly payment will be made upon submission by the Consultant of monthly activity and upon review and approval of District. No other expenses will be reimbursed unless the District grants prior written approval.

D. Taxes. The Consultant shall submit an IRS W9 Form in-advance, or alongside the first invoice for services. It shall be the sole responsibility of the Consultant to pay federal withholding and social security withholding taxes.

E. Relationship of Parties. The Consultant shall function as an independent contractor in all respects and shall not be considered an employee of the District. The Consultant shall assume sole responsibility for any debts that may be incurred by the Consultant in fulfilling the terms of this contract. The Consultant may hire a sub-consultant for services identified in Appendix A, provided that nothing in this Agreement is construed to create a contractual relationship of any kind between the District and the sub-consultant. The Consultant assumes all responsibility for sub-contracting fees for services identified in Appendix A. The Consultant shall remain the sole point of contact for the District.

F. Assignment. Neither party may assign this Agreement without the prior written consent of the other party.

G. Indemnity and Liability. Each party to this agreement shall bear its own risk of loss, be responsible for its own negligent, willful, or neglectful acts. The District will not indemnify the Consultant under any circumstances. The Consultant shall provide evidence of liability insurance to the District, effective for the term of this Agreement. Nothing herein waives the District's Governmental Immunity.

H. Access to Project Elements. The Consultant shall ensure that representatives of the District have safe access to the project work whenever it is in preparation or in progress and shall provide proper facilities for such access and inspection. The District or any authorized representative shall have access to any books, documents, plans, reports, and other records of the Consultant that are pertinent to the Project for the purpose of making audit, examination, experts, copies and transcriptions thereof. The final Spanish Language Mountain Neighbor Handbook and all the photos, illustrations, graphics, data, written copy, and any other content it contains generated by the Consultant as a result of this contract will become the sole property of the District. Upon project completion, the Consultant will deliver the final Spanish Language Mountain Neighbor

Handbook's 1) editable files, 2) print-ready file, and 3) digital version uploaded to Flipsnack for website linkage.

The Consultant retains the right to advertise the Spanish Language Mountain Neighbor Handbook, provided services and project elements in perpetuity.

No additional photography or illustrations are envisioned for this project. Fonts provided by the Consultant as part of editable files are to be used only by print vendors, as necessary for printing. If the District desires another designer to make future changes to the Spanish Language Mountain Neighbor Handbook, required font licenses must be purchased by the District or said designer, as necessary. The Consultant will identify all fonts used and provide the District with information about where to purchase at time of file hand-off.

I. Impossibility of Performance. Neither party shall be considered in default in performing its obligations under this contract to the extent that the performance of such obligation is prevented or delayed by any cause beyond the reasonable control of the affected party.

J. Compliance with Laws. In performing this contract, the Consultant agrees to comply with all applicable Wyoming, federal and local laws, rules, and regulations.

K. Governing Law. The laws of the State of Wyoming and rules and regulations issued pursuant thereto shall be applied in the interpretation, execution, and enforcement of this agreement. Venue for any dispute related to this Agreement shall be in a Court of competent jurisdiction in Teton County, Wyoming.

L. Notice. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered by regular mail, email, or delivery person as follows:

District:
Teton Conservation District
P.O. Box 1070
Jackson, WY 83001
Carlin Girard, Executive Director (carlin@tetonconservation.org)

Consultant:
Bantam LLC
11210 Freund Canyon Rd.
Leavenworth, WA 98826
Jessica Raley, Principal (jessica@bantamdesign.com)

M. Termination. Either party upon fifteen (15) days written notice may terminate this Agreement, without cause, by certified mail. It immediately may be terminated for cause if the Consultant fails to perform substantially in accordance with the terms of this Agreement. In the event of termination, the District shall pay for all work performed up until the date of Termination unless Consultant is in default of any term contained herein.

N. Severability. In the event any of the provisions of this Agreement are determined to be invalid or unenforceable in whole or in part, all other provisions will continue to be valid and enforceable.

O. Waiver. The waiver by either party of a breach, default, delay, or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

N. Entire Agreement. This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements whether written or oral.

III – SIGNATURES

THE DISTRICT

Roby Hurley, Board Chair
Teton Conservation District Board of Supervisors

Date

THE CONSULTANT

Jessica Raley, Principal
Bantam Design

Date

APPENDIX A – SCOPE OF WORK

Project Baseline

1. Creative/art direction, design, and layout of 52-page Spanish Language Mountain Neighbor Handbook with one round of review, to include a final copy-edit.
2. Editable print files and print-ready file
3. Flipbook formatting
4. Embed Flipbook at client-provided, hosted URL with no other content (maximum of 3 hours of web development)

Same Page Count - \$6,500

The District requests the translated content to be accommodated in the same page count by adjusting margins and cropping photo placements.

Communication and Prepress - \$1,500

The District plans to compensate for up to 12 hours, at \$125/hour, to cover time consulting and communicating with TCD, translators and any vendors. It also covers print preparation for handoff to the District's printer of choice. This also includes time for preparation and handoff of an editable file package, flip book formatting, and embedding the flipbook at the District provided, hosted URL.

Work Process

Upon receipt of signed contract, the following Work Process commences:

- | | |
|------------------|---|
| May 1 | The District provides final text content in Word document form |
| June 1 | 50% payment invoiced |
| June 1-10 | Consultant presents final layout of Handbook. Review: District gathers and presents change requests. Allowed changes include: <ul style="list-style-type: none">• Minor text edits, requesting areas for increased or decreased visual emphasis |

- June 15** Consultant makes revisions, with incremental check-in and approval provided by District, as needed.
- July 1** 50% payment invoiced
- July 1** Consultant presents final layout of Handbook; sign-off by District. Consultant provides District with print-ready file and all editable Handbook files for future use. Consultant presents Flipbook and embeds flipbook at URL.

