



**Teton
Conservation
District
Est. 1946**

Dec 20, 2023 Board Meeting Table of Contents

The Teton Conservation District (TCD) Board Meeting at 1:00 p.m. will be preceded by the TCD-Flat Creek Water Improvement District (FCWID) Quarterly Meeting from 11:00 a.m.-1:00 p.m. at the TCD Office. A TCD board quorum is required.

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TCD & FCWID JOINT QUARTERLY BOARD MEETING
Wednesday, December 20, 2023 @ 12:00 p.m.
Teton Conservation District Office
420 West Pearl Avenue, Jackson, WY 83001

Agenda

Meeting Members:

TCD BOARD OF SUPERVISORS: Roby Hurley (*Chair*), Dave Adams (*Vice-Chair and Treasurer*), Cate Watsabaugh (*Secretary*), Nate Fuller (*Supervisor*), and Bob Lucas (*Supervisor*). Associate Board Members: Elizabeth Barczynski, Sarah Hegg, Bob Weiss, and Tom Breen.

FCWID BOARD OF DIRECTORS AND STAFF: Sandy Buckstaff (*Chair*), James Metcalf (*Secretary*), Mark Giger (*Treasurer*), Johnny Ziem (*Director*), Jesse Rauch (*Board Member*), and Christina McGuire (*Administrative Manager*).

TCD STAFF: Carlin Girard (*Executive Director*), Holly Shuss (*Administrative Manager*), Liz Collins (*Grants & Communications Specialist*), David Lee (*Water Resources Specialist*), and Emily Smith (*Natural Resources Technician*).

Agenda

- I. Call to Order.**
- II. Approval of Minutes.**
 - A.** Approval of September 20, 2023, TCD & FCWID Joint Quarterly Board Meeting Minutes, *FCWID Chair Sandy Buckstaff*.
- III. Introductions and Comments from the Public.**
- IV. Board Reports.**
 - A.** FCWID Treasurer’s Report – FCWID Treasurer, Mark Giger.
 - B.** FCWID Secretary’s Report – FCWID Secretary, James Metcalf.
 - C.** FCWID Quarterly Progress Report (Projects) – FCWID Chairman, Sandy Buckstaff.
- V. Staff Reports.**
- VI. New Business/Discussion Items.**
 - A.** Update on Board of Director’s Election.
 - B.** Update on Board of Director’s Officers.
- VII. Old Business.**

VIII. Adjournment.

IX. Tour of TOJ Wastewater Treatment Plant and Wetlands.

FLAT CREEK WATERSHED IMPROVEMENT DISTRICT

PO Box 2037 Jackson, WY 83001

www.fcwid.org

Flat Creek Watershed Improvement District (FCWID) Quarterly Progress Report (Projects) December 2023

Presented below is a roster of significant actions or activities undertaken by the WID in the most recent quarter with regard to ongoing or proposed projects:

1. FCWID Projects:

a. Proposed 810 West Thaw Well.

The application submitted by the FCWID for funding the project through a hazard mitigation grant from the State of Wyoming Office of Homeland Security (WOHS) is currently under review by the WOHS and its partner in the grant process, the Federal Emergency Management Agency (FEMA). A request for further information (RFI) was issued by FEMA on September 7th. The FCWID responded with a robust response on November 1st and now awaits what it hopes will be a positive outcome on its grant application (anticipated to be issued in late December or early January).

b. Proposed Elk Run Townhomes Thaw Well.

The application submitted by the FCWID for funding the project through a hazard mitigation grant from the State of Wyoming Office of Homeland Security (WOHS) is currently under review by the WOHS and its partner in the grant process, the Federal Emergency Management Agency (FEMA). A request for further information (RFI) was issued by FEMA on September 7th. The FCWID responded with a robust response on November 1st and now awaits what it hopes will be a positive outcome on its grant application (anticipated to be issued in late December or early January).

c. Martin Lane Thaw Well.

Completion of the project by the Town of Jackson (including installation of pump, pitless adapter, outlet pipeline, and outlet structure, as well as connection to power) was achieved in November, and the well is now operational and on line. The well has been tied into the radio telemetry remote operation network that has been used for the last several years to operate Well No. 2 (just below Garaman Park) and Well No. 3 (High School Road).

d. Flat Creek Condominiums Bank Stabilization.

The work on this project was completed in early November by Munger Mountain Snow Removal, Inc. (MMSR). Because no responsive bids were received by the FCWID when bids were solicited in August and September, the FCWID chose to engage MMSR on a time-and-materials basis to perform the work. Alder Environmental, the project design entity, at the request of the FCWID, oversaw the construction. The cost of the construction phase of the project, including oversight, was \$10,483.88, of which \$9,157.64 was billed by MMSR. Their bill was right in line with the pre-bidding phase

The mission of the Flat Creek Watershed Improvement District is to explore and implement ways to prevent damage to private property and public infrastructure due to winter flooding of Flat Creek while simultaneously respecting water rights, representing the best interests of the district's property owners and residents, and maintaining and improving water and habitat quality within the stream corridor.

estimate provided by Alder Environmental. The bond that the FCWID put up with the Town of Jackson to guarantee the performance of the work was for \$9,000 and will be held by the Town until the vegetation installed as part of the project establishes itself (estimated to be June 2024).

e. Potential Bank Stabilization at Camenzind Property (480 Stacey Lane).

Mr. Camenzind has been apprised of the construction cost of the Flat Creek Condominiums Bank Stabilization Project. Should the FCWID go forward with the design, permitting, and construction of the Camenzind Bank Stabilization Project, Mr. Camenzind could expect to assume, as his portion of the cost of the project, a figure similar to that borne by the FC Condos HOA as part of their project. Mr. Camenzind is weighing his options.

f. Potential Bank Restoration/Stabilization at Creekside Condominiums

After discussion by and between members of the FCWID board, Carlin Girard and David Lee of the TCD, Brian Remlinger of Alder Environmental, and representatives of Creekside Condominiums, it was determined that a simple program of stabilizing eroded bank through the reintroduction of native vegetation would be a good first step to take. This step is tentatively planned for next summer (summer of 2024).

Progress Report Submitted by: Sandy Buckstaff, Chair of the FCWID Board of Directors

Flat Creek WID

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
City or Town Aid	12,000.00	12,000.00	0.00	100.00 %
Misc. Revenue				
Contribution, Caminzind		5,825.00	-5,825.00	
Contribution, Flat Creek Condos		5,825.00	-5,825.00	
Emergency Flood Mitgation Funds - TOJ	4,904.56	15,000.00	-10,095.44	32.70 %
Total Misc. Revenue	4,904.56	26,650.00	-21,745.44	18.40 %
Other Forecasted Revenue				
FY 2024 Grant Reimbursement, TCD		29,018.00	-29,018.00	
Teton County School District No. 1		240.00	-240.00	
Total Other Forecasted Revenue		29,258.00	-29,258.00	
Property Taxes and Assessments				
Property Tax Levy (County)	2,900.25	42,240.00	-39,339.75	6.87 %
Total Property Taxes and Assessments	2,900.25	42,240.00	-39,339.75	6.87 %
Total Income	\$19,804.81	\$110,148.00	\$ -90,343.19	17.98 %
GROSS PROFIT	\$19,804.81	\$110,148.00	\$ -90,343.19	17.98 %
Expenses				
Administration				
Contractual Services				
Accounting/Auditing	1,481.25	3,500.00	-2,018.75	42.32 %
Administrative Manager	8,387.50	15,000.00	-6,612.50	55.92 %
Legal		3,500.00	-3,500.00	
Total Contractual Services	9,868.75	22,000.00	-12,131.25	44.86 %
Liability Insurance & Bonds				
Board & Admin Bonding		2,350.00	-2,350.00	
Liability	9,500.00	500.00	9,000.00	1,900.00 %
Total Liability Insurance & Bonds	9,500.00	2,850.00	6,650.00	333.33 %
Other Administrative Expenses				
Advertising	218.70	1,000.00	-781.30	21.87 %
Bank Fees	56.52	300.00	-243.48	18.84 %
Office Equipment, Rent & Repair		100.00	-100.00	
Office Supplies	744.00	600.00	144.00	124.00 %
Technology & Support	165.00	300.00	-135.00	55.00 %
Total Other Administrative Expenses	1,184.22	2,300.00	-1,115.78	51.49 %
Total Administration	20,552.97	27,150.00	-6,597.03	75.70 %
Operations				
Consultant/Contractor Fees	679.42		679.42	
Contractual Arrangements				
Thaw Wells Monitoring/Operation		6,500.00	-6,500.00	
Total Contractual Arrangements		6,500.00	-6,500.00	
Operating Supplies				
Media Outreach		100.00	-100.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Postage		100.00	-100.00	
Signage		100.00	-100.00	
Total Operating Supplies		300.00	-300.00	
Other Operations				
Emergency Flood Mitigation - TOJ		15,000.00	-15,000.00	
Emergency Flood Response		9,000.00	-9,000.00	
Irrigation Ditch Diversion Repair		700.00	-700.00	
Thaw Wells Power		1,000.00	-1,000.00	
Total Other Operations		25,700.00	-25,700.00	
Total Operations	679.42	32,500.00	-31,820.58	2.09 %
Program Services				
Bank Stabilization, Caminzind	532.07	17,825.00	-17,292.93	2.98 %
Bank Stabilization, Creekside Village	190.40	1.00	189.40	19,040.00 %
Bank Stabilization, F.C. Condos	9,384.34	11,650.00	-2,265.66	80.55 %
Flood Control/Mitigation	677.50		677.50	
Thaw Well, 810 West	171.67	14,509.00	-14,337.33	1.18 %
Thaw Well, Creekside Village/Elk Run	171.66	14,509.00	-14,337.34	1.18 %
Total Program Services	11,127.64	58,494.00	-47,366.36	19.02 %
Total Expenses	\$32,360.03	\$118,144.00	\$ -85,783.97	27.39 %
NET OPERATING INCOME	\$ -12,555.22	\$ -7,996.00	\$ -4,559.22	157.02 %
Other Expenses				
Reconciliation Discrepancies	-0.05		-0.05	
Total Other Expenses	\$ -0.05	\$0.00	\$ -0.05	0.00%
NET OTHER INCOME	\$0.05	\$0.00	\$0.05	0.00%
NET INCOME	\$ -12,555.17	\$ -7,996.00	\$ -4,559.17	157.02 %

Flat Creek WID

Balance Sheet

As of December 11, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Operating Account	5,053.49
Reserve Account	64,108.00
Total Bank Accounts	\$69,161.49
Other Current Assets	
*Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$69,161.49
TOTAL ASSETS	\$69,161.49
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
FIB Mastercard XX9302	470.03
Total Credit Cards	\$470.03
Total Current Liabilities	\$470.03
Total Liabilities	\$470.03
Equity	
*Retained Earnings	81,246.63
Net Income	-12,555.17
Total Equity	\$68,691.46
TOTAL LIABILITIES AND EQUITY	\$69,161.49

Flat Creek WID

Profit and Loss

July 1 - December 11, 2023

	TOTAL
Income	
City or Town Aid	12,000.00
Misc. Revenue	
Emergency Flood Mitgation Funds - TOJ	4,904.56
Total Misc. Revenue	4,904.56
Property Taxes and Assessments	
Property Tax Levy (County)	2,900.25
Total Property Taxes and Assessments	2,900.25
Total Income	\$19,804.81
GROSS PROFIT	\$19,804.81
Expenses	
Administration	
Contractual Services	
Accounting/Auditing	1,481.25
Administrative Manager	8,387.50
Total Contractual Services	9,868.75
Liability Insurance & Bonds	
Liability	9,500.00
Total Liability Insurance & Bonds	9,500.00
Other Administrative Expenses	
Advertising	218.70
Bank Fees	56.52
Office Supplies	744.00
Technology & Support	165.00
Total Other Administrative Expenses	1,184.22
Total Administration	20,552.97
Operations	
Consultant/Contractor Fees	679.42
Total Operations	679.42
Program Services	
Bank Stabilization, Caminzind	532.07
Bank Stabilization, Creekside Village	190.40
Bank Stabilization, F.C. Condos	9,384.34
Flood Control/Mitigation	677.50
Thaw Well, 810 West	171.67
Thaw Well, Creekside Village/Elk Run	171.66
Total Program Services	11,127.64
Total Expenses	\$32,360.03
NET OPERATING INCOME	\$ -12,555.22

Flat Creek WID

Profit and Loss

July 1 - December 11, 2023

	TOTAL
Other Expenses	
Reconciliation Discrepancies	-0.05
Total Other Expenses	\$ -0.05
NET OTHER INCOME	\$0.05
NET INCOME	\$ -12,555.17

TCD & FCWID JOINT QUARTERLY BOARD MEETING
Wednesday, September 20, 2023 @ 11:00 a.m.
South Park Wyoming Game and Fish Feed Grounds

Minutes

Meeting Attendance:

TCD BOARD OF SUPERVISORS: Roby Hurley (*Chair*), Dave Adams (*Vice-Chair and Treasurer*), Cate Watsabaugh (*Secretary*), Nate Fuller (*Supervisor*).

FCWID BOARD OF DIRECTORS AND STAFF: Sandy Buckstaff (*Chair*), Johnny Ziem (*Director*), and Christina McGuire (*Administrative Manager*).

TCD STAFF: Carlin Girard (*Executive Director*), Holly Shuss (*Administrative Manager*), Liz Collins (*Grants & Communications Specialist*), and David Lee (*Water Resources Specialist*).

PUBLIC: Ray White and Beverly Boynton.

I. **Call to order.** 11:05 p.m. by Sandy Buckstaff.

DRAFT

II. Approval of Minutes

A. Approval of June 21, 2023, TCD & FCWID Joint Quarterly Board Meeting Minutes

MOTION BY (TCD): Dave Adams.

SECONDED (TCD): Nate Fuller.

DISCUSSION: None.

RESULT: Minutes approved 4/0 by TCD Board.

ACTION: None.

III. Introductions and Comments from the Public.

B. Beverly said she is looking forward to ending her confusion about how much water is in the wetlands.

IV. Board Reports.

A. FCWID Treasurer's Report, Sandy Buckstaff, FCWID Chair

- Sandy said normally the WID would have a written Treasurer's and Secretary's Report, but he will do them verbally for this round. Sandy mentioned that the WID recently brought on a new bookkeeper, Lisa Catton, and she provided the WID with draft financial reports (balance sheet, profit and loss, budget vs. actuals) for July and August. He mentioned he had not gone through them but will make sure the reports are sufficient for the WID's needs.
- Sandy said the operating account balance is roughly \$7,300, and that the account fluctuates throughout the year given member assessments. He said the reserve account balance is at \$73,000 and the WID used this account last year to go into the creek as well as

to prepare a grant for two more thaw wells, amounting to \$10K of unanticipated expenses.

B. FCWID Secretary's Report, Sandy Buckstaff, FCWID Chair

Sandy explained this month the WID needs to provide a form F-32 to the State Auditor's Office and also have a full audit performed. He stated that there are no other significant deadlines.

C. FCWID Quarterly Progress Report (Projects), Sandy Buckstaff, FCWID Chair

Sandy mentioned the WID has six projects going on, including two proposed thaw wells: 810 West and Elk Run Townhomes.

- FEMA Grant: Sandy stated the WID received a RFI from FEMA on its grant application and has a month to respond. He said the six questions are not complex and he will respond to them promptly. He said it should be 30 to 45 days before the WID will receive the award money after he responds. Sandy said once the WID is granted the award, the WID and the TCD will work on an agreement as to how the projects will be managed. He said there is money in the budget for an attorney to take care of this.

Carlin Girard asked about the phone call Sandy made to him re: FEMA's transferred funds. Sandy explained there was pressure to get the application in because the funds were COVID-19 funds, so he made sure, due to the drawn-out timeline, that the funds are still available. He said the FEMA representative explained to him that the funds were already transferred to the state and available.

Dave Adams asked if Sandy inquired about the amount of money that was transferred to the state. Sandy said he did not, and that he was only concerned about the WID's project.

Someone asked if Sandy asked FEMA if the grant process normally takes this long. Sandy said he did and that the representative mentioned FEMA is slow, and the Wyoming Office of Homeland Security has never issued a grant of this sort before. He explained that, for example, Clean Water Act funds and Safe Drinking Water Act funds are usually distributed by the Wyoming DEQ. Sandy said that, should the WID get the funds, he hoped to have the thaw wells come online a year from this fall. He mentioned he talked to Phil Gyr from Nelson Engineering who said that was a realistic estimate.

- Martin Lane: Sandy said the Martin Lane Thaw Well was tested and is due to come online this spring. He explained that the yield out of the well is less than what he'd like at 240 gallons a minute. Sandy said this will still work and that it's not a long run of the creek that the well is intended to affect. Dave Adams asked Johnny if he had a well log. Johnny said he can get one and send a copy.
- Flat Creek Condos Bank Stabilization: Sandy mentioned Alder Environmental has contacted contractors for bids and only one responded (with an unreasonably high bid). He explained the WID will declare this nonresponsive, and if it doesn't get any more bids, Alder will negotiate directly with another contractor. He explained that the window to complete the work is Oct 15 to

Nov 7 and it will only take three or four days, so the WID aims to establish a contract with a contractor who will do it in the next 30 days.

- Camenzind Property: Sandy mentioned that Franz Camenzind's property is being threatened by bank erosion and needs to be stabilized. He explained that there are two ways to do so: 1. Armor the bank, and 2. Enhance the riparian corridor with a bench that goes into the creek. He stated he thinks the latter is the right thing to do. He said the WID will get two estimates and only ask Franz to contribute half of the lesser project, but plans to go through with the more robust scenario. He mentioned to the TCD that, at some point, the WID may come to the board asking them to cost share.
- Creekside Condos: Sandy said he received a call from the HOA saying that their bank is eroding. He explained that one of the residents mowed everything down and planted grass with a shallow root system. He said, to remedy this issue, the WID will need to reestablish native grasses and explained it's not a big project and he wondered if it even needed permitting.

V. New Business/Discussion Items.

- DRAFT
- A. Board of Director's Election: Sandy mentioned that the WID will elect two new board members on November 7. He said that James Metcalf has filed for re-election and Jesse Rauch has filed to be elected for the first time. He said both positions will be four-year terms. Sandy mentioned that Liz Collins helped assure the WID followed the state election protocols and that mailed ballots are currently being sent to the certified electors.

VI. Old Business

VII. Adjournment. 11:24 a.m.

MOTION BY: Dave Adams

SECONDED: Nate Fuller.

RESULT: None.

**Teton Conservation District (TCD) Dec 2023 Board Meeting
December 20, 2023 at 1:00 p.m. | Location: 420 W. Pearl Ave., Jackson**

The TCD meeting is preceded by the Flat Creek Watershed Improvement District meeting at 11:00 a.m.

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

VIDEO CONFERENCE INVITATION

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 Hurly, 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), Jonathan Schechter and Tanya Anderson (Town of Jackson Town Council), Luther Propst (Teton County Board of County Commissioners), Chris Colligan (Teton County Public Works), Meghan Quinn (Protect Our Waters Jackson Hole), Simon Teaff (NRCS District Conservationist),

*Benjamin Crosby (Idaho State University)

**Denotes online attendee*

AGENDA:

11:00 a.m. TCD Flat Creek Watershed Improvement District Quarterly Meeting @ TCD 90 minutes

1:00 p.m. Agency Reports, Guests, and Public Comment 20 minutes

Meghan Quinn (Protect Our Waters Jackson Hole) – See Carlin’s Supplemental Item in Staff Report

Tanya Anderson (Town of Jackson)

Minutes and Treasurer’s Report 10 minutes

Board Reports 10 minutes

Staff Reports and Action Items 90 minutes

Holly Shuss – Financial Account Policy and Statement of Investment Policy

Robb Sgroi

Morgan Graham

David Lee – ISU Snake River Study Line-Item Request (Resubmission), Benjamin Crosby present on Zoom

Liz Collins

Carlin Girard – Sponsorship Policy

Old and New Business 10 minutes

Executive Session: 30 minutes

(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.)

Teton Conservation District (TCD) October 2023 Board Meeting Minutes
October 18, 2023 | 420 W. Pearl Ave., Jackson, WY

Attendees:

TCD Board Supervisors: Dave Adams, Roby Hurley, Cate Watsabaugh, Bob Lucas (joined at 1:30 p.m.)

Associate Board Members: Bob Weiss, Liz Barczynski, Steve McDonald*

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

Guests: Todd Stiles (United States Forest Service), Amy Findlay (Jones-Simkins)*, Abigail Karin (public)*

**Denotes online attendee*

Call to Order: Roby called the meeting to order at 1:01 p.m.

Guest Reports and Public Comment:

Agency Reports

Todd Stiles (United States Forest Service)

1) **Staffing/personnel updates:** Todd noted that a new Invasive Species coordinator has been hired, and there will be transitions in other key positions due to departing employees, specifically in range management program and hydrology. A new botanist hire is also pending.

2) **Crystal Creek, Gros Ventre Confluence Bio-Engineering Project:** The Forest Service project to relocate campground infrastructure to higher ground and install bioengineered bank stabilization treatments along Crystal Creek will begin this week. A press release with TCD named as a supporter will be released. Todd shared specifics of the project, including information on the contractor and administrative process. The project will be completed next spring, with the final phase to include moving the Gros Ventre Road south in one location and beautifying the new campground.

3) **Granite Creek Road Project:** The Forest Service is in the initial stages of a project to improve the Granite Creek Road region. Project deliverables will include a public parking area near Granite Falls, a separate parking area for stock users, a horse bypass trail that goes around the hot springs, and restoration projects utilizing native plant seed. Carlin and Morgan took a site visit to the area with Todd to help advise. 3) Robb brought to Todd's attention a TCD and USFS agreement that must be renewed before March 2024. 4) Roby brought to Todd's attention that TCD would like to engage with USFS in conversations on any opportunity to partner on future housing projects.

Amy Findlay (Jones-Simkins) 1) **TCD Annual Audit:** Amy shared her background; she has been an audit manager for Jones-Simkins and on the TCD audit team since 2018. Amy explained the process for the audit and highlighted various pages on the report. Amy opened for questions. Bob Weiss expressed that "Finding 26-001" sounded harshly worded. Amy responded, offering to adjust the report to further explain why TCD's budget operates the way that it does. Robb asked other clarifying questions, and Amy responded. The audit will be finalized and issued by early next week.

Dave moved that the TCD Board approve the Annual Audit from Jones-Simkins, including the mentioned modifications. Cate seconded. The motion carried unanimously (4-0).

September 20, 2023 Meeting Minutes: Dave moved to approve the September 20, 2023 Board Meeting Minutes. Cate seconded. Roby called for discussion. Roby requested an edit which was added to the minutes. The motion carried unanimously.

September 2023 Treasurer's Report: Dave reviewed the September 2023 Treasurer's Report:

- Checks numbering 21243-21280 dated 9/7/2023-9/30/2023: \$140,194.52
- Credit card charges: \$7,339.41
- Net credits for the month: \$91,265.21

- Operating Reserves Account Balance: \$500,750.94
- Committed Funds Savings Account: \$628,376.86
- Reconciled General Fund Checking Balance: \$449,923.41

Dave asked the question, if the board were to move funds into a facility contingency account, where and when would those funds be moved. There was some discussion. There was consensus to edit the policy and address this by the end of the fiscal year.

Cate moved to approve the September 2023 Treasurer’s Report. Bob seconded. The motion carried unanimously.

Board Reports:

Dave Adams 1) Dave shared an update on Area V Meeting; complimented the space, turn out, and overall success of the meeting. 2) Dave shared that he is preparing for an upcoming Geologists of Jackson Hole presentation, pulling historical well log data for soil profiling purposes.

Roby Hurley 1) Roby shared that he volunteered with Trout Unlimited on fish salvage projects and continues to work with Jackson Hole Wildlife Foundation on the wildlife ramp levee project. Roby had attended a day long water symposium and David shared the presentation materials with the board via email.

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 Association of Conservation Districts (WACD) Convention:** The annual WACD Convention is November 15-17, 2023, in Dubois, Wyoming. 2) **Wyoming Department of Audit:** Holly presented a cover sheet needing to be signed for the Wyoming Department of Audit. 3) **National Association of Conservation Districts (NACD):** TCD decided on continued participation in NACD with a gold membership. The Regional Convention held in Jackson was discussed.

Robb Sgroi (Land Resources Specialist): Robb was recognized for receiving the Bob Arndt Community Caretaker Award for his company, Teton Bear Products, at Silicon Couloir Pitch Day. Information Items: 1) **Wyoming Cowboy Hall of Fame:** Two past TCD Supervisors, Mike Taylor and Tom Breen, were inducted into the Wyoming Cowboy Hall of Fame. 2) **Wyoming Landowners Guide to Fencing and Wildlife:** There will be an editorial review and subsequent printing of the revised version. There will likely be a request for TCD to help fund the project. There was a discussion about creating a policy for sponsorships. Staff will plan to bring a sponsorship policy for the board’s review. 3) **Wildfire Risk Reduction Program:** Bob Weiss shared from personal experience that home insurance trends in Teton County may impact the Wildlife Risk Reduction Program. 4) **Small Water Project Program:** Robb plans to submit two new projects. 5) **Native Trees:** There was discussion around an information item in Robb’s report regarding native trees.

Morgan Graham (GIS & Wildlife Habitat Specialist): Information Items: 1) **Farm to Fork:** Morgan engaged with about 30 folks who are working on reclamation and seeding projects on their private property. 2) **Teton County GIS:** Teton County will be hiring another position to help with the GIS conversion. There was discussion around TCD’s participation in the GIS policy committee. The committee is being redefined, and Teton County is appointing more official roles. TCD will remain on the agreement in an advisory capacity. 3) **Native Seed:** There was a question regarding native seed resources in the Zoom chat from Abigail Karin, and Morgan stated that he will follow up with information. 4) **Wildlife Ramps:** Roby highlighted Morgan’s GIS contributions in the wildlife ramp project on the Snake River levee.

Emily Smith (Natural Resources Technician): Information Items: None

David Lee (Water Resources Specialist): Action Items: 1) **ISU Snake River Study Line-Item Request:** Idaho State University professors are in the process of designing two master's student projects to study the geomorphology and ecological response to dam operations in the Snake River below Jackson Lake Dam. TCD has budgeted \$20,000 for this request in the FY24 Water budget. There was lengthy discussion about the study. Discussion included the \$40,000 request versus \$20,000 budgeted, whether the applicant plans to request more funds next year, and receiving more information on project deliverables. David shared information about the history of the studies that have gone into the background of this proposal. There was consensus to ask the applicant to submit a more detailed version of their funding request and to request a meeting with Bureau of Reclamation staff to discuss the project objectives. 2) **USGS Flat Creek Sediment Fingerprinting:** David brought attention to a USGS study on the horizon. Some board members voiced in support of such a project. There was discussion around the deliverables and potential efficacy of this study. David clarified the goal of this study.

Liz Collins (Grants and Communications Specialist): Action Items: 1) **Flat Creek Watershed Improvement District Election: Dave motioned to approve Carlin, Roby, Liz B. as Canvassing Board Members and Liz Collins, Holly Shuss, and Sandy Buckstaff as Election Judges for the November 2023 Flat Creek Watershed Improvement District election. Bob seconded. The motion carried unanimously.**

Carlin Girard (Executive Director): Information Items: 1) **WACD Raffle:** Carlin shared the opportunity to purchase raffle tickets, as part of the WACD State Convention. 2) **Bureau of Land Management (BLM) Correspondence:** TCD received a letter from the BLM that discloses their intent to lease and, perhaps, subsequently convey parcels 13, 14, and 26. There was further discussion on the parcels and whether TCD would make an official response. Carlin was asked to craft and submit a letter.

Old and New Business:

The following items will be moved to the December Meeting.

- 1) Rally for Clean Water: There was discussion around this event, organized by our partner - Protect Our Water JH, as an opportunity for staff and board members to attend to engage with community members on water issues in which we are involved.
- 2) Farm to Fork Festival: There was discussion around this event, organized by our partner - Slow Food in the Tetons, staff and the board are encouraged to participate. Teton Conservation District will have a booth at the event.
- 3) Flat Creek Watershed Improvement District (FCWID): The question was brought up if Teton Conservation District supports our subsidiary, FCWID, spending efforts on engineering and permitting for erosion control on personal property within the WID. No decision was voted on. If the WID reaches out to Teton Conservation District for funding on any such project, further discussion will need to occur.
- 4) Snake River Rampdown Drone Report: David shared the printed report. The board and staff commended David's work on this study, which is anticipated to serve as a model for future studies of the Snake River during rampdown periods.

Executive Session: Dave moved to enter into executive session at 3:51 p.m. Bob seconded. The motion carried unanimously.

Executive Session: Dave moved to adjourn executive session at 4:20 p.m. Cate seconded. The motion carried unanimously.

Bob Lucas left at 4:20 p.m.

Regular Session: Dave moved to make the day after Thanksgiving a Holiday and give staff the day off. Cate seconded. The motion passed four to zero.

Dave made a motion to adjourn the meeting at 4:21 p.m. Cate Seconded and the motion passed four to zero.

Submitted by: _____
Liz Collins Date – October 18, 2023

Supervisor: _____
Date

Supervisor: _____
Date

Supervisor: _____
Date

Debits across all accounts for the month:

<u>Checks</u>		
October checks #21281-21317		\$131,670.63
<u>Credit Card Charges</u>		
October credit card charges		\$6,457.69
Total Debits for	October	\$138,128.32

Credits across all accounts for the month:

<u>regular income sources</u>		
Mill Levy from Teton County		\$50,137.27
General Fund Checking Interest from Wells Fargo Bank		\$35.63
Committed Funds Savings Interest - Wells Fargo Bank		\$46.85
Operating Reserve Account Interest from First Interstate		\$263.41
Well Test Kit Sales (13 sales)		\$350.00
<u>other income sources</u>		
Pass-Through Funds		\$46,340.00
Total Credits for	October	\$97,173.16

Account Detail

	APY	
<u>General Fund Checking Account @ Wells Fargo Bank</u>		
Previous Balance		\$475,679.26
October Interest	0.09%	\$35.63
October Deposits		\$97,162.90
October Withdrawals		\$151,549.52
General Fund Checking Account Balance		\$421,292.64
Outstanding Checks		\$6,457.79
Deposits in Transit		\$0.00
Reconciled QuickBooks Balance		\$414,834.85
<u>Committed Funds Savings Account @ Wells Fargo Bank</u>		
Previous Balance		\$628,376.86
October Committed Funds In		\$0.00
October Committed Funds Out (transferred to checking)		\$11,340.00
October Interest	0.09%	\$46.85
Committed Funds Savings Account Balance		\$617,083.71
Committed Funds Project Funds (without interest)		\$616,900.12
<u>Operating Reserves Investment Account @ First Interstate Bank</u>		
Initial Investment		\$500,000.00
Previous Balance		\$500,750.94
October Interest	0.60%	\$263.41
Operating Reserves Money Market Investment Account Balance		\$501,014.35

FY24 Spent to Date & Income - 10/31/2023				33% of FY
	Budget	Jul - Oct 23	Receivables	% of Budget
Income				
Regular Income				
Teton County Mill Levy	2,340,000.00	183,579.26	-2,156,420.74	7.85%
Interest Income	1,000.00	1,131.87	131.87	113.19%
Well Test Kit Sales	7,800.00	2,120.39	-5,679.61	27.18%
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	195,655.02	-2,169,468.48	8.27%
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	0.00	-11,013.00	0.0%
Snake River Gage-TU	5,000.00	0.00	-5,000.00	0.0%
Wyoming Water Development SWPP	268,500.00	35,000.00	-233,500.00	13.04%
WDEQ 319 - Fish Crk Wtrshd Plan	20,000.00	18,500.00	-1,500.00	92.5%
FCWID FEMA Thaw Well Grant	500,000.00	0.00	-500,000.00	0.0%
Total Grants & Pass Through Income	828,906.00	53,500.00	-775,406.00	6.45%
Total Income	3,194,029.50	249,155.02	-2,944,874.48	7.8%
Expense				
MOA Grants				
Water Program MOA	126,918.50	0.00	-126,918.50	0.0%
Land Program MOA	57,100.00	0.00	-57,100.00	0.0%
Vegetation Program MOA	70,000.00	0.00	-70,000.00	0.0%
Wildlife Program MOA	40,328.00	0.00	-40,328.00	0.0%
Sustainability Program MOA	81,000.00	0.00	-81,000.00	0.0%
Total MOA Grants	375,346.50	0.00	-375,346.50	0.0%
Program Expenses				
Administration Expenses	394,350.00	63,566.64	-330,783.36	16.12%
Communication Program Expenses	63,000.00	7,897.86	-55,102.14	12.54%
Water Program Expenses	882,349.00	17,751.34	-864,597.66	2.01%
Land Program Expenses	508,800.00	40,000.00	-468,800.00	7.86%
Vegetation Program Expenses	187,000.00	8,659.85	-178,340.15	4.63%
Wildlife Program Expenses	45,000.00	0.00	-45,000.00	0.0%
GIS Program Expenses	103,000.00	2.23	-102,997.77	0.0%
Sustainability Program Expenses	10,500.00	0.00	-10,500.00	0.0%
Total Program Expenses	2,193,999.00	137,877.92	-2,056,121.08	6.28%
Payroll Expenses	989,100.00	287,388.89	-701,711.11	29.06%
Total Expense	3,558,445.50	425,266.81	-3,133,178.69	11.95%

FY 2024 Budget (OCTOBER 31, 2023)		Committed Funds Savings Account Items			
Grant Description		Budgeted	Paid Out	Check #	Remaining
Small Water Project Program Projects		Final Report Due			
Lower Snake R. Ranch Bank & Fish Imp.	10/23	\$5,000.00	\$0.00		\$5,000.00
Owl Creek Subdivision - Fire Water Storage	10/23	\$5,000.00	\$0.00		\$5,000.00
Blue Mountain Bench SWPP Project	10/24	\$5,000.00	\$0.00		\$5,000.00
	<i>subtotal</i>	\$15,000.00	\$0.00		\$15,000.00
FY22 Budget Line Items					
WY Game & Fish - Moose Movements	2/24	\$5,000.00	\$0.00		\$5,000.00
Brian & Emily Hager - McCallister Pond Proj.	1/24	\$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>	\$71,060.62	\$0.00		\$71,060.62
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
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	\$0.00		\$17,401.00
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 Weed Mgmt Association	6/24	\$70,000.00	\$0.00		\$70,000.00
JH Wildlife Foundation	6/24	\$30,328.00	\$0.00		\$30,328.00
Mountain Roots Education	6/24	\$6,100.00	\$0.00		\$6,100.00
Slow Food in the Tetons	6/24	\$51,000.00	\$0.00		\$51,000.00
Town of Jackson	6/24	\$30,000.00	\$0.00		\$30,000.00
Trout Unlimited	6/24	\$50,500.00	\$0.00		\$50,500.00
Yellowstone-Teton Clean Cities	6/24	\$28,000.00	\$0.00		\$28,000.00
	<i>subtotal</i>	\$375,346.50	\$0.00		\$375,346.50
FY23 Budget Line Items					
WY G&F South Flat Creek Restoration	2/24	\$15,000.00	\$0.00		\$15,000.00
TU GV Road Stabilization Project	6/24	\$15,000.00	\$0.00		\$15,000.00
Kauffman Pivot Irrigation Project	6/24	\$20,000.00	\$0.00		\$20,000.00
Teton Raptor Center - Native Plant Proj.	2/24	\$2,770.00	\$0.00		\$2,770.00
POW JH - Snake River Monitoring	2/24	\$10,000.00	\$0.00		\$10,000.00
National Park Service - Air Quality Project	6/24	\$2,088.00	\$0.00		\$2,088.00
	<i>subtotal</i>	\$64,858.00	\$0.00		\$64,858.00
FY24 Budget Line Items					
Leave Liability and Deductibles for FY24	tcd	\$10,000.00	\$0.00		\$10,000.00
	<i>subtotal</i>	\$89,716.00	\$0.00		\$10,000.00
FY23 PIC Grants					
Trout Unlimited - SRHWG Design	6/24	\$2,500.00	\$0.00		\$2,500.00
WY Wetland Society - Beaver Holding	2/24	\$10,000.00	\$0.00		\$10,000.00
Biodiversity Research Institute - Loon	2/24	\$10,000.00	\$0.00		\$10,000.00
Teton Raptor Center - Raptor Rehab	6/24	\$2,560.00	\$0.00		\$2,560.00
Northern Rockies Cons Coop - Symposium	2/24	\$2,000.00	\$0.00		\$2,000.00
Nature Conservancy - Phase 3 Fire Project	6/24	\$14,575.00	\$0.00		\$14,575.00
POW JH - E.Coli Bacteria Sampling	2/24	\$10,000.00	\$0.00		\$10,000.00
UW Fish & WL Coop - Moose Calf Project	6/24	\$20,000.00	\$0.00		\$20,000.00
	<i>subtotal</i>	\$71,635.00	\$0.00		\$71,635.00
Grand Total Grant Project Funds					\$616,900.12