Carlin Girard, Executive Director

Action Items:

Program Area: Water

Wyoming Office of Homeland Security Thaw Well Grant: The grant agreement for funding of thaw well installation is available for your review and signature (see Supplemental Materials). The grant award is for \$504,315 and requires a \$56,035 local match, which is being split between the Flat Creek Watershed Improvement District (FCWID) and TCD, 50/50. The biggest challenge I foresee is the end date of July 31, 2025. Next steps include crafting an agreement between TCD and FCWID and potentially the Town of Jackson, and then developing a Request for Proposals for Thaw Well construction and project management.

Suggested Motion: *Move to authorize the TCD Board Chair to sign the Grant Award Agreement #21FEMA-TCD-HM4535-4R with the Wyoming Office of Homeland Security for Thaw Well #5 and #6 implementation which authorizes TCD to expend \$560,350, with \$504,315 being reimbursed from Wyoming Office of Homeland Security and \$28,017.50 being reimbursed from the Flat Creek Watershed Improvement District.*

Information Items:

Operations Area: Administration

- **TCD Draft Fiscal Year 2025 (FY25) Budget:** I am submitting the draft FY25 Budget for your review (see Supplemental Materials), prior to formal review and approval of our Draft Budget at the May Board Meeting. I have highlighted elements for your consideration. This budget will not have accurate figures for income and carryover, which will be refined in future budgets. As presented, the budget is fairly similar to our previous year's budget.
- **Budget and Plan of Work:** I worked with each of our program staff to revise a draft plan of work and program budget in advance of creating the draft FY25 Budget.
- **Wage and Compensation Study:** I have been working with our contractors to provide information about the current pay and staffing structure of TCD, in addition to providing them with contact information for comparable organizations to use as wage comparators. The contractors have been excellent to work with.
- **Wyoming Association of Conservation Districts (WACD) Convention:** I have received word that the WACD Board has decided to locate the 2025 Convention in Jackson. I anticipate that TCD staff will remain highly involved.
- **Teton County Water Resources Coordinator:** I had the pleasure of meeting with Chris Peltz, the new Water Resources Coordinator in the Public Works Department. Chris and I focused our conversation on background information and immediate priorities.
- **Temporary Administrative Manager:** TCD will need to fill a vacancy during a planned, temporary absence, and I have been researching best practice for this scenario.
- **Teton County Hazard Mitigation Plan (HMP):** I completed a survey for the consultant leading the HMP update, which will allow TCD to remain as a signatory of the HMP. The signatory roll allowed TCD to apply for the WOHS Thaw Well Grant. Robb, David, and I attended an Emergency Management planning meeting to kick off this update.

Program Area: Water

- **FCWID Dissolution:** According to Mr. Keith Gingery, Teton County will not be taking any action regarding the FCWID Dissolution based on new state legislation that allows grace, assuming Districts regain compliance with the Wyoming Department of Audit, which the FCWID has done.
- **Hoback Water and Sewer District (HWSD) Request:** There was a request from the HWSD to redo a survey of Hoback residents regarding the amount District members are willing to pay as monthly water bill.

**GRANT AWARD AGREEMENT BETWEEN
WYOMING OFFICE OF HOMELAND SECURITY
AND
TETON CONSERVATION DISTRICT**

Grant Award for U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) Fiscal Year 2021 Hazard Mitigation Grants Program (HMGP), DR-4535.

Subrecipient:	Teton Conservation District
UEI#:	QUG1DLVW98R1
Federal Grant ID:	DR-4535-WY
Federal Award Date:	January 22, 2024
Agency Grant ID:	21FEMA-TCD-HM4535-4R
CFDA #:	97.039 – Hazard Mitigation Grant Program
Federal Award Amount:	\$504,315.00
Subrecipient Match Amount:	\$56,035.00
Total Amount:	\$560,350.00
Period of Performance:	August 5, 2021 through July 31, 2025

1. **Parties.** The parties to this Grant Award Agreement (Agreement) are the Wyoming Office of Homeland Security (Agency), whose address is: 5500 Bishop Boulevard, Cheyenne, WY 82002 and Teton Conservation District (Subrecipient), whose address is: PO Box 1070, Jackson, WY 83001.
2. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms and conditions by which the Subrecipient shall complete construction work of the Flat Creek Watershed Improvement District Thaw Wells No. 5 and No. 6 project as described in the approved FEMA Subgrant Project Application, Attachment A, which is attached to and incorporated into this Agreement by this reference. Funding allocated under this Agreement is not for the purpose of research and development as defined by 2 CFR Part 200.87.
3. **Term of Agreement.** This Agreement is effective when all parties have executed it (Effective Date). The Period of Performance of the Agreement is from August 5, 2021 through July 31, 2025. All services shall be completed during the Period of Performance.
4. **Payment.**
 - A. The Agency agrees to pay the Subrecipient for the services described in Section 5 below. Total payment under this Agreement shall not exceed five hundred four thousand, three hundred fifteen dollars and zero cents (\$504,315.00). Payment shall be made following receipt of Subrecipient’s reimbursement request with attached backup documentation including invoices and proof of payment. Payment shall be made within forty-five (45) days after submission of invoices and proof of payment pursuant to Wyo. Stat. § 16-6-602. Subrecipient shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Agreement.

- B.** No payment shall be made for work performed before the term of this Agreement. Should the Subrecipient fail to perform in a manner consistent with the terms and conditions set forth in this Agreement, payment under this Agreement may be withheld until such time as the Subrecipient performs its duties and responsibilities to the satisfaction of Agency.
- C.** Except as otherwise provided in this Agreement, the Subrecipient shall pay all costs and expenses, including travel, incurred by Subrecipient or on its behalf in connection with Subrecipient's performance and compliance with all of Subrecipient's obligations under this Agreement.