Teton Conservation District

11/9/2023 10:41 AM

Register: 10-1020 · Wells Fargo Checking

From 10/01/2023 through 10/31/2023

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/02/2023	21281	United States Geological Sur...	40000 · Water Program Expens...	Bill #91102183 for 2...	4,600.00	X		445,323.41
10/02/2023	21282	Wyoming Dept. of Agricultu...	40000 · Water Program Expens...	Invoice 122171 - 20 ...	2,240.00	X		443,083.41
10/02/2023	21283	CNA Surety	20000 · Administration Expens...	David Lee Bond #65...	350.00	X		442,733.41
10/02/2023	21284	Julie Nettere	50000 · Land Program Expense...	SWPP - Surface Wat...	40,000.00	X		402,733.41
10/02/2023			10000 · Income:11000 · Regula...	Deposit		X	150.00	402,883.41
10/04/2023			10000 · Income:11000 · Regula...	Deposit		X	100.00	402,983.41
10/09/2023			10000 · Income:11000 · Regula...	Sept Mill Levy Depo...		X	50,137.27	453,120.68
10/10/2023	21285	Old West Press	20000 · Administration Expens...	Vest embroidery w/ ...	153.00			452,967.68
10/10/2023	21286	Lower Valley Energy	20000 · Administration Expens...	CNG fuel 9/1-9/30	46.66	X		452,921.02
10/10/2023	21287	Brilliantly Done, Inc.	20000 · Administration Expens...	Sept Cleaning - Invoi...	375.00	X		452,546.02
10/10/2023	21288	Astoria Park Conservancy	120000 · Grants Program:1200...	FY23 PIC Grant Rei...	6,340.00	X		446,206.02
10/10/2023			-split-	Deposit		X	35,150.00	481,356.02
10/10/2023	FY24AJE#5		-split-	September direct dep...	18.50	X		481,337.52
10/11/2023	21291	Wyoming Retirement System	10-2020 · WRS Retirement Lia...	Sept 2023 Retiremen...	6,950.21	X		474,387.31
10/11/2023			10000 · Income:11000 · Regula...	Deposit		X	50.00	474,437.31
10/12/2023	21301	Teton Raptor Center	20000 · Administration Expens...	Private On-Site Tour ...	500.00	X		473,937.31
10/13/2023	21302	Teton Media Works, Inc.	30000 · Communication Progra...	Invoice #358723	33.00	X		473,904.31
10/13/2023	21303	Copy Works	20000 · Administration Expens...	Invoice 51373	66.45	X		473,837.86
10/13/2023	21304	Worker's Compensation Emp...	6560 · Payroll Expenses:Worke...	3rd Quarter 2023 Wo...	2,382.44	X		471,455.42
10/13/2023	FY24 AJE #6		6560 · Payroll Expenses:HSA E...	Morgan & Emily HS...	181.25	X		471,274.17
10/15/2023	21293	Carlin E Girard	-split-		3,877.07	X		467,397.10
10/15/2023	21294	David Lee	-split-		2,824.20	X		464,572.90
10/15/2023	21292	Elizabeth A Collins	-split-		2,807.48	X		461,765.42
10/15/2023	21295	Emily P Smith	-split-		2,421.06	X		459,344.36
10/15/2023	21296	Holly Shuss	-split-		3,027.92	X		456,316.44
10/15/2023	21297	Morgan W Graham	-split-		2,366.00	X		453,950.44
10/15/2023	21298	Robert M Sgroi	-split-		3,231.61	X		450,718.83
10/15/2023	21299	Electronic Federal Tax Paym...	-split-	10/15/23 Payroll	6,920.40	X		443,798.43

Teton Conservation District

11/9/2023 10:41 AM

Register: 10-1020 · Wells Fargo Checking

From 10/01/2023 through 10/31/2023

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/15/2023	21300	Empower Retirement 457(b)	-split-		1,050.00	X		442,748.43
10/16/2023	21289	MasterCard	10-2000 · Accounts Payable		7,339.41	X		435,409.02
10/17/2023			10000 · Income:11000 · Regula...	Deposit		X	50.00	435,459.02
10/18/2023			10-1025 · Wells Fargo Savings	Julie Nettere SWPP ...		X	5,000.00	440,459.02
10/18/2023			10-1025 · Wells Fargo Savings	Astoria Park Conserv...		X	6,340.00	446,799.02
10/20/2023	To Print	Empower Retirement 457(b)	-split-	G/L Calculation and ...	159.83	X		446,639.19
10/20/2023	To Print	Wells Fargo Bank	Bank Service Charges	Bank Wire Fee	40.00	X		446,599.19
10/25/2023			10000 · Income:11000 · Regula...	Deposit		X	50.00	446,649.19
10/30/2023			-split-	Deposit		X	100.00	446,749.19
10/31/2023	21313	Carlin E Girard	-split-		3,877.07	X		442,872.12
10/31/2023	21305	David Lee	-split-		2,824.21	X		440,047.91
10/31/2023	21306	Elizabeth A Collins	-split-		2,807.48	X		437,240.43
10/31/2023	21307	Emily P Smith	-split-		2,421.06	X		434,819.37
10/31/2023	21308	Holly Shuss	-split-		3,027.92	X		431,791.45
10/31/2023	21309	Morgan W Graham	-split-		2,365.99	X		429,425.46
10/31/2023	21310	Robert M Sgroi	-split-		3,231.61	X		426,193.85
10/31/2023	FY24 AJE #7		6560 · Payroll Expenses:HSA E...	Morgan & Emily HS...	181.25	X		426,012.60
10/31/2023	21311	Electronic Federal Tax Paym...	-split-	10/31/23 Payroll	6,920.38	X		419,092.22
10/31/2023	21312	Empower Retirement 457(b)	-split-	10/31/23 Payroll	1,050.00			418,042.22
10/31/2023	21314	Alder Environmental	40000 · Water Program Expens...	Invoice 4134 / Fish ...	2,120.00			415,922.22
10/31/2023	21315	WACD	6560 · Payroll Expenses:Emplo...	Invoice 6355 - Denta...	434.60			415,487.62
10/31/2023	21316	CNA Surety	20000 · Administration Expens...	Watsabaugh Bond #6...	350.00			415,137.62
10/31/2023	21317	Teton Media Works, Inc.	30000 · Communication Progra...	Invoice #358831	338.40			414,799.22
10/31/2023			10000 · Income:11000 · Regula...	Deposit		X	35.63	414,834.85

Total Checks: \$131,670.63

Credit Card Reporting for October 2023

TCD Staff	Date	Item	Vendor	Account	Class	Amount
Holly	9/21/2023	Postage	USPS	Postage & Shipping	Admin	\$ 14.39
Holly	9/2/2023	Company Vest Return	KUIU	TCD Equip Clothing Stipend	Admin	\$ (71.18)
Holly	10/2/2023	Monthly Garbage	Westbank Sanitation	Office Utilities	Admin	\$ 48.74
Holly	10/2/2023	Blue Truck Maintenance	Teton Motors	TCD Vehicles, Trailers, Eq.	Admin	\$ 205.20
Holly	10/4/2023	Area V Lunch	Teton Lunch Counter	WACD Meetings	Admin	\$ 784.40
Holly	10/5/2023	Labels	Staples	Office Supplies	FCWID	\$ 16.99
Holly	10/6/2023	Election Ballots	Teton County Clerk	Partnering Funds	FCWID	\$ 41.55
Holly	10/10/2023	Monthly IT	Factory IT	Computer System Maint.	Admin	\$ 1,720.00
Holly	10/16/2023	Postage	USPS	Postage & Shipping	Admin	\$ 5.01
Holly	10/20/2023	Monthly Landline	Silverstar Telephone	Office Utilities	Admin	\$ 276.10
Holly	10/19/2023	Monthly Electric	Lower Valley Energy	Office Utilities	Admin	\$ 117.79
Holly	10/19/2023	NACD Annual Dues	NACD	Memberships, Dues, Sub.	Admin	\$ 775.00
Holly	10/19/2023	Annual Subscription	Jackson Hole News & Guide	Memberships, Dues, Sub.	Admin	\$ 70.00
Holly Total						\$ 4,003.99
Carlin						\$ -
Carlin Total						\$ -
Liz	9/24/2023	Area V Meeting Food	Smith's	WACD Meetings	Admin	\$ 101.34
Liz	9/25/2023	Area V Meeting Food	Smith's	WACD Meetings	Admin	\$ 60.93
Liz	9/26/2023	Area V Meeting Food	Smith's	WACD Meetings	Admin	\$ 59.88
Liz	9/27/2023	Office Thank-You Cards	Canva	Printing & Graphic Design	Comm	\$ 47.75
Liz	9/29/2023	Mtn Nbr Annual Website	Squarespace	Mountain Neighbor Hdbk	Comm	\$ 276.00
Liz	10/4/2023	Postage Grant App.	USPS	Postage & Shipping	Comm	\$ 10.25
Liz	10/6/2023	TCD Annual Website	Squarespace	tcd.org website	Comm	\$ 252.00
Liz	10/13/2023	Annual Creative Cloud	Adobe	Computer System Maint.	Comm	\$ 635.87
Liz	10/13/2023	Monthly Design Software	Canva	Computer System Maint.	Comm	\$ 12.99
Liz	10/13/2023	Stamps	USPS	Postage & Shipping	Admin	\$ 66.00
Liz	10/13/2023	Postage	USPS	Postage & Shipping	Admin	\$ 1.00
Liz Total						\$ 1,524.01
Morgan	10/3/2023	Monthly Aerial Imagery	Amazon	Historical Aerial Imagery	GIS	\$ 0.78
Morgan	10/10/2023	Monthly Subscription	Adobe Creative Cloud	Computer System Maint.	Admin	\$ 58.29
Morgan	10/13/2023	Monthly Subscription	Adobe Acrobat Pro	Computer System Maint.	Admin	\$ 21.19
Morgan	10/13/2023	Advertising post	Facebook	Advertising & Promotion	Veg	\$ 25.00
Morgan	10/14/2023	Thistle Disposal	Teton County ISWR	Weed Warriors	Veg	\$ 12.00
Morgan	10/18/2023	Board Meeting Food	Albertsons	TCD Regular Meetings	Admin	\$ 98.97
Morgan Total						\$ 216.23
David	9/22/2023	Lab Supplies	Dollar Tree	Standards & Lab	Water	\$ 1.33
David	9/25/2023	Postage	The UPS Store	Postage & Shipping	Water	\$ 134.78
David	10/4/2023	Postage	The UPS Store	Postage & Shipping	Water	\$ 314.84
David	10/16/2023	Lab Supplies	Staples	Standards & Lab	Water	\$ 46.62
David	10/16/2023	Lab Supplies	Staples	Standards & Lab	Water	\$ 63.58
David	10/16/2023	Lab Supplies Return	Staples	Standards & Lab	Water	\$ (63.58)
David	10/19/2023	Computer Supplies	Amazon	Office Supplies	Water	\$ 18.43
David Total						\$ 516.00
Robb	9/20/2023	Board Meeting Food	Albertsons	TCD Regular Meetings	Admin	\$ 125.67
Robb	10/2/2023	White Truck Fuel	Shell Oil	TCD Vehicles, Trailers, Eq.	Admin	\$ 71.79
Robb Total						\$ 197.46
TOTAL						\$ 6,457.69

BANK RECONCILIATION

Name of Client: Teton Conservation District	Statement Date: 10.31.23	HS
Bank: Wells Fargo Bank	Account No: 000-0337175	11.9.23

Prior Month Reconciled Balance \$ 475,679.26

Add Credits \$ 97,162.90

Total Debits \$ 97,162.90

Sub-Total \$ 572,842.16

Less Debits 151,549.52

Total Credits \$ 151,549.52

Bank Balance - Per General Ledger \$ 421,292.64

Bank Statement
Balance As of October 31, 2023 \$ 421,292.64

Add Deposits in Transit:
\$ -

Total Deposits \$ -

Sub-Total \$ 421,292.64

Less Checks Outstanding:
(See List Below) \$ 6,457.79

Bank Balance - Per Reconciliation \$ 414,834.85

Checks Outstanding		
Number	Amount	Name
21206	\$2,000.00	Randy Foutch (Wildfire Risk Rmb)
21244	\$11.79	ES (Mileage Reimbursement)
21285	\$153.00	Old West Press (Vests)
21314	\$2,120.00	Alder Environmental
21312	\$1,050.00	Empower Retirement
21315	\$434.60	WACD (monthly dental)
21316	\$350.00	CNA Surety (Bond)
21317	\$338.40	Teton Media Works (ads)
\$6,457.79		

QuickBooks Reconciliation	
\$ 414,834.85	Month End QB Register Balance
Adjustments to be posted in QuickBooks:	
\$ 414,834.85	Adjusted QB Register Balance
\$ 414,834.85	Reconciled Balance
\$ -	Difference

Debits across all accounts for the month:

<u>Checks</u>		
November checks #21318-21365		\$388,521.32
<u>Credit Card Charges</u>		
November credit card charges		\$7,399.26
Total Debits for	November	\$395,920.58

Credits across all accounts for the month:

<u>regular income sources</u>		
Mill Levy from Teton County		\$631,754.48
General Fund Checking Interest from Wells Fargo Bank		\$7.14
Committed Funds Savings Interest - Wells Fargo Bank		\$4.49
Operating Reserve Account Interest from First Interstate		\$247.08
Well Test Kit Sales (13 sales)		\$712.00
<u>other income sources</u>		
Pass-Through Funds		\$105,000.00
Total Credits for	November	\$737,725.19

Account Detail

	APY	
<u>General Fund Checking Account @ Wells Fargo Bank</u>		
Previous Balance		\$421,292.64
November Interest	0.01%	\$7.14
November Deposits		\$896,100.84
November Withdrawals		\$316,157.00
General Fund Checking Account Balance		\$1,001,236.48
Outstanding Checks		\$77,067.85
Deposits in Transit		\$0.00
Reconciled QuickBooks Balance		\$924,168.63
<u>Committed Funds Savings Account @ Wells Fargo Bank</u>		
Previous Balance		\$617,083.71
November Committed Funds In		\$0.00
November Committed Funds Out (transferred to checking)		\$158,177.00
November Interest	0.01%	\$4.49
Committed Funds Savings Account Balance		\$458,911.20
Committed Funds Project Funds (without interest)		\$458,723.12
<u>Operating Reserves Investment Account @ First Interstate Bank</u>		
Initial Investment		\$500,000.00
Previous Balance		\$501,014.35
November Interest	0.60%	\$247.08
Operating Reserves Money Market Investment Account Balance		\$501,261.43

FY24 Spent to Date & Income - 11/30/2023				42% of FY
	Budget	Jul - Nov 23	Receivables	% of Budget
Income				
Regular Income				
Teton County Mill Levy	2,340,000.00	815,333.74	-1,524,666.26	34.84%
Interest Income	1,000.00	1,653.99	653.99	165.4%
Well Test Kit Sales	7,800.00	2,832.39	-4,967.61	36.31%
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	828,643.62	-1,536,479.88	35.04%
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	0.00	-11,013.00	0.0%
Snake River Gage-TU	5,000.00	0.00	-5,000.00	0.0%
Wyoming Water Development SWPP	268,500.00	140,000.00	-128,500.00	52.14%
WDEQ 319 - Fish Crk Wtrshd Plan	20,000.00	18,500.00	-1,500.00	92.5%
FCWID FEMA Thaw Well Grant	500,000.00	0.00	-500,000.00	0.0%
Total Grants & Pass Through Income	828,906.00	158,500.00	-670,406.00	19.12%
Total Income	3,194,029.50	987,143.62	-2,206,885.88	30.91%
Expense				
MOA Grants				
Water Program MOA	126,918.50	13,417.00	-113,501.50	10.57%
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	0.00	-81,000.00	0.0%
Total MOA Grants	375,346.50	0.00	-375,346.50	0.0%
Program Expenses				
Administration Expenses	394,350.00	79,116.74	-315,233.26	20.06%
Communication Program Expenses	63,000.00	9,987.77	-53,012.23	15.85%
Water Program Expenses	882,349.00	17,799.29	-864,549.71	2.02%
Land Program Expenses	508,800.00	179,022.50	-329,777.50	35.19%
Vegetation Program Expenses	187,000.00	17,291.02	-169,708.98	9.25%
Wildlife Program Expenses	45,000.00	0.00	-45,000.00	0.0%
GIS Program Expenses	103,000.00	3.01	-102,996.99	0.0%
Sustainability Program Expenses	10,500.00	0.00	-10,500.00	0.0%
Total Program Expenses	2,193,999.00	303,220.33	-1,890,778.67	13.82%
Payroll Expenses	989,100.00	361,990.24	-627,109.76	36.6%
Total Expense	3,558,445.50	665,210.57	-2,893,234.93	18.69%

FY 2024 Budget (NOVEMBER 30, 2023)		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
Blue Mountain Bench SWPP Project	<i>in progress</i> 10/24	\$5,000.00	\$0.00	21353	\$5,000.00
	subtotal	\$10,000.00	\$0.00		\$10,000.00
FY22 Budget Line Items					
WY Game & Fish - Moose Movements	2/24	\$5,000.00	\$0.00		\$5,000.00
Brian & Emily Hager - McCallister Pond Proj.	1/24	\$6,060.62	\$0.00		\$6,060.62
Hoback Clean Water Initiative (Lane Lamure)	6/24	\$60,000.00	\$0.00		\$60,000.00
	subtotal	\$71,060.62	\$0.00		\$71,060.62
FY22 PIC Grants					
Teton Bighorn Sheep Stewardship Campaign	6/24	\$9,000.00	\$0.00		\$9,000.00
	subtotal	\$9,000.00	\$0.00		\$9,000.00
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
Trout Unlimited	6/24	\$50,500.00	\$0.00		\$50,500.00
Yellowstone-Teton Clean Cities	6/24	\$28,000.00	\$0.00		\$28,000.00
	subtotal	\$254,346.50	\$32,177.00		\$222,169.50
FY23 Budget Line Items					
WY G&F South Flat Creek Restoration	2/24	\$15,000.00	\$0.00		\$15,000.00
TU GV Road Stabilization Project	6/24	\$15,000.00	\$0.00		\$15,000.00
Kauffman Pivot Irrigation Project	6/24	\$20,000.00	\$0.00		\$20,000.00
Teton Raptor Center - Native Plant Proj.	2/24	\$2,770.00	\$0.00		\$2,770.00
POW JH - Snake River Monitoring	2/24	\$10,000.00	\$0.00		\$10,000.00
National Park Service - Air Quality Project	6/24	\$2,088.00	\$0.00		\$2,088.00
	subtotal	\$64,858.00	\$0.00		\$64,858.00
FY24 Budget Line Items					
Leave Liability and Deductibles for FY24	tcd	\$10,000.00	\$0.00		\$10,000.00
	subtotal	\$10,000.00	\$0.00		\$10,000.00
FY23 PIC Grants					
Trout Unlimited - SRHWG Design	6/24	\$2,500.00	\$0.00		\$2,500.00
WY Wetland Society - Beaver Holding	2/24	\$10,000.00	\$0.00		\$10,000.00
Biodiversity Research Institute - Loon	2/24	\$10,000.00	\$0.00		\$10,000.00
Teton Raptor Center - Raptor Rehab	6/24	\$2,560.00	\$0.00		\$2,560.00
Northern Rockies Cons Coop - Symposium	2/24	\$2,000.00	\$0.00		\$2,000.00
Nature Conservancy - Phase 3 Fire Project	6/24	\$14,575.00	\$0.00		\$14,575.00
POW JH - E.Coli Bacteria Sampling	2/24	\$10,000.00	\$0.00		\$10,000.00
UW Fish & WL Coop - Moose Calf Project	6/24	\$20,000.00	\$0.00		\$20,000.00
	subtotal	\$71,635.00	\$0.00		\$71,635.00
Grand Total Grant Project Funds					\$458,723.12