5. Responsibilities of Subrecipient. The Subrecipient agrees to:

- A.** Perform mitigation actions as described in Attachment A, Approved FEMA Subgrant Project Application.
- B.** Comply with terms and conditions as described in Attachment B, Record of Environmental Consideration Report, which is attached to and incorporated into this Agreement by this reference.
- C.** Submit quarterly reports outlining the project activity and current project status by the 20th day of the month following each calendar quarter (Jan 20, Apr 20, July 20, Oct 20) as described in Attachment C, Basics for Quarterly Reports form, which is attached to and incorporated into this Agreement by this reference.
- D.** Comply with the Hazard Mitigation Assistance Guidance to implement this Grant Agreement, and agrees that all use of funds under this Grant Agreement will be in accordance with the Hazard Mitigation Assistance Guidance.

6. Responsibilities of Agency. The Agency agrees to:

- A.** Pay Subrecipient in accordance with Section 4 above.
- B.** Be available to provide necessary and feasible technical advice, which may be reasonably required by Subrecipient.
- C.** Notify Subrecipient of information and updates received from FEMA or other federal agencies which may affect or otherwise restrict the availability of funds awarded to Subrecipient herein.

7. Special Provisions.

- A. **Assumption of Risk.**** The Subrecipient shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Subrecipient's failure to comply with state or federal requirements. The Agency shall notify the Subrecipient of any state or federal determination of noncompliance.

- B. Kickbacks.** Subrecipient certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Agreement. If Subrecipient breaches or violates this warranty, Agency may, at its discretion, terminate this Agreement without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- C. Monitoring Activities.** Agency shall have the right to monitor all activities related to this Agreement that are performed by Subrecipient or its sub-subrecipients. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Agreement; and to observe personnel in every phase of performance of Agreement related work.
- D. No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Agreement, shall be paid by either party.
- E. Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Subrecipient and related to the services and work to be performed under this Agreement, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- F. Administration of Federal Funds.** Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- G. Federal Audit Requirements.** Subrecipient agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Agreement, Subrecipient shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.
- H. Program Income.** Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Agreement must be used to increase the scope of the program or returned to Agency.

8. General Provisions.

- A. Amendments.** Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed by all parties to this Agreement. Any changes in the Scope of Work shall be addressed as set forth in the Hazard Mitigation Assistance Guidance, which is incorporated into this Agreement by this reference.
- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms “hereof,” “hereunder,” “herein,” and words of similar import, are intended to refer to this Agreement as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. Assignment Prohibited and Agreement Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Agreement without the prior written consent of the other party. The Subrecipient shall not use this Agreement, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Agreement. The Subrecipient shall immediately, upon receiving written instruction from the Agency, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Agreement. The Subrecipient shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.
- E. Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Agreement, the Agreement may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Subrecipient at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Agreements.** The Agency may award supplemental or successor agreements for work related to this Agreement or may award agreements to other subrecipients for work related to this Agreement. The Subrecipient shall cooperate fully with other subrecipients and the Agency in all such cases.

- G. Compliance with Laws.** The Subrecipient shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Agreement.
- H. Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Agreement shall be kept confidential by the Subrecipient unless written permission is granted by the Agency for its release. If and when Subrecipient receives a request for information subject to this Agreement, Subrecipient shall notify Agency within ten (10) days of such request and shall not release such information to a third party unless directed to do so by Agency.
- I. Entirety of Agreement.** This Agreement, consisting of nine (9) pages; Attachment A, Approved FEMA Subgrant Project Application, consisting of twenty-nine (29) pages; Attachment B, Record of Environmental Consideration Report, consisting of three (3) pages; and Attachment C, Basics for Quarterly Reports form, consisting of two (2) pages, represent the entire and integrated Agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Agreement and the language of any attachment or document incorporated by reference, the language of this Agreement shall control.
- J. Ethics.** Subrecipient shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Subrecipient's profession.
- K. Extensions.** Nothing in this Agreement shall be interpreted or deemed to create an expectation that this Agreement will be extended beyond the term described herein.
- L. Force Majeure.** Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.
- M. Indemnification.** Each party to this Agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.

- N. Independent Contractor.** The Subrecipient shall function as an independent contractor for the purposes of this Agreement and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Agreement, the Subrecipient shall be free from control or direction over the details of the performance of services under this Agreement. The Subrecipient shall assume sole responsibility for any debts or liabilities that may be incurred by the Subrecipient in fulfilling the terms of this Agreement and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Agreement. Nothing in this Agreement shall be interpreted as authorizing the Subrecipient or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on behalf of the State of Wyoming or the Agency. The Subrecipient agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Subrecipient or the Subrecipient's agents or employees as a result of this Agreement.
- O. Notices.** All notices arising out of, or from, the provisions of this Agreement shall be in writing either by regular mail or delivery in person at the addresses provided under this Agreement.
- P. Ownership and Return of Documents and Information.** Agency is the official custodian and owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Agreement. Upon termination of services, for any reason, Subrecipient agrees to return all such original and derivative information and documents to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers.
- Q. Prior Approval.** This Agreement shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Agreement has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-3204(b)(iv).
- R. Insurance Requirements.** Subrecipient is protected by the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, et seq., and certifies that it is a member of the Wyoming Association of Risk Management (WARM) pool or the Local Government Liability Pool (LGLP), Wyo. Stat. § 1-42-201, et seq., and shall provide a letter verifying its participation in the WARM or LGLP to the Agency. Subrecipient shall also adhere to the Insurance terms set forth in the Hazard Mitigation Assistance Guidance.