Teton Conservation District

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Register: 10-1020 · Wells Fargo Checking

From 11/01/2023 through 11/30/2023

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/01/2023	21318	Olaus Linn	10-5013 · Land Program Expen...	Soil Sampling & Ana...	100.00			416,734.85
11/01/2023			-split-	Deposit			105,450.22	522,185.07
11/01/2023			10-4000 · Regular Income:10-4...	Deposit			50.00	522,235.07
11/02/2023	21319	Penny McBride	10-5013 · Land Program Expen...	Conservation Plantin...	422.50			521,812.57
11/02/2023	21320	Emily P Smith	10-5001 · Administration Expe...	October 23 Mileage ...	80.57			521,732.00
11/02/2023	21321	Owl Creek Owners Associati...	-split-	SWPP - Fire Water S...	40,000.00			481,732.00
11/02/2023	21322	Wyoming Game & Fish Dep...	10-5013 · Land Program Expen...	SWPP - South Flat C...	35,000.00			446,732.00
11/02/2023	21323	Wyoming Game & Fish Dep...	10-5013 · Land Program Expen...	SWPP - South Flat C...	35,000.00			411,732.00
11/06/2023	21324	Friends of the Teton River	10-5315 · MOA Grant Program...	FY24 MOA Reimbur...	13,417.00			398,315.00
11/06/2023	21325	Paul Cluskey	10-5001 · Administration Expe...	2023 Fall Expenses	8,032.63			390,282.37
11/06/2023	21326	JH Wildlife Foundation	10-5315 · MOA Grant Program...	FY24 MOA Reimbur...	18,760.00			371,522.37
11/06/2023	21327	Slow Food in the Tetons	10-5315 · MOA Grant Program...	FY24 MOA Reimbur...	51,000.00			320,522.37
11/06/2023	21328	CNA Surety	10-5001 · Administration Expe...	Dave Adams Bond #...	500.00			320,022.37
11/06/2023	21329	Lower Valley Energy	10-5001 · Administration Expe...	CNG fuel 10/1-10/31...	34.24			319,988.13
11/06/2023	21330	AlphaGraphics	10-5011 · Communication Prog...	Invoice IX-344504	747.68			319,240.45
11/07/2023			10-4000 · Regular Income:10-4...	Deposit			100.00	319,340.45
11/08/2023	FY24AJE#6		-split-	October direct deposi...	18.00			319,322.45
11/09/2023			10-1025 · Wells Fargo Savings	Owl Creek Subdivisi...			5,000.00	324,322.45
11/09/2023			10-1025 · Wells Fargo Savings	Friends of Teton Riv...			13,417.00	337,739.45
11/09/2023			10-1025 · Wells Fargo Savings	JH Wildlife Foundati...			18,760.00	356,499.45
11/09/2023			10-1025 · Wells Fargo Savings	Slow Food FY24 M...			51,000.00	407,499.45
11/10/2023			10-4000 · Regular Income:10-4...	Deposit			50.00	407,549.45
11/13/2023			10-4000 · Regular Income:10-4...	Deposit			631,754.48	1,039,303.93
11/14/2023			-split-	Deposit			100.00	1,039,403.93
11/14/2023			-split-	Deposit			150.00	1,039,553.93
11/15/2023	21331	Carlin E Girard	-split-		3,877.07			1,035,676.86
11/15/2023	21332	David Lee	-split-		2,824.21			1,032,852.65
11/15/2023	21333	Elizabeth A Collins	-split-		2,807.48			1,030,045.17

Teton Conservation District

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Register: 10-1020 · Wells Fargo Checking

From 11/01/2023 through 11/30/2023

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/15/2023	21334	Emily P Smith	-split-		2,421.06			1,027,624.11
11/15/2023	21335	Holly Shuss	-split-		3,027.92			1,024,596.19
11/15/2023	21336	Morgan W Graham	-split-		2,365.99			1,022,230.20
11/15/2023	21337	Robert M Sgroi	-split-		3,231.61			1,018,998.59
11/15/2023	FY24 AJE #8		10-5001 · Administration Expe...	Morgan & Emily HS...	181.25			1,018,817.34
11/15/2023	21344	Electronic Federal Tax Paym...	-split-	11/15/23 Payroll	6,920.40			1,011,896.94
11/15/2023	21345	Empower Retirement 457(b)	-split-	11/15/23 Payroll	1,050.00			1,010,846.94
11/16/2023	21338	MasterCard	10-2000 · Accounts Payable		6,457.69			1,004,389.25
11/16/2023	21339	Teton Maple Exchange	10-5001 · Administration Expe...	Gallon Maple Syrup	78.00			1,004,311.25
11/16/2023	21340	Annie Goodman	10-5001 · Administration Expe...	Invoice #101	450.00			1,003,861.25
11/16/2023	21341	Brilliantly Done, Inc.	10-5001 · Administration Expe...	Oct Cleaning - Invoic...	300.00			1,003,561.25
11/16/2023	21342	Hess D'Amours & Krieger, L...	10-5001 · Administration Expe...	Invoice 8454 - Audit ...	110.00			1,003,451.25
11/16/2023	21343	Randy Foutch	10-5014 · Vegetation Program ...	Wildfire Risk Reduct...	2,000.00			1,001,451.25
11/17/2023	21346	Wyoming Retirement System	10-2020 · WRS Retirement Lia...	Oct 2023 Contribution	6,950.21			994,501.04
11/17/2023	21347	Jackson Curbside Inc.	10-5001 · Administration Expe...	Recycling for Dec/Ja...	210.00			994,291.04
11/17/2023	21348	Teton County Weed & Pest	10-5315 · MOA Grant Program...	MOA Reimbursemen...	65,000.00			929,291.04
11/17/2023	21349	Sarah Rich	10-5014 · Vegetation Program ...	Wildfire Risk Reduct...	2,000.00			927,291.04
11/22/2023			10-4000 · Regular Income:10-4...	Deposit			100.00	927,391.04
11/28/2023	21350	Yellow House Collective	10-5011 · Communication Prog...	62 Canvas Bags	741.48			926,649.56
11/28/2023	21351	Dan Greenblatt	10-5014 · Vegetation Program ...	Wildfire Risk Reduct...	749.32			925,900.24
11/28/2023	21352	Forest Edge Homeowners As...	10-5014 · Vegetation Program ...	Neighborhood Wildfi...	4,869.85			921,030.39
11/28/2023			10-1025 · Wells Fargo Savings	JH Weed Mangagem...			70,000.00	991,030.39
11/28/2023	FY24 AJE #9		10-5001 · Administration Expe...	Morgan & Emily HS...	181.25			990,849.14
11/29/2023	21353	Blue Mountain Bench LLC	-split-	Blue Mtn Bench SW...	28,500.00			962,349.14
11/29/2023	21354	Lance Cohen	10-5014 · Vegetation Program ...	Residential Conserva...	1,000.00			961,349.14
11/29/2023			-split-	Deposit			162.00	961,511.14
11/30/2023	21355	Carlin E Girard	-split-		3,877.07			957,634.07
11/30/2023	21356	David Lee	-split-		2,824.21			954,809.86

Teton Conservation District

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Register: 10-1020 · Wells Fargo Checking

From 11/01/2023 through 11/30/2023

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/30/2023	21357	Elizabeth A Collins	-split-		2,857.28			951,952.58
11/30/2023	21358	Emily P Smith	-split-		2,421.06			949,531.52
11/30/2023	21359	Holly Shuss	-split-		3,027.92			946,503.60
11/30/2023	21360	Morgan W Graham	-split-		2,365.99			944,137.61
11/30/2023	21361	Robert M Sgroi	-split-		3,231.61			940,906.00
11/30/2023	21362	Electronic Federal Tax Paym...	-split-	83-0247879	6,947.30			933,958.70
11/30/2023	21363	Empower Retirement 457(b)	-split-	11/30/23 Payroll	1,050.00			932,908.70
11/30/2023	21364	WACD	10-5001 · Administration Expe...	Invoice 6381 - Denta...	434.60			932,474.10
11/30/2023	21365	Wyoming Educators' Benefit ...	10-5001 · Administration Expe...	Dec 2023	8,312.61			924,161.49
11/30/2023			10-4000 · Regular Income:10-4...	Deposit			7.14	924,168.63

Total Checks: \$388,521.32

Credit Card Reporting for November 2023

TCD Staff	Date	Item	Vendor	Account	Class	Amount
Holly	10/23/2023	Compost Bags	Ace Hardware	Office Supplies	Sust.	\$ 12.99
Holly	10/26/2023	First Aid Kit for Trucks	Amazon	TCD Vehicles, Trailers, Eq.	Admin	\$ 175.00
Holly	10/31/2023	Convention Registration	WACD	WACD Meetings	Admin	\$ 225.00
Holly	10/31/2023	Convention Registration	WACD	WACD Meetings	Admin	\$ 225.00
Holly	10/31/2023	Convention Registration	WACD	WACD Meetings	Admin	\$ 225.00
Holly	10/31/2023	Convention Registration	WACD	WACD Meetings	Admin	\$ 225.00
Holly	10/31/2023	Convention Registration	WACD	WACD Meetings	Admin	\$ 225.00
Holly	11/1/2023	Monthly Garbage	Westbank Sanitation	Office Utilities	Admin	\$ 48.65
Holly	11/10/2023	Monthly IT	Factory IT	Computer System Maint.	Admin	\$ 1,720.00
Holly	11/20/2023	Monthly Landline	Silverstar Telephone	Office Utilities	Admin	\$ 276.10
Holly	11/20/2023	Monthly Electric	Lower Valley Energy	Office Utilities	Admin	\$ 70.09
Holly Total						\$ 3,427.83
Carlin	10/24/2023	Roby interagency bfast	Silver Dollar Bar & Grill	Other Meetings	Admin	\$ 18.16
Carlin	10/24/2023	Carlin interagency bfast	Silver Dollar Bar & Grill	Other Meetings	Admin	\$ 13.98
Carlin	11/14/2023	Hotel for convention	Super 8 Motel Dubois	WACD Meetings	Admin	\$ 327.38
Carlin	11/15/2023	WACD Convention	Muesum Military Vehicles	WACD Meetings	Admin	\$ 90.00
Carlin	11/16/2023	Hotel for convention	Super 8 Motel Dubois	WACD Meetings	Admin	\$ 207.00
Carlin	11/16/2023	Hotel for convention	Super 8 Motel Dubois	WACD Meetings	Admin	\$ 207.00
Carlin	11/16/2023	Hotel for convention	Super 8 Motel Dubois	WACD Meetings	Admin	\$ 207.00
Carlin Total						\$ 1,070.52
Liz	10/27/2023	Envelopes	Staples	Office Supplies	Admin	\$ 31.99
Liz	10/30/2023	Postage	USPS	Postage & Shipping	Comm	\$ 176.88
Liz	11/2/2023	Afterschool Event	Dollar Tree	Education & Outreach	Comm	\$ 26.28
Liz	11/6/2023	Storage Subscription	Google Storage	Computer System Maint.	Admin	\$ 19.99
Liz	11/13/2023	Monthly Design Software	Canva	Computer System Maint.	Comm	\$ 12.99
Liz	11/20/2023	Well Test Kit Flyers	Copyworks	Ads & Promos	Comm	\$ 1,054.00
Liz Total						\$ 1,322.13
Morgan	10/31/2023	Promotion	Facebook	Advertising & Promotion	Comm	\$ 4.86
Morgan	11/3/2023	Monthly Aerial Imagery	Amazon	Historical Aerial Imagery	GIS	\$ 0.83
Morgan	11/3/2023	Native Plant Material	Power Planter Inc	Native Plant Material	Veg	\$ 384.00
Morgan	11/10/2023	Monthly Subscription	Adobe Creative Cloud	Computer System Maint.	Admin	\$ 58.29
Morgan	11/13/2023	Monthly Subscription	Adobe Acrobat Pro	Computer System Maint.	Admin	\$ 21.19
Morgan	11/14/2023	Blue Truck Fuel	Smith's Fuel	TCD Vehicles, Trailers, Eq.	Admin	\$ 93.65
Morgan Total						\$ 562.82
David	10/23/2023	Computer Supplies	Amazon	Office Supplies	Water	\$ 12.54
David	11/9/2023	Ice Scraper for Truck	Ace Hardware	TCD Vehicles, Trailers, Eq.	Admin	\$ 19.07
David Total						\$ 31.61
Robb	10/23/2023	Truck fuel	Shell Oil	TCD Vehicles, Trailers, Eq.	Admin	\$ 88.60
Robb	10/24/2023	Truck CNG Fuel	Pinedale CNG	TCD Vehicles, Trailers, Eq.	Admin	\$ 29.48
Robb	10/24/2023	Travel Expense	The Forks Mercantile	Employee Training	Admin	\$ 8.04
Robb	10/24/2023	Truck CNG Fuel	Queststar Gas	TCD Vehicles, Trailers, Eq.	Admin	\$ 11.63
Robb	10/24/2023	Travel Expense	The Forks Mercantile	Employee Training	Admin	\$ 18.78
Robb	10/25/2023	Travel Expense	Best Western Denver	Employee Training	Admin	\$ 15.01
Robb	10/27/2023	Hotel for course	Best Western Denver	Employee Training	Admin	\$ 408.57
Robb	10/27/2023	Truck fuel	Shell Oil	TCD Vehicles, Trailers, Eq.	Admin	\$ 35.12
Robb	10/27/2023	Truck CNG Fuel	Queststar Gas	TCD Vehicles, Trailers, Eq.	Admin	\$ 36.13
Robb	10/31/2023	Truck fuel	Chevron Gas	TCD Vehicles, Trailers, Eq.	Admin	\$ 104.71
Robb	11/1/2023	Convention Registration	WACD	WACD Meetings	Admin	\$ 225.00
Robb	11/6/2023	Travel Expense	Conoco	Employee Training	Admin	\$ 3.28
Robb Total						\$ 984.35
TOTAL						\$ 7,399.26

BANK RECONCILIATION

Name of Client: Teton Conservation District	Statement Date: 11.30.23	HS
Bank: Wells Fargo Bank	Account No: 000-0337175	12.7.23

Prior Month Reconciled Balance	\$ 421,292.64	Bank Statement Balance As of	November 30, 2023 \$ 1,001,236.48
Add Credits	\$ 896,100.84	Add Deposits in Transit:	\$ -
			-
			-
Total Debits	\$ 896,100.84	Total Deposits	\$ -
Sub-Total	\$ 1,317,393.48	Sub-Total	\$ 1,001,236.48
Less Debits		Less Checks Outstanding:	
	316,157.00	(See List Below)	\$ 77,067.85
Total Credits	\$ 316,157.00	Bank Balance - Per Reconciliation	\$ 924,168.63
Bank Balance - Per General Ledger	\$ 1,001,236.48		

Checks Outstanding		
Number	Amount	Name
21315	\$434.60	WACD (monthly dental)
21323	\$35,000.00	Wyoming Game&Fish (SWPP)
21343	\$2,000.00	Randy Foutch (Fire Risk Reduction)
21339	\$78.00	Teton Maple Exchange (auction item)
21349	\$2,000.00	Sarah Rich (wildfire Risk Red.)
21347	\$210.00	Jackson Curbside Inc (monthly invoice)
21352	\$4,869.85	Forest Edge HOA (wildfire risk red)
21351	\$749.32	Dan Greenblatt (wildfire risk red)
21350	\$741.48	Yellow House Collective (bags)
21353	\$28,500.00	Blue Mountain Bench (SWPP)
21354	\$1,000.00	Lance Cohen (Planting Program)
21363	\$1,050.00	Empower Retirement (monthly invoice)
21364	\$434.60	WACD (monthly dental)
\$77,067.85		

QuickBooks Reconciliation	
\$ 924,168.63	Month End QB Register Balance
Adjustments to be posted in QuickBooks:	
\$ 924,168.63	Adjusted QB Register Balance
\$ 924,168.63	Reconciled Balance
\$ -	Difference

Holly Shuss, Administrative Manager

Action Items:

Financial Policies: In response to the Treasurer’s request, Carlin and I have revised TCD’s Financial Account Policy to include a stipulation that funds may be saved in the Operating Reserves Investment Account for future potential real-estate transactions (see Supplemental Materials). Additionally, it came to our attention that we should have a Statement of Investment Policy on file. While we were able to find a draft from 2016, we could not find a signed copy. To address this, we made the necessary updates to the draft to make it current and effective for this year (see Supplemental Materials).

Suggested Resolution 1: *See supplemental materials: Financial Account Policy.*

Suggested Resolution 2: *See supplemental materials: Statement of Investment Policy.*

Information Items:

Operations Area: Administration

- **Composting:** TCD is participating in the Integrated Solid Waste and Recycling compost program. We have a 5-gallon bucket in the office that is being used to collect compost from staff on a weekly basis. The board is encouraged to participate too! If you would like to participate, please bring your personal compostable food scraps to the office by Friday morning, allowing us to drop off the bucket to ISWR by Friday afternoon.
- **WACD/WDA Base-Funding Requirements:** I have submitted the remaining base-funding requirements ahead of the December 31st deadline. Accordingly, we are in compliance with the Wyoming Department of Agriculture and the Wyoming Association of Conservation Districts.

Upcoming 2023/2024 TCD Calendar of Events:

December 20	Quarterly Joint TCD/FCWID Meeting at TCD	12pm – via Zoom/Office
	TCD Regular Board Meeting and Holiday Potluck!	1pm – via Zoom/Office
December 25	TCD Office closed for the Christmas Holiday	
January 1	TCD Office closed for the New Year’s Day Holiday	
January 15	TCD Office Closed for the Martin Luther King Jr. Holiday	
January 17	TCD Regular Board Meeting at TCD Office	1pm – via Zoom/Office

**A RESOLUTION APPROVING and
ADOPTING A
FIRST AMENDMENT to
FINANCIAL ACCOUNT POLICY
FOR THE
TETON CONSERVATION DISTRICT**

WHEREAS, special districts have the ability to establish specific fund accounts as the Teton Conservation District (the “District”) deems reasonable and proper; and

WHEREAS, the District has a fiduciary responsibility to develop a policy for management and oversight of its funds as part of its overall financial management strategy; and

WHEREAS, a Financial Account Policy has been prepared and presented to the Teton Conservation District Board of Supervisors on this date;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the Teton Conservation District that the attached policy is hereby approved and adopted.

PASSED AND ADOPTED by the Board of Supervisors of the Teton Conservation District at a regular meeting duly held on December 20, 2023, by the following vote:

AYES: BOARD MEMBERS: _____

NOES: BOARD MEMBERS: _____

ABSENT: BOARD MEMBERS: _____

Signature: _____

Date: _____

Roby Hurley, Chairman, Teton Conservation District

Teton Conservation District

Financial Account Policy

Adopted - May 2016

First Amendment – December 2023

Purpose

The purpose of the Teton Conservation District's (TCD) Account Policy is to ensure that TCD will, at all times, have appropriate funding in appropriately designated accounts available to meet its obligations and to provide stable funding processes. All TCD accounts will be managed in a manner that allows TCD to fund expenses consistent with its annually updated Fiscal Year Budget, as well as other long term plans such as the TCD Strategic Plan and the TCD Long Range Plan, while managing for significant balance fluctuations due to changes in cash flow.

Types of Accounts the Teton Conservation District Manages

The designations for the financial accounts that TCD maintains are: 1) the General Fund Checking Account; 2) the Committed Funds Savings Account, and 3) the Operating Reserves Investment Account.

The **General Fund Checking Account** is the regular checking account into which deposits are made when TCD receives income, and from which funds are drawn for expenses, and/or dispersed to other designated accounts.

The **Committed Funds Savings Account** is an account that maintains a balance equal to the amount necessary to satisfy commitments made through: 1) grant funding that TCD has received (in advance of expenses); 2) grants TCD has awarded to applicants that have not yet been distributed; and 3) a general liability fund, maintained at a level determined annually by the TCD Board of Supervisors.

The **Operating Reserves Investment Account** will be maintained at a minimum level of six months of budgeted operating costs, or a level consistent with the currently approved Fiscal Year Budget for that year. Beyond six months of operating costs, the Operating Reserves Investment Account can also be used to hold funds for future potential real-estate transactions. The Board of Supervisors has the authority to redirect the use of these reserves if the needs of the District change in an unanticipated and significant circumstance, or if an emergency arises. Likewise, in the case of such an emergency requiring the immediate purchase of supplies, materials, equipment or contractual services, the Executive Director, or designee, may purchase any supplies, materials, equipment, or contractual services required, regardless of the amount of the expenditure.

Procedures for Monitoring Account Levels

The account levels are reported monthly to the Board of Supervisors as part of the Treasurer's Report. Decisions by the Board of Supervisors to transfer funds between the accounts; to approve a change in the level of the Operating Reserve Investment Account level, or to otherwise take action related to the TCD Accounts shall be recorded in the minutes of each Board Meeting.

Reporting Policy Adherence

This Financial Account Policy covers all financial accounts of TCD. At the end of each fiscal year, compliance with this policy will be reported to TCD's Board of Supervisors and as part of TCD's Annual Fiscal Year Audit.

Emergency Spending Procedures

An emergency is defined as a breakdown in machinery or equipment or a natural disaster, including but not limited to a flood, storm or other disaster resulting in the interruption of an essential service, or a distinct threat to public health, safety, or welfare within the boundaries of the TCD.

In the case of an emergency or disaster, nothing contained in this document shall limit the authority of the Executive Director to make purchases and take such other emergency actions necessary to maintain operations, so long as said expenditures do not result in spending in excess of those funds available in the Operating Reserves Investment Account. The Executive Director shall report to the Board of Directors all actions taken on an emergency basis within seventy two (72) hours of said expenditure, and shall make a formal report of the expenditure and the purpose therefor, at the next regularly scheduled Board meeting, unless a special meeting is called by the Board of Supervisors. All emergency spending shall be recorded in the meeting minutes. In addition to reporting on actions taken during an emergency, said report will include comments as to impact on account levels and plan to replenish or recover said funding if necessary.

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RESOLUTION

STATEMENT OF INVESTMENT POLICY
FOR THE
TETON CONSERVATION DISTRICT

WHEREAS, Wyoming statutes permit the Teton Conservation District (TCD) Treasurer to invest in funds, with the approval of the Board of TCD; and,

WHEREAS, Wyoming statutes permit Conservation District boards to invest Board funds; and,

WHEREAS, the Board of Supervisors of TCD in and for Teton County wants to insure the maximum security for the principal of public funds; and,

WHEREAS, Wyoming Statute 9-4-831(h) mandates every political subdivision adopt a “Statement of Investment Policy” which must be read, acknowledged and followed by the TCD Treasurer, Board of Supervisors and those providing advice and services to any government entity;

THEREFORE, BE IT RESOLVED that the TCD Treasurer and Board of Supervisors are authorized to invest in public funds as authorized by Wyoming Statutes while assuring the maximum security of principal and adhering to the said statutes.

Adopted pursuant to the requirements of W.S. 9-4-831(h) this 20th day of December, 2023.

Roby Hurley, Chairman

Dave Adams, Treasurer

Cate Watsabaugh, Secretary

Bob Lucas, Member

Nate Fuller, Member

Teton Conservation District Statement of Investment Policy

1.0 General:

This statement of Investment Policy is adopted pursuant to the requirements of W.S. 9-4-831(h). It is the policy of the Teton Conservation District to invest public funds in a manner which will provide a reasonable rate investment return while assuring the maximum security of principle, meeting the daily cash flow demands of the District and conforming to all federal, state and local laws and regulations governing the investment of public funds.

2.0 Scope:

This investment policy applies to all financial assets of the Teton Conservation District. These funds are accounted for in the District's Monthly General Treasurer's Report.

3.0 Objectives:

The objectives of the Teton Conservation District shall be:

Safety of the capital in an authorized financial institution. The investment portfolio will remain liquid in order to enable the District to meet all operating requirements. The investments will be managed with a commitment towards the benefit of the community and attain reasonable return rates.

4.0 Authorized and Suitable Investments:

The Teton Conservation District is authorized to invest in those types of securities as allowed in the W.S. 9-1-416, W.S. 9-4-831 and in any other state law authorizing a type of investment.

5.0 Reporting and Internal Controls:

At every board meeting, the Treasurer will report on the assets of the District. The board will review the Treasurer's Report and make decisions on capital needed to operate and new investments to be made as needed.

6.0 Adoption of Investment Policy:

The District's Statement of Investment Policy shall be adopted by resolution of the Teton Conservation District. The policy shall be reviewed as needed by the board and any modifications made thereto must be approved by the District.

Robb Sgroi, Land Resources Specialist

Action Items: None

Information Items:

Program Area: Vegetation

- **Teton Area Wildfire Protection Coalition (TAWPC):** 1) The Community Wildfire Protection Plan revision process is ongoing, with a 75% draft due December 2023. Our Core Team is meeting biweekly to address concepts and review draft products. The plan's three areas of concern are structural ignitability, isolated remote structures, and tourist populations. 2) The Teton County Assessor provided data regarding the number of homes with wood shake roofs, 4,500, which will be used in the CWPP or risk reduction programming.
- **Wildfire Risk Reduction Program:** 1) The Greater Yellowstone Fire Action Network (GYFAN) presented results of community scale smoke ready at its annual meeting. Two counties developed plans with support from GYFAN subject matter experts, with limited cost and time investments. I communicated with partners on opportunities to envision a plan for our community. Federal agencies recently promoted preparing communities through use of smoke management best practices, to limit impacts on public health. GYFAN is on the leading edge of that effort. 2) I attended and passed the exam for the International Society of Arboriculture's Tree Risk Assessment Qualification course. I assess hundreds of trees each year and advise landowners on their structure and health. This course content will increase the quality of service we are able to provide to our residents. 3) I conducted two Wildfire Risk Overviews before the field season ended.

Program Area: Land

- **Community Gardens:** Liz Collins and I met several times with Slow Food in the Tetons (SFT) to discuss community gardens. These in person discussions have been productive in understanding ways to partner in expansion of the May Park community garden. The recommendation is that TCD be responsible for expansion of the infrastructure (e.g. fence, garden beds) at May Park, and SFT will continue to provide programming and operational management of the expanded garden. TCD has a line item, 'Community Gardens', with \$40,000 to implement the garden expansion, under the management authority of Teton County Jackson Parks & Recreation. TCD staff's justification for pursuing this expansion is based upon: a) our Long Range Plan seeking expansion of gardening, b) our University of Wyoming Haub School reports identifying very few locations on public land where community gardens can exist, c) SFT's quantified wait list of over 200 people interested in a garden plot and d) Teton County/Jackson Parks & Recreation's master plan with an identified expansion of the community garden in May Park. **Supervisor comments are appreciated on this concept.**
- **Soil Sampling:** I provided soil sampling services to a homeowner in Rafter J, thanks to Morgan Graham's referral. The landowner, a new homeowner in this neighborhood, was interested in characterizing the soil.
- **Small Water Project Program (SWPP):** Emily Smith's staff report depicts the status of the SWPP program. Projects are moving towards completion, and agreements are in order. TCD's financial contributions are ~ 2% of actual costs; much of our contributions are in grant administration and supporting design of projects.

- **Range Management & Monitoring:** 1) The Porcupine Squaw Cattle & Horse Allotment is likely being waved without preference back to the Forest Service. Permittee Paul von Gontard has taken the maximum number of non-use years allowed in a ten-year period, triggering this action. Waiving without preference means an Environmental Assessment (EA), at a minimum, is required to issue a new permit to another stockgrower. An EA is likely a barrier to entry due to cost and uncertainty of outcome. This action prompted a conversation about TCD's interest in proactive communication from the Forest Service for significant actions on allotments, like this one. TCD's investments in that allotment include cost share for redevelopment of a pump and installing stockwater troughs, and developing and monitoring two new trend sites on two pastures. Those contributions still have value even without permitted stock use. 2) The two Forest Service range conservationists who administer permits within Teton County have taken other positions.
- **Other:** I joined board and staff in attending the Wyoming Association of Conservation Districts annual meeting in Dubois. Networking included connecting with Wyoming State Forestry Division's new manager of the Living Snow Fence program and discussing a project on Highway 390. Thank you for the opportunity to tour the museum; seeing a M36 tank, the type my grandfather operated in WWII was meaningful.



Morgan Graham, GIS & Wildlife Habitat Specialist

Action Items: None

Information Items:

Program Area: Vegetation

- **Native Plant Gardens:** I assisted two AmeriCorps interns working with the Town of Jackson, to seed an additional area in Karns Meadow. I provided Wyoming Wetlands Society with a native seed mix to sow on a berm adjacent to their new beaver holding facility. I assisted Jackson Hole High School students with native seed collection.
- **Jackson Hole Weed Management Association (JHWMA):** JHWMA held its fall meeting. Among the 20 attendees, various organizations reported challenges retaining employees. The National Elk Refuge (NER) stated that they were interested in doubling weed control efforts on the Refuge next year. 4,735 acres were treated for cheatgrass in 2023. 349 people enrolled in Teton County Weed and Pest's Private Land Weed Cost-share. Multiple volunteer weed removal projects were successful.
- **Residential Conservation Planting Program (RCPP):** I advised 11 homeowners on weed control, native plant selection, and establishment.
- **Thistle Thursdays:** Susan Marsh authored an [article](#) about TCD's manual, volunteer weed control project in Game Creek.
- **Fall Clean Up:** Jackson Ecosystem Stewardship Administrator Tanya Anderson and I were featured in an [article](#) discussing the benefits of different leaf management strategies.
- **Friends of the Bridger Teton (FBT):** Liz and I attended a partner panel and discussion convened by FBT. They are seeking input on where to dedicate staff time and funding. Campfires and human waste management were identified as initial top priorities.
- **Seeds of Success:** I organized a call to discuss native seed collection efforts based on interest from a variety of partners. The Bureau of Land Management's Seeds of Success Program has gained traction elsewhere but has not made its way to Teton County. Grand Teton National Park's collection efforts continue to grow but are currently outpaced by demand.

Program Area: Geographic Information Systems/Information Technology

- **Adopt A Trout:** Together with Trout Unlimited, I provided a mapping lesson to approximately 180 7th graders at Jackson Hole Middle School. We covered the topic of map projections and used coordinates to locate fish on a map of the Spread Creek Watershed.
- **Aerial Imagery:** I compiled missing metadata for the suite of aerial imagery hosted on the Teton County GIS Portal. Information pertaining to resolution and collection dates was then shared with the County's GIS contractor.
- **R Park:** I assisted Jackson Hole Land Trust staff with a map to convey the importance of leashing dogs for the benefit of wintering ungulates.

Program Area: Wildlife

- **Winter Wildlife Closures:** I reached out to partners to gather updates to wildlife closure boundaries or date ranges. An updated version of the layer has been posted to the TCD website.

Emily Smith, Natural Resources Technician

Information Items:

Program Area: Communications

- **Trout Friendly Lawns:** Over the week of October 23rd, I collected 45 Trout Friendly Lawn signs. We had signs all over the county, from Astoria Hot Springs to Kelly and behind the Airport. TCD will store the signs over the winter and redistribute them in the spring.
- **Grant Map:** I have been working with Liz and Morgan to update the [Grant Map](#) on our website. The map currently contains fifty grants, including multiple multi-year and multi-grant projects. The Grant Map illustrates the wide variety of projects that TCD has supported through grants.

Program Area: Administration

- **Flat Creek Watershed Improvement District Election:** I assisted Liz with the Flat Creek Watershed Improvement District's election preparation and mailing. We organized the affidavits we received in the past and are still applicable along with the new ones we received this year. Additionally, I assisted with mailing almost three hundred ballots to eligible voters based on ownership and registered voters in the watershed improvement district boundaries.

Program Area: Water

- **Flat Creek Monitoring:** David and I collected the temperature loggers from four locations on Flat Creek ranging from the South Park Feedgrounds to the northern edge of town. The temperature loggers recorded the water temperature of Flat Creek every hour from July 26th until October 23rd. This data will be added to our long-term dataset.

Program Area: Land

- **Small Water Project Program (SWPP) Reporting:** Robb and I compiled the summary information for SWPP projects completed and reimbursed through December 2023. See Supplemental Materials for the Report.
- **Range Data Management:** The scanning of range data located at the Blackrock Ranger District was completed. Robb and I are now organizing and cataloging the datasheets and information scanned.

Teton County, Wyoming
Small Water Project Program (SWPP)

December 2023

Authors: Robb Sgroi, Emily Smith

Organization: Teton Conservation District, Jackson, Wyoming

Point of Contact: Robb Sgroi, robb@tetonconservation.org, 307-733-2110



For more information regarding this report or the Teton Conservation District—a political subdivision of the State of Wyoming—please contact 307-733-2110 or visit www.tetonconservation.org.

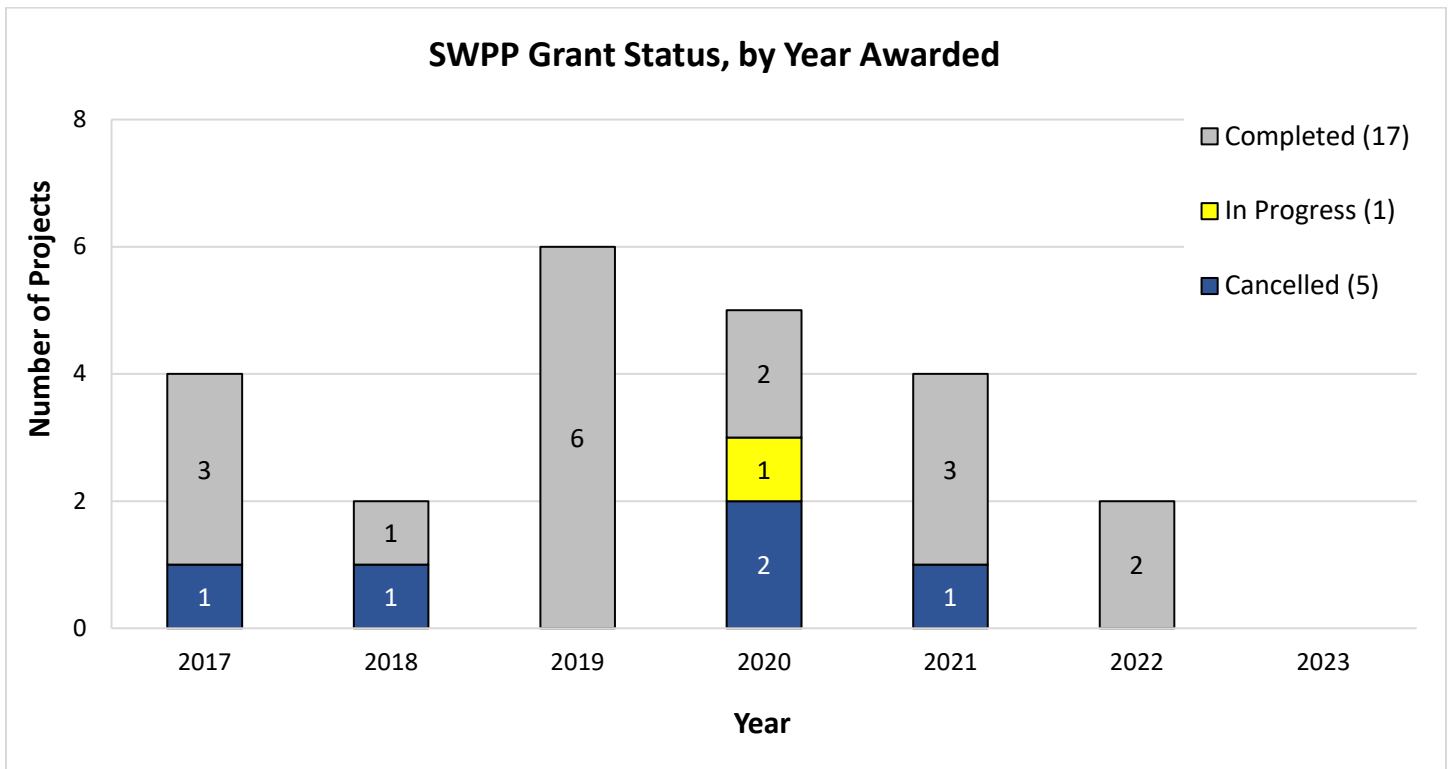
SMALL WATER PROJECT PROGRAM (SWPP)

Teton Conservation District (TCD) serves as Sponsor of the Wyoming Water Development Office's (WWDO) Small Water Project Program (SWPP). As Sponsor, TCD recruits project candidates, administers the grant application and award, and furthers WWDO's and TCD's missions through this grant program. SWPP projects serve to implement projects and concepts identified in WWDO's watershed plans, including improvements to agricultural infrastructure and streambank restoration.