- S. Severability.** Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- T. Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Agreement and the Subrecipient expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, *et seq.*, and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.
- U. Taxes.** The Subrecipient shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- V. Termination.** This Grant may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Grant may be terminated by the Agency immediately for cause if the Subrecipient fails to perform in accordance with the terms of this Grant. The parties' rights regarding termination of this Agreement shall also be as set forth in the Hazard Mitigation Assistance Guidance.
- W. Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between the parties to this Agreement and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement.
- X. Time is of the Essence.** Time is of the essence in all provisions of this Agreement.
- Y. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Agreement.
- Z. Waiver.** The waiver of any breach of any term or condition in this Agreement shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- AA. Counterparts.** This Agreement may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Agreement. Delivery by the Subrecipient

of an originally signed counterpart of this Agreement by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

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9. **Signatures.** The parties to this Agreement, either personally or through their duly authorized representatives, have executed this Agreement on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement.

The Effective Date of this Agreement is the date of the signature last affixed to this page.

AGENCY:

Wyoming Office of Homeland Security

Lynn Budd, Director

Date

SUBRECIPIENT:

Teton Conservation District

Roby Hurley, Board Chair

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Jodi A. Darrough #23895

Jodi A. Darrough, Senior Assistant Attorney General

4-1-24

Date

Teton Conservation District Fiscal Year 2025 (FY25) Final Budget



Draft introduction for initial review by the TCD Board at the April, 2024 meeting.

Version: Draft budget for initial review
Supervisors: Roby Hurley (Chair), Dave Adams (Vice-Chair, Treasurer), Cate Watsabaugh (Secretary), Bob Lucas, Nate Fuller
Contacts: Carlin Girard, Executive Director, carlin@tetonconservation.org
 Holly Shuss, Administrative Manager, holly@tetonconservation.org
Website: www.tetonconservation.org

Introduction: The Teton Conservation District Board of Supervisors creates an annual budget. Budgeting occurs prior to beginning of the new fiscal year, July 1. The budget below will be submitted to the Wyoming Department of Audit and the Teton County Commissioners.

Table of Contents

- 1) Budget Summary
- 2) FY25 Income
- 3) Program Budget
- 4) Administrative Budget

1. BUDGET SUMMARY

Available Funds

Estimated Cash on Hand at Beginning of FY25 (Carryover from FY24)

General Fund Checking Account	\$901,423.71	Estimate, No data yet
Committed Funds Savings Account	\$400,000.00	Estimate, No data yet
Operating Reserves Account	\$900,000.00	Adding \$400k for Office Contingency.
Total FY25 Beginning Funds Available	\$2,201,423.71	FY24=\$1,728,507.87

FY25 Income

Teton County Mill Levy (estimate of .6 of a mill)	\$2,340,000.00	1 mill of assessed value is \$3,900,000
Grants & Pass Through	\$928,572.50	
Base Funding & Water Quality Grants	\$12,823.13	
Well Kit Sales & Unanticipated Income	\$15,300.00	
Interest Income from Accounts	\$18,000.00	
Total FY25 Income	\$3,314,695.63	FY24=\$3,199,029.50

Total Funds Available For FY25 (Carryover from FY24 + FY25 Income)	\$5,516,119.34	FY24=\$4,927,537.37
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Expenses

Program Expenses

TCD Water Program	\$1,109,983.00	
TCD Land Program	\$570,400.00	
TCD Vegetation Program	\$267,500.00	
TCD Wildlife Program	\$86,200.00	
TCD Geographic Information Systems Program	\$103,000.00	
TCD Sustainability Program	\$99,750.00	
TCD Grants Program	\$630,000.00	
Total Program Expenses FY25	\$2,866,833.00	FY24=\$2,981,087.37

Administrative Expenses

Communications Program	\$90,000.00	
General Office Expenses	\$188,500.00	
Meeting Expenses	\$15,200.00	
Professional Expenses	\$76,000.00	
Payroll Expenses	\$1,102,307.50	
Total Administrative Expenses FY25	\$1,472,007.50	FY24=\$1,446,450.00

Total Expenditures for FY25 (Program & Administrative Expenses)	\$4,338,840.50	FY24=\$4,427,537.37
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Balance

Available Funds versus Expenses

Total Funds Available FY25 (FY24 Carryover + Income for FY25)	\$5,516,119.34	FY24=\$4,927,537.37
Total Expenditures for FY25 (Program & Administrative Expenses)	\$4,338,840.50	FY24=\$4,427,537.37
Operating Reserves Account for FY25	\$900,000.00	FY24=\$500,000.00

DIFFERENCE BETWEEN AVAILABLE FUNDS & EXPENSES	\$277,278.84	FY24=\$0.00
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2. FY25 INCOME