This data summarizes the results of TCD's sponsorship of the SWPP from 2016 to the present, with the exception of 2023 as no projects were submitted that year. Data types include the completion status of projects, the type of projects in terms of project function and benefit, and the dollars invested in projects by various stakeholders.

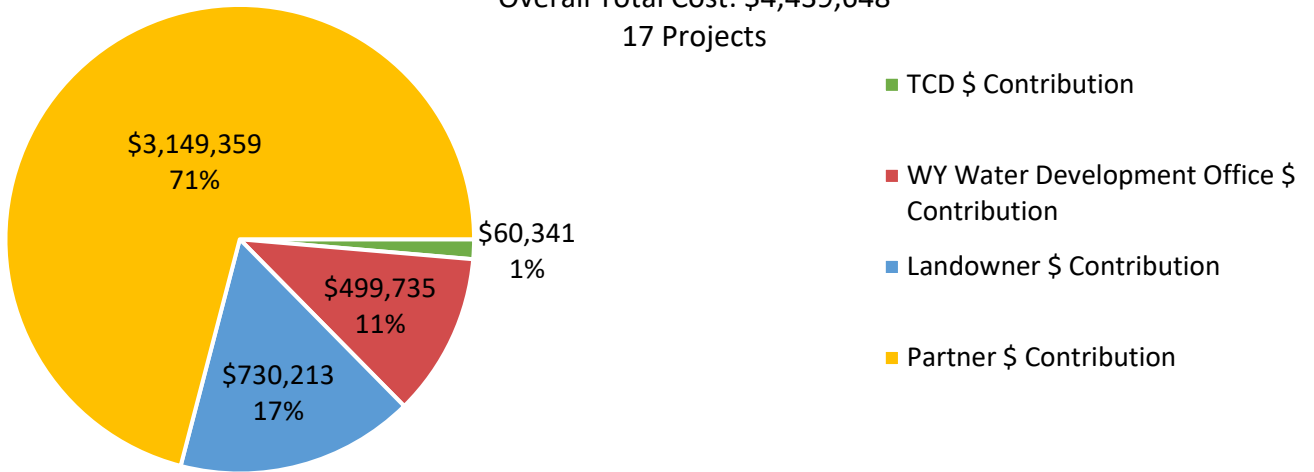
The majority of SWPP project costs are sourced from partners, including non-profit grantors, as well as government support such as NRCS and Wyoming Wildlife & Natural Resource Trust. TCD has increased focus on recruiting new projects that are highly likely to be successfully implemented within agreement timeframes and moving awarded projects toward completion. Seven projects were under \$70,000 in total costs.

SWPP DATA SUMMARY 2017-2023

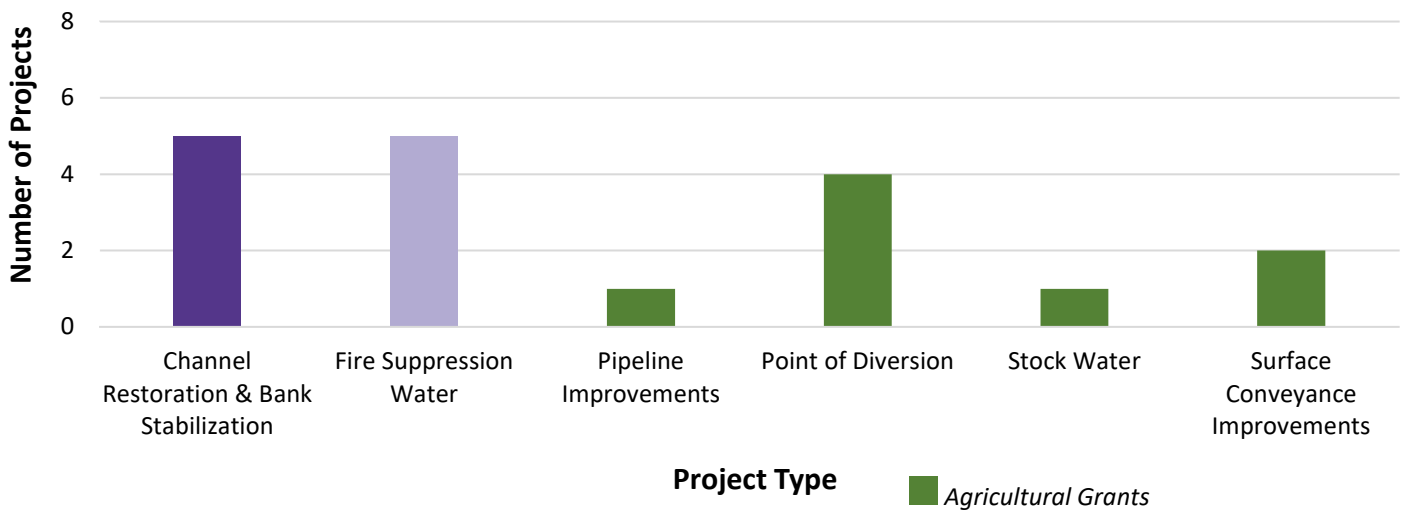


Small Water Project Program, Completed Projects: 2016-2023 Cash Contributions

Overall Total Cost: \$4,439,648
17 Projects



Small Water Projects by Project Type



Project Type Descriptions

Channel Restoration & Bank Stabilization includes improving channel morphology improvements for aquatic habitat benefit and bank improvements to limit erosion and flooding.

Fire Suppression Water includes the development of surface ponds, buried cisterns, fire wells, and pump houses for use in wildfire suppression.

Pipeline Improvements refers to irrigation pipeline improvements.

Point of Diversion refers to improvements to headgates.

Stock Water examples include tanks, ponds, improvements of springs, and associated pipelines that source drinking water for livestock.

Surface Conveyance Improvements include improvements to structures such as headwalls within supply ditches, as well as improvements such as culvert replacement, ditch construction, and installation of water control and instream rock structures.

David Lee, Water Resources Specialist

Action Items:

Program Area: Water

ISU Snake River Study Line-Item Request (Resubmission): Idaho State University (ISU) professors are designing two master's student projects to study the geomorphology and ecological response to dam operations in the Snake River below Jackson Lake Dam. These projects are set to begin in summer 2024. We have budgeted \$20,000 for this request in the FY24 Water budget. Partner funding support includes Grand Teton National Park, Wyoming Game & Fish Department, Trout Unlimited, and Jackson Hole One Fly.

The previous line-item request was discussed in the October Board meeting. The TCD Board requested a resubmission with additional information. The resubmission, with a new application specifically for 2024 funding, is requesting TCD reimbursement funds in the amount of \$25,000 in FY24, with the potential to apply for further funding in FY25.

Suggested Motion: *Move to approve line-item grant request (FY24_WTR_001) from Idaho State University, in the amount of \$25,000, to support their Snake River Study using \$20,000 from the 'Water: Idaho State University Snake River Study' line item, and \$5,000 from the 'Partnering Funds' line item.*

Information Items:

Program Area: Water

- ***E. coli* Sampling in 2024:** Protect Our Water Jackson Hole and Alder Environmental carried out an *E. coli* sampling effort in Fish and Flat Creeks in Summer 2023. TCD provided grant funds for this effort. In the interest of continuing *E. coli* sampling and microbial source tracking work in 2024, I would like to discuss the opportunity of TCD staff performing *E. coli* sampling in Flat and Fish Creek. An opportunity to partner with the Teton County Health Department may exist to aid in the laboratory analysis. This effort would satisfy the requirements of Wyoming Department of Environmental Quality's credible data standards.
- **Wyoming Department of Environmental Quality (WDEQ) Grant Funds:** I traveled to Casper to present our application for WDEQ's Clean Water Act Section 205(j) grant program. I presented to and answered questions from the WDEQ Nonpoint Source Task Force about the Flat Creek Sediment Fingerprinting Study that is in the planning phase. TCD was recommended for full funding in the amount of \$39,150. This award was provided with the condition of advance and ongoing communication with South Park Supply Ditch landowners throughout the timeline of the study.
- **Hoback River Streamgage Funding:** We received FY23 funding from the Snake River Fund for operation and maintenance of the Hoback River streamgage. This is the final disbursement of funds from the Snake River Fund, and our MOA for the Hoback River streamgage funding will expire on January 1, 2024. The Snake River Fund has expressed interest in continuing to fund the Hoback River streamgage at least through the end of our agreement with USGS on September 30, 2027.
- **Flat Creek Temperature Data:** I received a request from Wyoming Game and Fish Department for our temperature logger data on lower Flat Creek. Emily compiled data and we delivered data to honor this request.
- **Teton County Water Quality Master Plan:** A final draft of the Teton County Water Quality Master Plan is open for public comment. The document can be accessed and comment can be provided [at this link](#). The comment period will close on January 18th, 2024. A public meeting was held on December 13th, 2024 to gather in-person comment.



**Teton
Conservation
District
Est. 1946**

Teton Conservation District Grant Application Narrative

APPLICANT INFORMATION (Section 1 of 4)

1. Applicant Representative: *The name of the person responsible for the grant application, and final reporting if successfully awarded funds.*

2. Applicant Entity: *The name of the nonprofit, business, individual/landowner, government agency, university/school, or other entity on behalf of which the Applicant Representative is applying for the grant. The Applicant Entity may be the same as the Applicant Representative.*

3. Type of Applicant: *Please select one or specify.*

Individual/Landowner

Government Agency

Nonprofit

Business

University/School

Other (specify):

4. Phone Number:

5. Email:

PROJECT INFORMATION (Section 2 of 4)

6. Project Title: *Please enter a brief project title.*

7. Total Project Budget (\$):

8. Grant Funding Requested from TCD (\$):

9. Anticipated Project Start Date:

10. Anticipated Project End Date:

11. Requested Funding Schedule: *If your grant application is approved, grant funding can be distributed as a reimbursement after project completion (TCD's preference) or in-advance of your project start date. Please circle your preferred funding schedule.*

Reimbursement

In Advance

12. Requested Final Report Deadline: *If your grant application is approved, please select an appropriate deadline for grant completion and final reporting. You may only be given one option below. Your Final Report deadline will be confirmed in your grant award letter.*

February 1, 2024

June 1, 2024

13. Grant Category: *Which Teton Conservation District grant category does your proposed project primarily support? [Click here to read about the grant categories.](#) Please select one.*

Water

Land

Education

Wildlife

Sustainability

Geographic Information Systems (GIS)

Vegetation

NARRATIVE (Section 3 of 4)

1. Please summarize your project in one to two sentences.

2. Provide a project overview and describe the overarching goals of your project.

3. Please list (in numbered form) and describe the project deliverables that will be accomplished within the proposed grant time frame. Please describe the project deliverables in measurable terms that directly correspond to the project deliverables listed in the Project Budget. Note that when submitting a Final Grant Report, grantees will need to speak to the degree each project deliverable was completed and report on funds expended for each deliverable.

4. How does your project support Teton Conservation District's mission and [2020-2025 Strategic & Long-Range Plans](#)? Provide specific references to the section(s) of the plan(s) that your project supports.

5. Please consider or describe any opportunities for energy conservation while implementing this project.

6. How will you evaluate if your project reached its goals and accomplished its deliverables?

7. Please list your partners and briefly describe the role they play in your project.

8. Additional information (Optional, 100 words max). Note that you may also attach supplemental materials (technical information, photos, maps, diagrams, letters of support, etc.).

CERTIFICATION AND SIGNATURE (Section 4 of 4)

By checking the boxes and signing below, I certify the following:

I agree that I am authorized Applicant Representative of the Applicant Entity applying for this grant and that the information contained in this application is true to the best of my knowledge.

I understand that information submitted as part of this Grant Application is public information subject to public requests for information; it is my responsibility to ensure compliance with the Wyoming Public Records Act.

I understand that if grant funds are awarded, it is my responsibility to identify any permits that are needed to complete this project and I commit to obtaining all necessary permits prior to project implementation.

I understand that if grant funds are awarded, further stipulations may be identified in the TCD Award Letter and must be adhered to in order to receive funding.

I will submit an electronic copy of this Grant Application and the following required materials and optional materials as necessary by email to Liz Collins, Grants and Communications Specialist, lizc@tetonconservation.org. I will save a copy of all these materials for my own records.

1. **Grant Application Cover Page & Narrative:** *Required.*
2. **Application Budget:** *Required.*
3. **Landowner Letter of Authorization:** *Required only if your project is taking place on private land and the landowner is not the applicant. If this applies to your project, include a signed letter from the landowner(s) authorizing the Applicant Representative to apply for a grant for work to be conducted on their land.*
4. **Supplemental Materials:** *Optional.* You may attach supplemental materials such as additional technical or scientific information, photos, maps, diagrams, letters of support, or anything else that supports your application. Please compile your supplemental materials into *one* document if possible. Note that your supplemental materials will be printed multiple times; please consider the number of pages you attach.

Signature:

Date:

Teton Conservation District (TCD) Grant Application Budget

Applicant Entity:	Idaho State University - Crosby Ecological Consequences of Flow Ramp-Down on Aquatic Ecosystem of the Upper Snake River, Wyoming	Date:	10/6/2023
Project Name:		Application ID:	[Leave Blank]

Category	YEAR 1 Project Deliverables	Year 1 - Requested TCD Grant Funds (\$)	Applicant (In-Kind)	Partner Contributions (\$)	Total
<i>Staff Salaries</i>					
	Synthesize existing hydrologic, topographic, ecological and remotely sensed data.	\$ 2,000	\$ 1,400	\$ 22,000	\$ 25,400
	Generate validated hydrologic models for floodplain disconnection.	\$ 18,000	\$ 3,500	\$ 53,000	\$ 74,500
	Begin assessment of impacts on fish and invertebrate communities (Fig. 3) as a function of date, ramp-down rate and flow range.	\$ 1,000	\$ 2,100	\$ 66,000	\$ 69,100
	Begin combination of inundation models and ecological impact assessments to inform flow management decisions to minimize downstream impacts.	\$ 2,000		\$ 20,000	\$ 22,000
<i>Travel</i>					
	Vehicle travel to the field site, lodging, meals	\$ 2,000	\$ -	\$ 7,000	\$ 9,000
TOTAL		\$ 25,000	\$ 7,000	\$ 168,000	\$ 200,000

*Note: consistent with TCD policies, no university overhead will be charged to this grant.

Figures

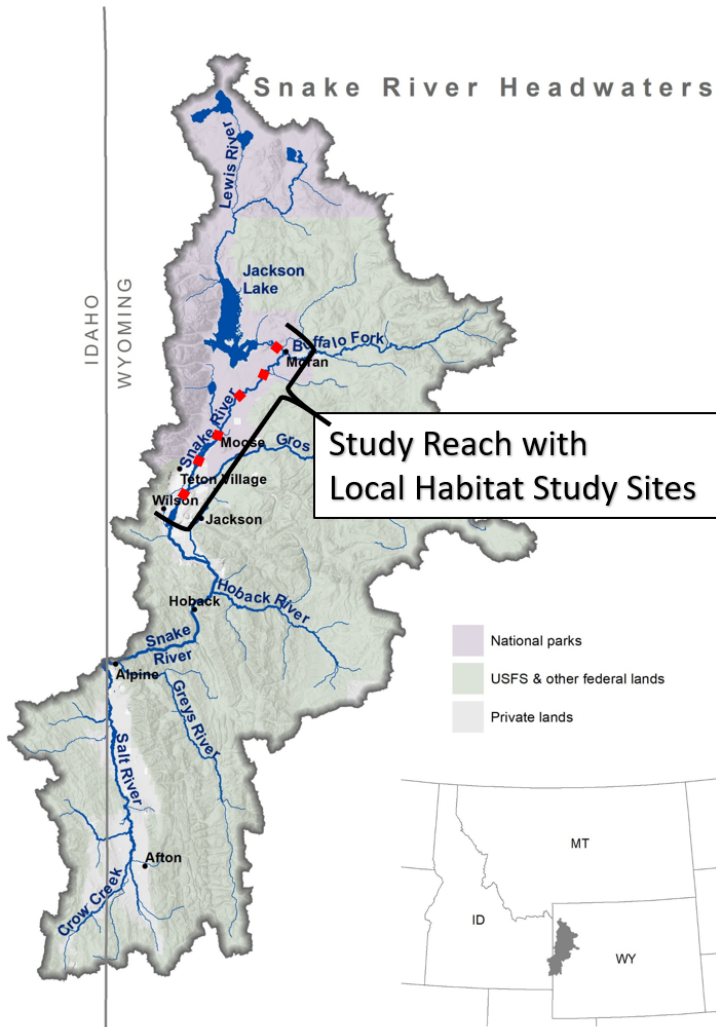


Figure 1. Location map of the upper Snake River, showing potential habitat study sites (red boxes) in the reach between Jackson Lake Dam and Wilson. Exact study sites will be selected based on initial HEC-RAS inundation modeling and field reconnaissance. Image modified from TU Snake River Headwaters Initiative map.

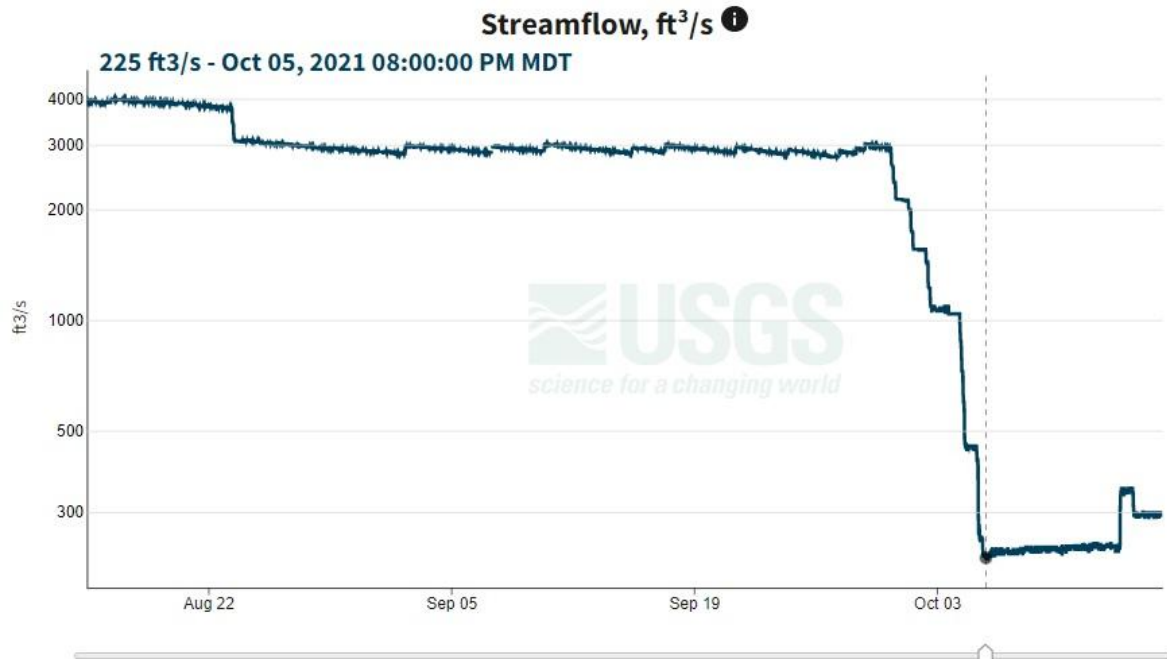


Figure 2. Release data showing abrupt ram-down of flows from Jackson Lake Dam between August 15 and October 15 in 2021.