Projected Income			
<u>Regular Income</u>	<u>Proposed FY25</u>	<u>Approved FY24</u>	<u>Notes:</u>
Teton County Mill Levy	\$2,340,000.00	\$2,340,000.00	0.6 mill based upon FY24 estimate- No Data Yet
Interest Income	\$18,000.00	\$1,000.00	Based upon new interest rates (~\$1,500 per month)
Well Test Kit Sales	\$7,800.00	\$7,800.00	Sale of 156 well test kits at \$50 each
WDA Annual Base Funding	\$12,823.13	\$8,823.50	WDA Base (\$8,823.50), currently includes WQ Funds (\$3,999.63)
Unanticipated Income	\$7,500.00	\$7,500.00	Sponsorships & donations
sub-total	\$2,386,123.13	\$2,365,123.50	
Grants & Pass Through Income			
GTNP Gaging Stations	\$25,958.00	\$24,393.00	GTNP gaging stations
Hoback Gage: Snake River Fund	\$14,132.00	\$11,013.00	Year one of three funding for Hoback under new agreement
Wyoming Water Development SWPP	\$280,000.00	\$268,500.00	WWDO pass through , 3 existing and 5 potential
FCWID FEMA Thaw Well Grant	\$532,332.50	\$500,000.00	Thaw Well Grant Award: \$28,017.50 FCWID
Perennials for Pollinators Program	\$12,000.00	\$0.00	Income from native plant sale
WDEQ 205J: Flat Creek Sediment Fingerprint	\$39,150.00	\$0.00	USGS Flat Creek Sediment Fingerprinting Study
POWJH Water Quality	\$25,000.00	\$0.00	MST funding for E. coli, and USGS nutrient Fish Creek data
Snake River Gage: TU	\$0.00	\$5,000.00	Snake River gaging cost-share
WDEQ 319: Fish Creek Watershed Plan	\$0.00	\$20,000.00	Fish Creek Watershed Planning consulting & copy editing
sub-total	\$928,572.50	\$828,906.00	
TOTAL INCOME	\$3,314,695.63	\$3,194,029.50	

3. PROGRAM BUDGET

Water Program			
<u>Water Projects</u>	<u>Proposed FY25</u>	<u>Approved FY24</u>	<u>Notes:</u>
Impaired Stream Monitoring	\$38,000.00	\$8,000.00	Flat Creek (\$8,000), Fish Creek (\$20,000), Pathogen (\$10,000)
Well Test Kits	\$21,500.00	\$21,500.00	Well Test Kits (\$50 reimbursed @ \$112 each), ads
Water Best Management Practices	\$80,000.00	\$80,000.00	Water quality, stream habitat BMPs (Cache Creek, Nowlin Creek)
Equipment, Standards, & Lab	\$4,000.00	\$4,000.00	Water quality sampling and laboratory equipment
Hoback Water and Sewer	\$40,000.00	\$40,000.00	Funding for project implementation
Pilot Sewer Connection Program	\$20,000.00	\$20,000.00	Agreement funds and fee offsets
FCWID Thaw Well Grant	\$560,350.00	\$500,000.00	Thaw Well FEMA Grant: \$504,315 from FEMA, \$28,017.50 TCD \$28,017.50 for FCWID
TC Water Quality Master Plan Actions	\$20,000.00	\$0.00	Implementation of the TC Water Quality Master Plan Actions
Idaho State University Snake River Study	\$20,000.00	\$20,000.00	Geomorphology of the Snake River
Pathogens Sampling	\$0.00	\$10,000.00	Sampling for pathogens
UW Teton Alpine Stream Monitoring	\$0.00	\$6,000.00	Monitoring funding (three of three years)
Fish Creek Watershed Planning	\$0.00	\$40,000.00	Fish Creek Watershed Planning contractor & printing
sub-total	\$803,850.00	\$749,500.00	
USGS Partnership Projects			
USGS Stream Gaging and Water Quality	\$133,797.00	\$127,849.00	\$25,958 income from GTNP, \$14,132 income from SRF
USGS Snow Chemistry Contract	\$5,000.00	\$5,000.00	Sample analysis (FY24 winter work billed Sep. FY25)
Flat Creek Sediment Fingerprint	\$31,773.00	\$0.00	USGS Sediment Fingerprinting
USGS Nutrient Data on Fish Creek	\$20,000.00	\$0.00	Sonde deployment and grab samples for Nutrient Impairment
sub-total	\$190,570.00	\$132,849.00	
Town of Jackson MOA	\$29,800.00	\$30,000.00	Karns Restoration, Water Conservation, S. Park Monitoring
Trout Unlimited MOA	\$50,500.00	\$50,500.00	Kids Fishing Day, Lower Snake River Ranch
Friends of the Teton River MOA	\$9,053.00	\$17,401.00	Wyoming fisheries, tributary monitoring, tech upgrades
Flat Creek Watershed Imp. District MOA	\$26,210.00	\$29,017.50	Caminzind bank stabilization
Water Program Sub-Total	\$1,109,983.00	\$1,009,267.50	

Land Program			
<u>Agricultural Cropland Projects</u>	<u>Proposed FY25</u>	<u>Approved FY24</u>	<u>Notes:</u>
Irrigation Infrastructure	\$75,000.00	\$75,000.00	Mtce, planning, improvements, emergencies, range & cropland. (Excluding permitting)
TCD Support for SWPP Projects	\$25,800.00	\$25,800.00	5 projects NTE \$5,000/project, documents & mail (\$800)
WY Water Develop. Small Water Projects	\$280,000.00	\$268,500.00	WWDO pass through , 3 existing and 5 potential
Small Acreage Agriculture	\$18,000.00	\$18,000.00	Local food improvements, BMPs, monitoring, outreach
Soil Testing & Analysis	\$1,500.00	\$1,500.00	Cost-share lab analysis of soil samples
Aquifer Recharge	\$10,000.00	\$10,000.00	Recharge program, Teton Basin Water Users Association
Community Gardens	\$40,000.00	\$40,000.00	Blair and May Park Community Gardens
Conservation Planting Program	\$20,000.00	\$30,000.00	Ag portion of the CPP: regenerative ag, green/hoop houses
sub-total	\$470,300.00	\$468,800.00	
<u>Agricultural Rangeland Projects</u>			
Rangeland Data	\$18,000.00	\$18,000.00	VGS & GIS Project (\$3,000), USFS Range Data Analysis (\$5,000), GTNP (\$10,000)
Ag & Livestock Fencing Grant	\$22,000.00	\$22,000.00	Fencing projects
sub-total	\$40,000.00	\$40,000.00	
<u>Slow Food in the Tetons MOA</u>	\$51,000.00	\$51,000.00	Direct local producer support, education events & programs, food system programming
<u>Mountain Roots Education MOA</u>	\$9,100.00	\$6,100.00	Sustainable Living Workshops, Alta School Garden Program
Land Program Sub-Total	\$570,400.00	\$565,900.00	
Vegetation Program			
<u>Native Plants</u>	<u>Proposed FY25</u>	<u>Approved FY24</u>	<u>Notes:</u>
Native Plant Material	\$30,000.00	\$15,000.00	Seed packets, native plant cost-share, soil prep material, Perennials for Pollinators Program, wetland plantings
Conservation Planting Program	\$10,000.00	\$20,000.00	Implementation of native plant BMPs (~10 projects)
Native Plant Lists & Resources	\$7,500.00	\$7,500.00	Create native plant web resources
Habitat Heroes	\$2,500.00	\$2,500.00	Volunteer equipment, Rx tracking, incentivization, promotion
sub-total	\$50,000.00	\$45,000.00	
<u>TCD Wildfire Risk Reduction</u>			
Wildfire Risk Reduction Reimbursements	\$95,000.00	\$95,000.00	~30 homes @ \$3,000 ea. (cost share)
Neighborhood Scale Risk Reductions	\$30,000.00	\$30,000.00	Road corridor tree removal (\$6,000 a piece)
Rural Fire Water Supply Planning	\$5,000.00	\$5,000.00	Develop GIS Water Source Info
Supplies & Wildfire Ambassador	\$2,500.00	\$2,500.00	Hardware, software & equipment, support neighborhood ambassador activities (\$400)
JH Fire/EMS WUI Coordinator	\$45,000.00	\$0.00	Cost-share JHFEMS position
Contracted Wildfire Risk Overviews	\$0.00	\$7,500.00	Reimbursement for 25 overviews @ \$300 ea.
Wildfire Research (WiRe) project	\$0.00	\$2,000.00	Contractor- Implement WiRe recommendations
Fire Resisitive Plants Landscaping	\$0.00	\$0.00	Develop & distribute fire resisitive plant list
sub-total	\$177,500.00	\$142,000.00	
<u>JH Weed Mgmt Association MOA</u>	\$40,000.00	\$70,000.00	River corridor projects & partner support
Vegetation Program Sub-Total	\$267,500.00	\$257,000.00	
Wildlife Program			
<u>Wildlife Projects</u>	<u>Proposed FY25</u>	<u>Approved FY24</u>	<u>Notes:</u>
Habitat Improvements	\$10,000.00	\$10,000.00	Wildlife habitat improvements
Sage-Grouse Local Working Group	\$5,000.00	\$5,000.00	Grouse Local Working Group support
Human/Wildlife Impact	\$10,000.00	\$10,000.00	Mitigation of recreation, transportation, development
Wildlife Data Collection	\$20,000.00	\$20,000.00	Nongame, migration, disease, graduate research
sub-total	\$45,000.00	\$45,000.00	
<u>Grand Teton National Park Foundation MOA</u>	\$10,000.00	\$10,000.00	Kelly Hayfield restoration
<u>Jackson Hole Wildlife Foundation MOA</u>	\$31,200.00	\$30,328.00	Give Wildlife A Break, Wildlife Friendlier Fencing, Nature Mapping, Bear Wise
Wildlife Program Sub-Total	\$86,200.00	\$85,328.00	

Geographic Information Systems (GIS) Program

<u>GIS Projects</u>	<u>Proposed FY25</u>	<u>Approved FY24</u>	<u>Notes:</u>
Historical Aerial Imagery Website	\$1,000.00	\$1,000.00	Imagery web hosting on Teton County site, storage
GIS Contractor Contingency	\$2,000.00	\$2,000.00	Contractor- aggregate data & host SWI/SEO, septic/sewer, water quality maps
Vegetation Mapping	\$100,000.00	\$100,000.00	Update county vegetation mapping
GIS Program Sub-Total	\$103,000.00	\$103,000.00	

Sustainability Program

<u>Air Quality Monitoring</u>	<u>Proposed FY25</u>	<u>Approved FY24</u>	<u>Notes:</u>
Air Quality Support	\$7,000.00	\$0.00	Support for air quality initiatives
GYCC Air Quality	\$0.00	\$2,000.00	GYCC Clean Air Partnership Stations & long-term data
Air Quality Instrument Support	\$0.00	\$8,500.00	GTNP and WDEQ instrumentation support
sub-total	\$7,000.00	\$10,500.00	
Integrated Solid Waste & Recycling MOA	\$31,250.00	\$29,000.00	Recycling, HHW, e-waste, food waste collection & composting
Energy Conservation Works MOA	\$33,500.00	\$24,000.00	Ecofair, green power promotion, commercial and residential energy efficiency, community shared solar, School District solar
Yellowstone-Teton Clean Cities MOA	\$28,000.00	\$28,000.00	CNG vehicle marketing, electrical vehicle experience, sustainability series, Level 2 charging station
Sustainability Program Sub-Total	\$99,750.00	\$91,500.00	

Grants Program

<u>Grants</u>	<u>Proposed FY25</u>	<u>Approved FY24</u>	<u>Notes:</u>
TCD Partnering Funds	\$150,000.00	\$462,007.71	Partnering Funds: Unforeseen, emergency response
PIC Grants Available	\$80,000.00	\$80,000.00	One annual cycle
Committed Funds Carried over from FY24	\$400,000.00	\$327,084.16	Estimated Committed Funds Carryover: No Data Yet
Grants Program Sub-Total	\$630,000.00	\$869,091.87	
TOTAL PROGRAM BUDGET	\$2,866,833.00	2,981,087.37	