Figure 3. Stranded juvenile fish in a side channel of the Snake (left) and adult trout being salvaged (right) after rapid ramp down of flows from Jackson Lake.



Figure 4. Community volunteers organized by TU join agency scientists and managers prior to efforts to rescue stranded fish (left) and members of the public gather at March 2022 public presentation (right) to learn more about impacts from and express concerns regarding rapid ramp down of flows from Jackson Lake.

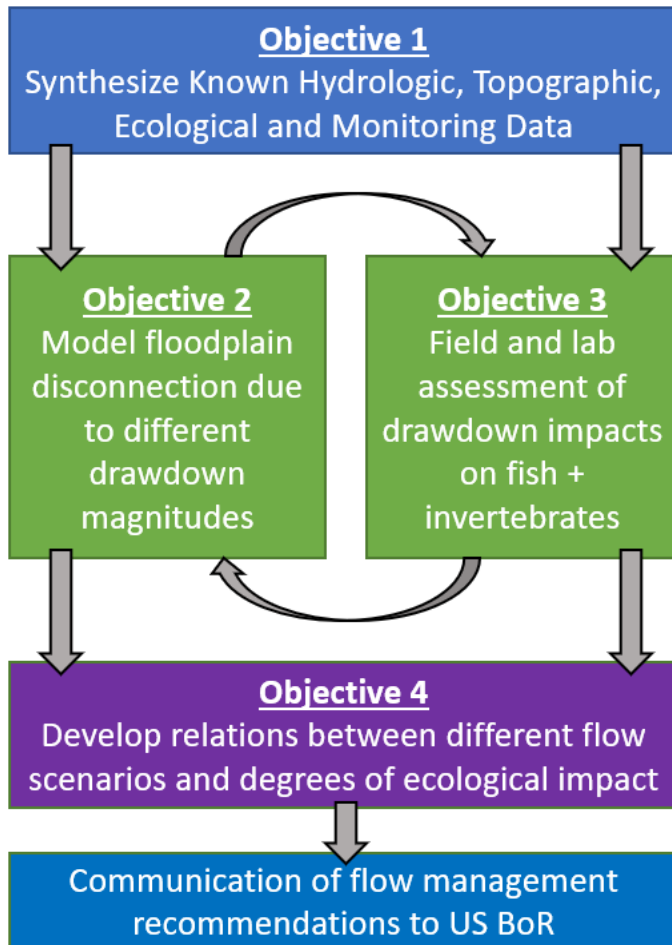


Figure 5. Diagram depicting the flow of planned activities and stated objectives. Note that Objectives 2 and 3 feedback on one another such that inundation modeling is used to predict field sites that then help calibrate and improve the inundation modeling.

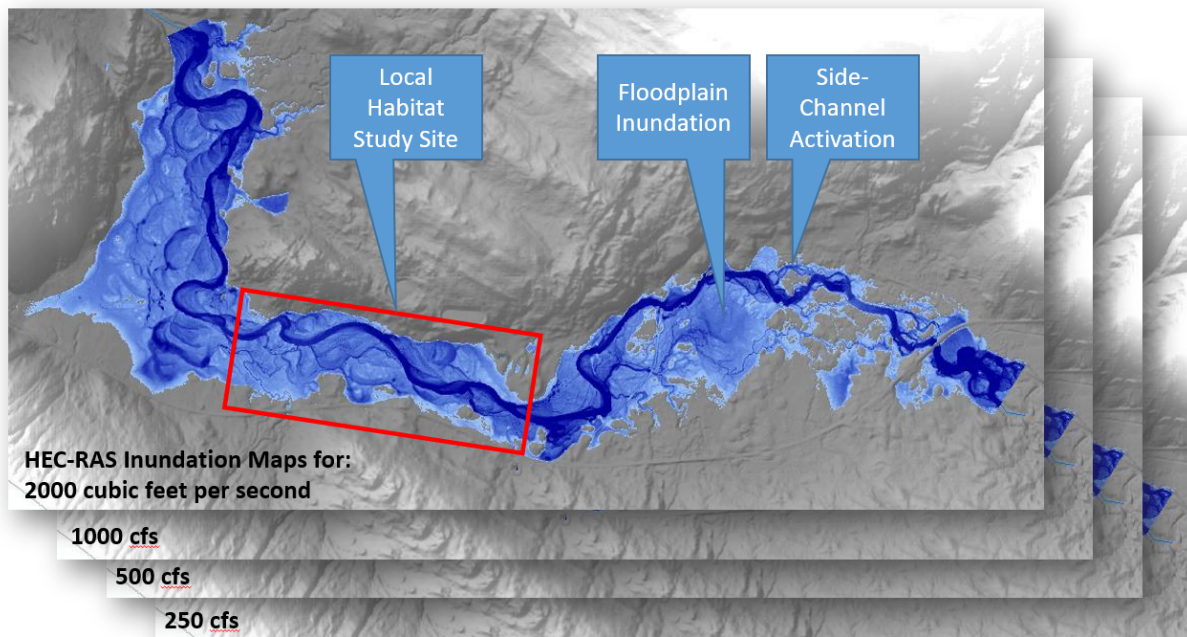


Figure 6. Conceptual image showing a floodplain inundation model for the Tuolumne River in California constructed using HEC-RAS software. Similar models will be generated for the Snake River between Jackson Lake Dam and Wilson. Multiple local study sites (red box) will be established along the river where sensitive floodplain and side-channel habitats will be monitored during ramp-down. The underlying map sheets show the capacity of the software to predict channel and floodplain inundation at various flows. Image modified from Perz, 2012.



Figure 7. A combination of techniques will be used to survey fishes, their responses to ramp-down of flows, and the occurrence of stranding. These will include underwater surveys (top) and backpack electrofishing (bottom). Electrofishing is also used in conducting fish rescue operations, as shown in the bottom image (courtesy Jackson Hole Trout Unlimited), taken during the fall 2021 ramp-down event.

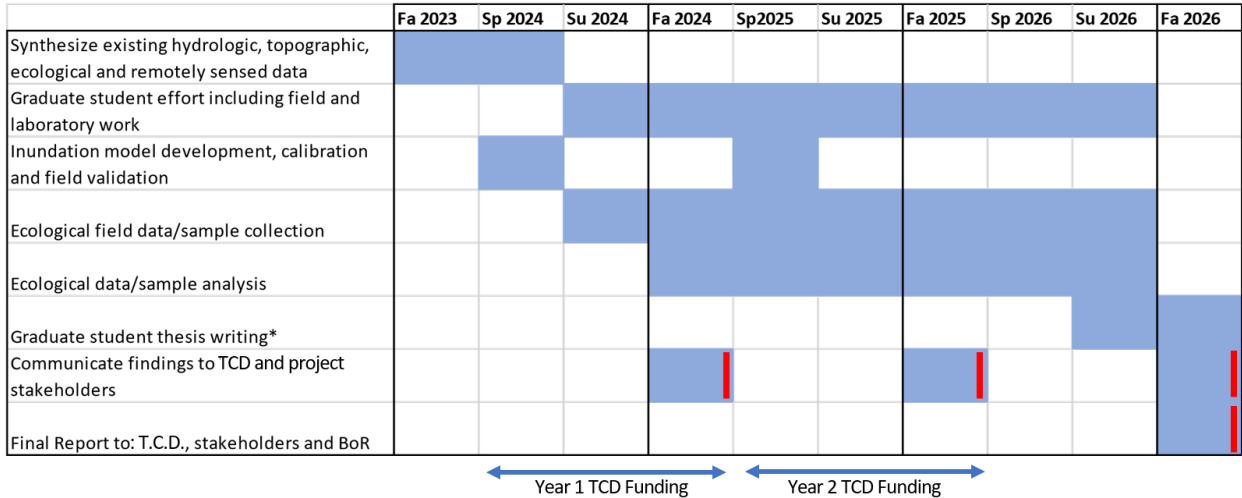


Figure 8. Timeline of activities and deliverables over duration of project. Red bars indicate timing of reporting to TCD regarding project progress and final reports. Note, activities listed are supported by multiple awards, not just TCD’s contribution

Liz Collins, Grants and Communications Specialist

Action Items: None

Information Items:

Operations Area: Administration

- **Flat Creek Watershed Improvement District (FCWID) Election:** The FCWID Election is now complete. James Metcalf and Jesse Rauch have been voted in as FCWID Board Directors, to serve 4-year terms. The Abstract of Election and Oaths of Office are on file at Teton County Elections Office. Minutes from the Canvassing Board Meeting on November 7, 2023, are available for review and signature from the Canvassing Board Members.

Operations Area: Communications

- **The Mountain Neighbor Handbook:** 1) A contract is in place for the Spanish translation of the Mountain Neighbor Handbook. 2) We are in the process of submitting a re-print of the English handbook, currently gathering sponsoring partners.
- **Fiscal Year 2023 Annual Report:** Hardcopies of the Annual Report, along with a cover letter from Carlin, were mailed to ~70 of our partnering organizations. We have plenty of hard copies in hand, please take a handful today to share/distribute.
- **Newsletter:** The Fall 2023 edition of Conservation Currents was sent on October 25th, 2023.
- **Events:** David and I led an after-school program at Munger Elementary School on November 2nd, by invitation from Teton Literacy Center's afterschool program. Students learned about watersheds, using the large model, and then created their own models.
- **Wildlife Symposium:** I presented the Mountain Neighbor Handbook at the 2023 Jackson Hole Wildlife Symposium, as one of the 5-minute "Quick Talks."

Operations Area: Grants

- **Partner in Conservation (PIC) Grants:** PIC Grant applications are due February 1, 2024, at 5 p.m. Ads will run in the Jackson Hole News & Guide in December and early January. Please encourage appropriate candidates to submit applications. All application materials are available on the [website, here](#). *Let's discuss a PIC presentation day: Thursday February 8 or Friday February 9, morning, or afternoon?*
- **Memorandum of Agreement (MOA) Grants:** Four Fiscal Year 2024 MOA Partners have submitted final reports, and funds have been distributed to these partners.
- **Grant Map:** I have been working with Emily and Morgan on a project to update the grant map, updating photos and adding 20 more grants to the map.

Program Area: Water

- **Public Health Outreach:** David and I distributed flyers about the Water Quality Mapping Project and the Well Test Kit Program to 8 dental offices, 7 physicians offices, and 17 pregnancy/ birth support professionals.

Program Area: Land

- **Slow Food of the Tetons:** I have been joining Robb on one-on-one meetings and steering committee meetings to learn more about our partnership with this MOA partner.

Carlin Girard, Executive Director

Action Items:

Operations Area: Administration

Sponsorship Policy: Based on Board direction at the October 2023 Board Meeting, Liz and I drafted a policy that outlines a simplified option for TCD sponsorship grants, administered by the Executive Director (see Supplemental Materials). It has a project cap of \$2,000 and a total annual expenditure of \$10,000, with all awarded sponsorships being reported in staff reports.

Suggested Motion: *Move to approve the Sponsorship Policy, authorizing the Board Chair to sign the policy, thereby allowing the Executive Director to allocate sponsorship funding on a limited basis as allowed in the Sponsorship Policy.*

Information Items:

Operations Area: Administration

- **Wage and Compensation Study:** I have included a draft Request for Proposals (RFP) to solicit interested parties to submit a proposal to review TCD's wages and compensation and provide recommended changes (see Supplemental Materials). This RFP closely follows a template from a similar study that Teton County recently completed.
- **Position Descriptions:** In advance of the Wage and Compensation Study, I have standardized the descriptions for each of our staff positions. This has included formatting them consistently and editing narrative to have a single voice.
- **Flat Creek Watershed Improvement District:** 1) The Flat Creek Watershed Improvement District has submitted follow up information to the Federal Emergency Management Agency (FEMA) associated with the grant request for thaw wells. 2) I have communicated with Sandy Buckstaff and their administrative manager, Christina, but have not heard back about the status of their delinquent F32 Audit form.
- **Wyoming Association of Conservation Districts (WACD) Convention:** 1) TCD had an excellent presence at the WACD Annual Convention in Dubois, WY. It was a great event with abundant opportunities to network and learn about Conservation District work. Supervisor Watsabaugh even won herself a very nice blanket at the live auction. 2) The 2024 WACD Annual Convention is slated to occur in Area V next year, and there are active conversations about the potential location. Jackson is on that list, and TCD Board and Staff are working to evaluate options and costs. We are considering applying for a JH Travel and Tourism Board Event funding grant.
- **Natural Resources Conservation Service (NRCS) Allocations:** 1) In the recent past, NRCS funding has been allocated to Area's, instead of Counties. NRCS is changing that template so that Counties receive a specific allocation, instead of pooling funds by Area. This means that individual Counties will need to have a higher level of engagement with the NRCS State Technical Advisory Committee, who allocates funding, whereas previously, there was only one representative for each area. 2) NRCS has hired a new District Conservationist for in the Pinedale Region, which will be our new point of contact for Teton County. Simon Teaff was gracious enough to provide a written update and personal introduction in writing (see Supplemental Materials).
- **Meeting with the Teton County Administrator:** Roby and I met with Alyssa Watkins, the Teton County Administrator, to discuss partnership opportunities and alignment as Teton County moves to hire a GIS and Water Resources position.

- **Meeting with the Town Manager:** Roby and I met with Tyler Sinclair to discuss the sewer next steps following the completion of the Teton County Water Quality Master Plan.

Program Area: Water

- **Septic Connections:** At the request of the TCD Supervisors, staff has generated a memo outlining some potential strategies and challenges associated with TCD engagement in sewer connections (see Supplemental Materials).
- **The Wiley Channel:** Mr. Kelly Lockhart contacted me to discuss an interesting scenario playing out on the Wiley Channel, a surface water conveyance from the Snake River, east through the levee, which after 0.8 miles discharges to the Snake River Ditch (August Christianson Ditch). The Wiley Channel is also referred to as Crane Creek at times. The Army Corps of Engineers is completing a culvert inventory, cleanout and replacement project, which identified the Wiley Channel's three metal pipes for replacement, which uncharacteristically has screw gates on the land side of the levee. They asked the State Engineers Office (SEO) for the required volume to meet water right needs, and the SEO reported back that they considered this an illegal point of diversion with no water right. Looking back at aerial imagery, and hearing anecdotal history, it appears to me that this has always been a channel of the Snake River, which was allowed to be retained during levee construction, and it has never been a point of diversion. Mr. Lockhart request TCD assistance to explore opportunities to retain current levels of flow, because even if water rights are sought, it is unlikely to amount to the ~30 cfs this conveyance currently holds.
- **Geologists of Jackson Hole Snake River Aquifer Presentation:** TCD's acclaimed supervisor, Dave Adams, gave a very well attended presentation about the Snake River Aquifer. I am confident that anyone listening learned something. It was great to see such a high level of interest.
- **Protect Our Water JH (POWJH) Wastewater Governance:** Meghan Quinn, Executive Director of POWJH, has request a 10 minutes during this Board Meeting to introduce a proposal to hire a contractor to suggest governance structures for regional wastewater infrastructure (see Supplemental Materials). No grant request has been submitted and this conversation is intended to assess the TCD Board's interest in receiving a grant request.

Program Area: Land

Bureau of Land Management (BLM) Correspondence: TCD submitted comment on the proposed lease and relinquishment of BLM parcels along the Snake River to Teton County, WY.

- **Wyoming State Land Sale:** I have been closely following the Wyoming Office of State Land's proposal to sell the Kelly Parcel via an open bid process. The Board of Land Commissioners voted to table the discussion until next year. TCD has not engaged formally in the conversation, and we have not been contacted by the Office of State Lands requesting input.

Program Area: Wildlife

- **Greater Yellowstone Coordinating Committee (GYCC):** I attended presentations and panel discussions of the GYCC regarding wildlife movement initiatives. There were high level federal and state agency staff present, and a significant focus on private land initiatives. The recognition of the role private and working land plays in the conservation of migration routes also emphasizes the role that Conservation Districts can play on this important topic.

- **Don't Poach the Powder:** I attended an outreach meeting with the Jackson Hole Conservation Alliance, Bridger Teton National Forest, and Grand Teton National Park to discuss winter closure outreach initiatives. The recent focus on expanding winter closures to protect wintering Big Horn Sheep has resulted in some backlash from the community. In my time in Teton County, I have never experienced the current level of hostility towards winter closures.



**Teton
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District
Est. 1946**

Sponsorship Policy

Purpose

This Sponsorship Policy serves the purpose of providing a framework for evaluating sponsorship opportunities. Teton Conservation District receives requests to sponsor various events and programs throughout the year. Past sponsorships have included events such as Farm to Fork, Eco Fair, and the Jackson Hole Wildlife Symposium, among others. By creating this policy, the TCD Board of Supervisors provides guidance that allows the Executive Director to engage in sponsorship opportunities at a limited dollar amount and reduce the administrative burden on TCD and our partners.

Criteria for Sponsorship

For an event or project sponsorship to be approved, it must:

- 1) Align with the Mission and Vision of TCD, as well as its strategic and long-term plans;
- 2) Have messaging aligned with that of TCD;
- 3) Be less than or equal to \$2,000 of TCD funding;
- 4) Match an existing TCD budget line-item that has funding available and uncommitted.

Approval Process

The Executive Director will assess each sponsorship request based on the criteria outlined in this policy. The Executive Director is empowered to make the final decision on sponsorships. If the Executive Director approves the request, an Award Letter will be created that outlines the stipulations of the award, including whether it is an In-Advance or Reimbursement payment and what to do if the event or project does not proceed and repayment is necessary.

The Executive Director may approve up to, but not more than, \$10,000 in Sponsorship funding in a fiscal year.