4. ADMINISTRATIVE BUDGET

Communications

<u>Communications Projects</u>	<u>Proposed FY25</u>	<u>Approved FY24</u>	<u>Notes:</u>
Education & Outreach	\$15,000.00	\$10,000.00	Video, classrooms, signage, partnering, equipment
Mountain Neighbor Handbook	\$25,000.00	\$30,000.00	Printing, distribution, outreach, website, translation
Events	\$15,000.00	\$5,000.00	Event sponsorships, speakers, space rentals, promotion, food, Trout Friendly Lawns, 4 workshops
www.tetonconservation.org Website	\$1,000.00	\$1,000.00	Domain hosting, website upkeep, Squarespace
Advertising & Promotions	\$25,000.00	\$11,000.00	Advertising, promotional materials, Vision Award, logo redesign, Cache Creek stencils
Printing & Graphic Design	\$9,000.00	\$6,000.00	Newsletters, brochures, reports, mailings, graphic design
Communications Sub-Total	\$90,000.00	\$63,000.00	

Administration

<u>General Office Expenses</u>	<u>Proposed FY25</u>	<u>Approved FY24</u>	<u>Notes:</u>
Office Supplies	\$5,000.00	\$5,000.00	Office supplies & equipment, copier maintenance (\$1000)
Postage & Shipping	\$1,000.00	\$1,000.00	Office postage, shipping & supplies
Computer System Maintenance	\$50,000.00	\$50,000.00	Run, repair & replace software, offsite backup, server
TCD Vehicles, Trailer & Equip.	\$11,000.00	\$11,000.00	Vehicle maintenance & supplies, fuel, equipment rental
Rent & Office Fixtures	\$110,000.00	\$100,000.00	Rental costs
Office Utilities	\$11,500.00	\$15,750.00	Silverstar (\$3,400.), internet (\$1,250), cleaning (\$4,500), electricity (\$1,500), recycling & garbage (\$1,500)
Facility Contingency	\$0.00	\$100,000.00	Additional facility costs, contract expansion
sub-total	\$188,500.00	\$282,750.00	
Meeting & Misc. Expense			
TCD Regular Meetings	\$2,200.00	\$1,600.00	TCD monthly & special meetings, food
WACD Meetings	\$10,000.00	\$6,000.00	Area V, Convention: lodging, food, registrations, Convention TCD Sponsorship add funds?
WCDEA Meetings	\$1,000.00	\$1,000.00	WY CD Employee Association Meetings
Other Meetings	\$2,000.00	\$2,000.00	Business meals (Interagency/partner meetings), etc.
sub-total	\$15,200.00	\$10,600.00	

Employee Payroll Expense			
Employee Wages	\$725,000.00	\$645,000.00	Salary, FY25housing stipend & cell phone, Temporary Admin Manager @ \$8k for 3 months (ESTIMATE, No Data Yet)
Employer Payroll Taxes	\$56,000.00	\$50,000.00	Employer pays 7.65% of wages in taxes - *TCD net amount (ESTIMATE)
Worker's Compensation	\$20,807.50	\$18,500.00	7 Full Time, 1 Temp (ESTIMATE)
Health & Dental Insurance	\$145,500.00	\$135,500.00	Health & Dental premium, TCD HSA contribution (ESTIMATE; premiums increase \$100, increase HSA?)
Employer Retirement Expense	\$135,000.00	\$120,100.00	18.62% of salaries, per WRS as of 07/01/2021 (ESTIMATE)
WRS, Unemployment, Leave Liability	\$20,000.00	\$20,000.00	Unemployment, leave & liability payout fund
sub-total	\$1,102,307.50	\$989,100.00	
Professional Expense			
Legal & Accounting	\$30,000.00	\$38,000.00	\$18k audit, legal, direct deposit, accounting
Liability Insurance & Bonds	\$15,000.00	\$10,000.00	Office, vehicle & staff/board insurance policies
Memberships, Dues & Subscriptions	\$20,500.00	\$27,500.00	WACD(\$17.5K), NACD(\$750), RC&D(\$200), WASD(\$1K), Cloud(\$750), BYBY(\$750)
TCD Equipment & Clothing Stipend	\$1,000.00	\$1,000.00	TCD logo clothing for staff & Board Members
Board Travel & Supplies	\$1,500.00	\$1,500.00	Board members travel expenses for meeting, meeting supplies, Alta meeting
Employee Training	\$8,000.00	\$8,000.00	Trainings funds: \$1,000 per staff, \$1,000 safety
Wage Assessment	\$0.00	\$15,000.00	Staff wage assessment
sub-total	\$76,000.00	\$101,000.00	
Admin Sub-Total (w/o Comm.)	\$1,382,007.50	\$1,383,450.00	
TOTAL ADMINISTRATION BUDGET	\$1,472,007.50	\$1,446,450.00	

Teton Conservation District Fiscal Year 2025 (FY25) MOA Budget

FY25-MOA Draft Submitted at March 20, 2024 TCD Board Meeting for Discussion



MOA Program Budgets

Water Program	Proposed FY25	Approved FY24	Notes:
Town of Jackson MOA			
Water Quality Monitoring at WWTP	\$2,300.00	\$10,000.00	Water quality monitoring of South Park wetland treatment
PFAS Monitoring	\$7,500.00	\$0.00	PFAS monitoring of surface waters in Town of Jackson
Bear Resistant Trash Containers	\$20,000.00	\$0.00	Replacing Town owned trash cans outside Bear Conflict Zone
Karns Meadow Native Plant Restoration	\$0.00	\$15,000.00	Weed removal & restoration of native plant communities
Town Water Conservation Measures	\$0.00	\$5,000.00	Irrigation pilot & user education
sub-total	\$29,800.00	\$30,000.00	
Trout Unlimited MOA			
Kids Fishing Day	\$500.00	\$500.00	Sponsorship: supplies & promotion
Snake River Headwaters Watershed Group	\$5,000.00	\$0.00	Support for facilitation
Blackrock Creek Bank Stabilization	\$45,000.00	\$0.00	Stream bank and habitat enhancement on USFS
Lower Snake River Ranch Bank Stabilization	\$0.00	\$50,000.00	Implementation of bioengineered riverbank stabilization
sub-total	\$50,500.00	\$50,500.00	
Friends of the Teton River MOA			
Tributary Monitoring	\$8,453.00	\$5,860.00	Water quality/quantity & temperature monitoring
Wyoming Fisheries Monitoring	\$600.00	\$6,471.00	Electrofishing & genetic sampling
Technology Upgrades	\$0.00	\$5,070.00	Hog canal batteries
sub-total	\$9,053.00	\$17,401.00	
Flat Creek Watershed Imp. District MOA			
Camenzind Bank Stabilization	\$26,210.00	\$0.00	Bank stabilization and habitat enhancement
COVID HMGP Grant Match	\$0.00	\$29,017.50	Matching funds for thaw well grant
sub-total	\$26,210.00	\$29,017.50	
Water Program MOA Sub-Total	\$115,563.00	\$126,918.50	
Land Program	Proposed FY25	Approved FY24	Notes:
Slow Food in the Tetons MOA			
Local Food Producer Support	\$20,000.00	\$15,000.00	Teton Farmer Fund and community gardens
Local Food Sales and Distribution	\$25,000.00	\$20,000.00	Slow Foods online market & farmstand; People's Market
Local Food Outreach	\$6,000.00	\$16,000.00	Farm to Fork; Gardening & Growing Outreach Series
sub-total	\$51,000.00	\$51,000.00	
Mountain Roots Education MOA			
Sustainable Living Workshops	\$3,600.00	\$3,600.00	Adults classes, promotion
Alta School Garden Program	\$2,500.00	\$2,500.00	In-school greenhouse lessons
Wilson School Garden	\$3,000.00	\$0.00	Establishing new programming in Wilson Elementary School
sub-total	\$9,100.00	\$6,100.00	
Land Program MOA Sub-Total	\$60,100.00	\$57,100.00	
Vegetation Program	Proposed FY25	Approved FY24	Notes:
JH Weed Mgmt. Association MOA			
Partner Support	\$25,000.00	\$55,000.00	North Zone Seasonal Position, Horseback Program
River Corridors	\$15,000.00	\$15,000.00	Snake River Treatments
sub-total	\$40,000.00	\$70,000.00	
Vegetation Program MOA Sub-Total	\$40,000.00	\$70,000.00	
Wildlife Program	Proposed FY25	Approved FY24	Notes:
Grand Teton National Park Foundation MOA			
Kelly Hayfields	\$10,000.00	\$10,000.00	Native seed propagation contract
sub-total	\$10,000.00	\$10,000.00	
Jackson Hole Wildlife Foundation MOA			
Give Wildlife A Break	\$7,200.00	\$4,840.00	Wildlife Vehicle Collision Report
Nature Mapping Jackson Hole	\$10,000.00	\$11,000.00	Reporting & training; database; app support; Bluebird research
Bear Wise Jackson	\$8,000.00	\$8,000.00	Materials & incentives for compliance
Habitat Restoration	\$5,000.00	\$0.00	Historically, Wildlife Friendlier Fencing: materials and crews
Snake River Levee Ramps	\$1,000.00	\$0.00	Monitor wildlife ramps via trailcam
Wildlife Friendlier Fencing	\$0.00	\$6,488.00	Fence modification with landowners (materials & crew logistics)
sub-total	\$31,200.00	\$30,328.00	
Wildlife Program MOA Sub-Total	\$41,200.00	\$40,328.00	

Sustainability Program	Proposed FY25	Approved FY24	Notes:
<u>Integrated Solid Waste & Recycling MOA</u>			
HHW & E-Waste Collection	\$24,000.00	\$24,000.00	Household/Hazardous & E-Waste Disposal
Residential Food Waste Collection	\$2,500.00	\$2,500.00	Bear-resistant collection bin & hauling from ISWR office
Residential Food Waste Accessibility	\$4,750.00	\$0.00	Provides composting facilities to local events, advertising
Compost Give Back	\$0.00	\$2,500.00	Compost cycle programming to incentive use by public
sub-total	\$31,250.00	\$29,000.00	
<u>Energy Conservation Works MOA</u>			
Ecofair	\$2,500.00	\$2,500.00	"Gold" sponsor recognition, clean-up w/Rotary
Green Power Promotion	\$1,000.00	\$1,500.00	Program promotion
Commercial Energy Efficiency	\$7,250.00	\$4,250.00	Discount for Energy Audit, promotion, grant assistance
Residential Energy Efficiency	\$7,750.00	\$8,250.00	Energy efficiency kits, & home weatherization
Community Shared Solar	\$15,000.00	\$7,500.00	Project implementation
sub-total	\$33,500.00	\$24,000.00	
<u>Yellowstone-Teton Clean Cities MOA</u>			
CNG Vehicle Marketing	\$4,000.00	\$4,000.00	Manage bi-monthly state meeting, fleet site visits, mechanic training, other
Electrical Vehicle Experience	\$10,000.00	\$10,000.00	Lease electric an car for use/demonstrations, other promotion
Sustainability Series Support	\$4,000.00	\$4,000.00	Sponsorship of events/presentations
Level II Charging Program	\$10,000.00	\$10,000.00	Level II charging station installation, marketing, facilitation
sub-total	\$28,000.00	\$28,000.00	
Sustainability Program MOA Sub-Total	\$92,750.00	\$81,000.00	
TOTAL MOA BUDGET	\$349,613.00	\$375,346.50	