Oversight and Monitoring

Sponsors will be subject to ongoing monitoring to ensure compliance with the Award Letter, and the result of the sponsorship will be evaluated for future considerations. The Executive Director shall report all Sponsorship allocations in the monthly staff report section of the Board Packet.

Review and Updates

This policy will go into effect following board approval and signature and remain in effect until the Board chooses to change or repeal the policy.

Roby Hurley
Board Chairman

Date

Request for Proposals (RFP): Teton Conservation District Wage and Compensation Study



**Teton
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Est. 1946**

Contact Information:

Carlin Girard
Teton Conservation District
Executive Director
carlin@tetonconservation.org
PO Box 1070
420 W. Pearl Ave, Jackson WY, 83001
307-733-2110

Request for Proposals (RFP): Teton Conservation District Wage and Compensation Study

Teton Conservation District (TCD) is seeking proposals from qualified candidates to conduct a wage and compensation study. This study would look at the existing wages and compensation, the structure used to define wages and raises, and provide recommendations for change based on a comparison to positions and structures used locally and across the region. It is TCD's goal to remain a competitive local employer, be equitable to its staff, and provide a living wage in this very unique location.

Submittal Deadline:

Proposal must be sent in PDF format by email to Carlin Girard (carlin@tetonconservation.org) by 5:00pm on January 12, 2024. Submittals shall be valid for a period of sixty (60) days from receipt by TCD. Submittals received after the date and time specified above shall be considered late and can be excluded at the full discretion of TCD.

Solicitor Information:

Teton Conservation District is a local governmental entity tasked with conservation of natural resources within Teton County, WY. This is accomplished through partnerships with local government, citizens, and non-governmental organizations. TCD has a seven-member staff. TCD reserves the right to amend this RFP and postpone submission deadlines. Additional information can be found at www.tetonconservation.org.

Introduction:

Teton Conservation District is seeking proposals from qualified consultants to conduct a comprehensive wage and compensation study and analysis. TCD seeks a consultant team to conduct a study and develop recommendations for changes to the existing wage and compensation system. The chosen firm will evaluate the current position classification system and existing job descriptions and make recommendations for updates and changes. The chosen firm will provide an updated market study of comparable local and statewide entities to inform their recommended salary plan, evaluate employee positioning within the newly recommended salary plan, and provide implementation strategies, including but not limited to providing a strategy for monitoring for market position, inflation, compression, and internal equity. Part of this assessment will include a section that looks at the wage and cost of living differential between Teton County and Wyoming at large, to inform best practices for establishing a wage structure that aligns with other state agencies but also reflects cost of living in Teton County.

This project will look at each of TCD's seven staff positions independently and collectively: Executive Director, Land Resources Specialist, Water Resources Specialist, GIS and Wildlife Habitat Specialist, Grants and Communications Specialist, Administrative Manager, Natural Resources Technician. Job descriptions, titles, current pay grades, employee experience, and as needed, employee interviews will help inform the consultant.

RFP Schedule:

Teton Conservation District will adhere to the following schedule in the receipt and evaluation of submittals:

- December 22, 2023 RFP available for distribution
- January 12, 2024 Submittal due date
- January 17, 2024 Board of Supervisors will likely award contract

Community Background:

Teton County is a year-round resort community, located in the northwestern corner of Wyoming. It serves as the southern gateway to Grand Teton and Yellowstone National Parks and is home to three ski resorts.

Approximately 97% of the land within the county's borders is held in public ownership – National Park, National Forest, and National Elk Refuge.

Teton County is a unique place to live, offering many outdoor recreational activities, abundant wildlife and open spaces, fine dining, and premier cultural arts offerings. Approximately 23,500 people live in Teton County, but residents quickly learn that they share their home with over 5,000,000 visitors annually from all over the world. Despite this influx, Jackson Hole maintains its western heritage and hospitality.

As a resort community, the comparative cost of living in Teton County is about 80% higher than the statewide average. Our real estate market far outprices our community workforce, resulting in a struggle for many employees to find housing, whether locally or in neighboring communities.

Teton Conservation District Background:

Teton Conservation District is run by a five member, elected, unpaid Board of Supervisors. They have delegated authority of day-to-day operations to seven staff members. TCD staff positions each have their own title, although there is a general classification system that infers rank: Director, Manager, Specialist, and Technician. TCD applies a housing stipend based on the Wyoming State Rate to adjust for the price of housing, and most recently, has generally used Statewide salary ranges for comparable job titles. TCD also provides a professional-level benefits package to all its employees.

Teton Conservation District has had a good track record retaining staff, but there is a recognition that competitive wages and housing opportunities are becoming increasingly attractive as cost-of-living increases. Institutionalizing good wages and benefit packages to compensate employees is paramount. The overarching goal of this assessment is to conduct a third-party review of our wages and compensation and consider recommendations moving forward.

Description of Required Services:

Teton Conservation District desires to complete a wage and compensation study that will guide the salary plan and classification schedule and pinpoint needed changes. The study will also evaluate the internal relationships among positions within the organization to help determine proper equity in their classification and compensation. The study will determine whether the existing salary and compensation schedule is competitive and consistent with comparable employers, including Teton County, Town of Jackson, Teton County Weed and Pest, Wyoming Game and Fish Department, and other Wyoming Conservation Districts. The updated study will provide a defensible and technically sound basis for compensating employees.

All of TCD's staff positions are to be included in the analysis; elected officials are excluded.

The scope of work will include, but is not limited to, a process that includes the following:

- Review and analyze existing compensation philosophy and job descriptions. Make recommendations for updates and/or changes to existing compensation philosophy, policies, practices, and other information.
- Review existing position descriptions to ensure current and accurate Fair Labor Standards Act (FLSA) exemption status, essential functions, minimum qualifications for education and experience, required knowledge, skills, and abilities, special requirements, and physical and environmental conditions; Provide recommended updates to the descriptions as needed.

- Ensure position descriptions are in full compliance with all applicable federal, state, local statutes, and regulations, including the FLSA and Americans with Disabilities Act (ADA).
- Ensure position descriptions and associated pay scales are equitable between various position responsibilities; provide a recommendation on updates thereafter.
- Review existing promotional and growth opportunities and make recommendations concerning new promotional growth opportunities.
- Present findings of the job description review to recommend title changes, provide updated job descriptions and titles, recommendations based on workload and job capacity, and placement on a classification plan.
- Conduct a comprehensive analysis of the current compensation program and make recommendations for improvement and suggest plans to address issues including but not limited to: target comparison market, internal equity assessment, competitive salary analysis, index or standards for the cost of living comparison, longevity pay, and pay for performance.
- Identify comparable organizations and competitive labor market comparisons for position classifications and conduct a full compensation survey complete with recommendations and cost of implementation. Conduct a comprehensive benchmark market analysis of all TCD positions with comparable and surrounding (regional) jurisdictions and applicable private/public sector competitors or suggest an alternate methodology for determining appropriately competitive compensation (TCD is open to considering other, proven survey methodologies and benchmarks in setting pay rates).
- Recommend compensation levels, range spread, and range placement for positions.
- Develop compensation recommendations that are externally competitive and internally equitable. Be able to discuss and defend any challenges to the survey.
- Determine placement of current employees on the classification plan at specific wage points and assess gender and diversity pay equity. Evaluate and provide recommendations regarding pay compression/compaction issues.
- Review the stipends currently provided by TCD to determine appropriateness, compensation level, equity, and whether additional stipends related to housing/transportation/other are warranted and recommended.
- Prepare an analysis of the financial impact for implementation of the recommended pay and stipend plan.
- Provide a strategy for future and ongoing monitoring for market position, inflation, compression, and internal equity.
- Prepare and deliver a detailed report and analysis of the firm's recommendation.

Proposal Format:

Proposals may not exceed 25 pages and must be delivered as a single .pdf via email to carlin@tetonconservation.org. RFP Response Format shall include the following information:

- Cover Letter
- Summary of Approach –
 - Summarize the overall approach to this project, highlighting specific method(s) or process(es) proposed.
 - Describe your firm's understanding of local economic conditions and regional labor markets.
 - Based on the Description of Required Service above, outline the project deliverables and how they will be presented and delivered.
- Timeline – Proposed project schedule will include start and end date and key tasks and milestones. Ideally, project completion will occur by June 1, 2024.
- Firm and Personnel Qualifications – Identify lead and support personnel and include resumes of such with listings of relevant experience and areas of expertise. Provide a brief overview of your firm and how it differs from competitors.
- Contractor Experience – Identify similar work done within the last three years. Provide information on any experience working with local governments in Western Wyoming.
- List of References - Proposals must include references (names, postal and email addresses, and telephone numbers) for clients for which the responding individual or firm has provided similar professional services within the last three years.
- Suggestions or Improvements - If the proposing firm feels that the scope of services, as described in this RFP, may be improved upon by additions, deletions, or changes, those changes should be clearly stated in the submittal.
- Pricing – A fee schedule, not to exceed \$15,000 in total, shall be presented, and should include the proposed billing mechanism(s) (e.g., flat project rate, time and, expense billing, etc.). The breakdown should include such things as, at a minimum, task to be performed, timeline, estimated number of hours for completion, and the not-to exceed cost for that task.

Evaluation Criteria:

Each firm will be evaluated by a selection committee organized by TCD based on the following set of criteria, listed from highest weight to lowest weight: experience working in Teton County, quality of response to the elements of the RFP, overall experience, and price. TCD reserves the right to reject any or all proposals.

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.

Teton Conservation District 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 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.

Advertisement:

This RFP is being advertised on the Public Purchase website, TCD's website, the Jackson Hole News and Guide Public Notice section, and is being sent directly to consultants who have shown interest in similar RFPs from other local governments in Teton County, WY.



**Teton
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MEMORANDUM

TO: TCD December 2023 Board Meeting
FROM: Carlin Girard and David Lee
DATE: December 20, 2023
SUBJECT: Approach to septic system replacement/sewer connection programs

Background

TCD has participated in wastewater topics in many different capacities over the years. TCD completed septic and sewer system mapping in 2015 and 2018. We administered a septic system pumping cost-share for three years (2017-2019) that served almost 300 properties. This cost-share was advertised/shared through the Jackson Hole Clean Water Coalition. Additionally, we have assisted with surface and groundwater monitoring, and development of best management practices for individual septic systems. One thing that I am not aware of TCD participating in is sewer connection cost-share programs, the discussions of which have largely been based on the topic of equity. Even though we have received requests, they have not been met because the TCD Board has not felt there is a system in place to alleviate the following concerns:

- 1) It has been hard to justify awarding one-time requests for sewer connections when a community-wide, equitable cost-share program hasn't been developed.
- 2) There has been a lack of prioritized areas for sewer connection; priority areas should be based on current water quality issues experienced in those areas, septic system density, proximity to existing sewer infrastructure, and, to some degree, financial need.
- 3) The ability to efficiently deliver cost-share funding to the community is somewhat mired by operational capacity and permitting requirements of sewer districts and wastewater treatment facilities (i.e. bureaucracy).
- 4) In the past, when sewer lines were built there was a period of discounts to encourage connections. Those who did not connect to sewer at that time should not receive cost-share after that fact. Examples exist adjacent to the Wilson Sewer District and in other areas.

The Teton County Water Quality Master Plan will include a sewer priority area section, which will provide guidance on where energy is best suited for sewer connections. The County will also have some funding and a new Full Time Employee to assist with the development of sewer hook up programs. They have also shown interest in cost-sharing and even owning sewer infrastructure to help alleviate some of these challenges.

How to Proceed

Concerns 1, 2, and 3 would be addressed to a large degree by initiating an equitable sewer connection cost-share program, in concert with Teton County's new Water Resources staff

member, using combined funding from Teton County and TCD. The Master Plan's sewer priority area section should be used as a guide to operate this program. Administering this program through Teton County increases efficiency in navigating the sewer connection permitting process in a way that an outside partner would likely struggle to do.

Concern 4 could be addressed by getting buy-in from the sewer owners (districts, and the Town of Jackson) prior to establishing a County/TCD run program. Once the Master Plan's priority areas are clear, the County/TCD could meet directly with these sewer owners and even try to establish agreements for shared priority or sewer connections. Lastly, Concern 4 may also be addressed by allowing access to funding for property owners within sewer district boundaries that have changed ownership. This is justified by the fact that a new property owner has not yet had the ability to decide whether to hookup at a discounted rate, even if the previous property owner has.

Program Scope

Another area of interest is the range of options available for cost-share programs. It is worth thinking this through in advance because not every solution is a single connection from a home to a trunk line that exists near the front door. As a result, envisioning a multi-tier structure that considers multiple cost-share options seems prudent. Options to consider are:

- 1) Residential connections
- 2) Multi-family connections
- 3) Commercial and mixed-use connections
- 4) Sewer extensions
- 5) County ownership of sewer extensions
- 6) Septic system pumping
- 7) Septic system upgrades
- 8) Wastewater treatment facility upgrades
- 9) New wastewater treatment facility
- 10) Funding a) design, b) construction, or c) hookup costs

Natural Resources Conservation Service
Pinedale Field Office
1625 West Pine Street
PO Box 36
Pinedale, Wyoming 82941

Pinedale Field Office Activity Report

December 12, 2023

Programs

- RCPP - Completed 5 obligations for fencing improvements and wildlife corridor work.
- EQIP - Completed 5 Big Game obligations for fencing improvements.
- AMA (Agricultural Management Assistance) - Completed 1 EQIP obligation for a high tunnel.
- CSP-IRA (Inflation Reduction Act) - Completed 2 obligations for grazing enhancements.
- Grassland CRP - 10 FSA offers for fifteen-year contracts have been accepted across 5 operations. Interim conservation plans have been completed. Working on final plans which are due to the Farm Service Agency by December 15th.

Certifications

- Currently in the process of certifying a River Restoration project on the Snake River.

Personnel Update

Simon Teaff – New District Conservationist for Pinedale Field Office. Official start date of Oct 23, 2023.

Brief Biography:

I was born in Waco, TX, along with my twin brother, Sammy in 1977. I attended Arlington High School in Arlington, TX and graduated in 1995. After high school I briefly attended Tarrant County Junior College in Fort Worth, TX and then drove 18 wheelers for various trucking companies until 2006. I attended Tarleton State University in Stephenville, TX while simultaneously enrolled in ROTC and drilled with TXARNG unit in Houston, TX. I graduated from Tarleton in May of 2009 with a Bachelor of Science in Range Management as well as commissioning as a 2nd Lieutenant in the Army, branched Aviation. I started with the NRCS in Throckmorton, TX as a GS-7 planner and was transferred to Hamilton, TX for my GS-9 one year later. I attended flight school in Fort Rucker, AL from January of 2011 – May of 2012 and graduated with Honors as an AH-64D Apache pilot and was assigned back to the 1-149th Attack Reconnaissance Battalion, TXARNG in Houston, TX. In 2020 our deployment to Afghanistan was cancelled and I accepted a position with the NRCS in Chama, NM as a GS-11 planner in September of that year. I returned to Texas a year and a half later and was stationed in Gatesville, TX as a GS-11 District Conservationist. After a little over a year back in Texas I realized, after an entire summer of 110+ degree heat that I missed the mountains...so here I am! I enjoy hunting, fishing, reloading ammunition and tinkering with old cars and trucks. I look forward to working with the District and other NRCS partners. Please feel free to reach out to me with any questions or concerns.

Simon Teaff
District Conservationist
Pinedale Field Office
307-696-3439



Proposal to Provide Strategic Advisory Services

Phase 1: Jackson Hole / Teton County Wastewater Government Cooperation & Funding Assessment

I. Background & Scope of Work

In order to better protect and restore the surface waters and groundwater in Teton County, Wyoming, consensus has been building around more governmental cooperation in wastewater collection and treatment systems. Governmental cooperation refers to a spectrum of collaborative activities, ranging from informal to formal partnerships between communities in the same watershed or geographic area. As currently envisioned, wastewater collection or treatment systems would involve the consolidation of multiple service areas into a service facility or collection system that serves a large part of the population over a broader geographic area.

Wastewater collection and treatment system government cooperation may range from an informal mutual aid agreement to more formal partnerships to manage, operate, regulate and/or invest in wastewater collection and treatment systems within the same watershed or geographic area. Government cooperation may help the area build economies of scale, reach or maintain compliance with relevant water quality regulations, facilitate investment in much-needed infrastructure improvements, and build needed technical, managerial, and financial capacity.

While the potential benefits of wastewater government cooperation are broadly recognized by local decision-makers in and around Teton County, the complexity of moving towards a new governance and operating structure can be paralyzing. To facilitate decision-making, Protect Our Water Jackson Hole (POWJH) has proposed undertaking a Phase 1 Teton County Wastewater Government Cooperation & Funding Assessment to determine the potential benefits, evaluate the structure of system consolidation, and identify funding opportunities for its implementation.

Illuminati Infrastructure Advisors, LLC (IIA) is presenting this proposal to provide phase 1 strategic advisory services with regard to the government cooperation of the wastewater collection and treatment systems in Teton County, which would include an assessment of the benefits and risks of government cooperation, as well evaluate options and make recommendations around the following:

- (i) **Government Cooperation Structure** – The identification of stakeholders, common needs, purpose, and intent of government cooperation, as well as analysis of various forms of cooperative agreements, whether through system consolidation, projects, or shared service arrangements;
- (ii) **Governance Entity Scope** – Detailing the potential rights and responsibilities of entities;
- (iii) **Governance Framework** - The general structure of any future decision-making authority, including how the applicable board or commission is selected, how voting rights are exercised, and how customers are represented;

- (iv) **Institutional Framework**– Identification of options relating to:
- **Operations and Maintenance** – Exploring options for the assignment of responsibility for managing system operations across the spectrum of individual utility systems and functions and how efficiencies and scale economies may be realized;
 - **Capital Planning and Asset Management** - Assignment of responsibility for planning system investments and reinvestments across individual utility systems in which options may differ in terms of who conducts system planning and asset management, how responsibilities may be shared, and how efficiencies and scale economies may be realized;
 - **Capital Financing** – Exploring options around potential party or parties responsible for structuring financing of infrastructure investments through combinations of debt issues and use of equity (including current system revenues);
- (v) **Compliance Management** – Identifying how the entity would ensure that all system operations and construction programs are in full compliance with all applicable laws and regulations;¹
- (vi) **Rate Setting Authority** – Identifying options around who might oversee responsibility for setting or approving revenue requirements and retail and wholesale rates within and outside individual communities’ jurisdictions, as well as mechanisms for rate or service challenges;

The objective of the Phase 1 Government Cooperation & Funding Assessment is to allow relevant stakeholders to make a fully informed decision about the potential structure and advantages of the government cooperation of wastewater collection and treatment systems and lay out a clear plan for its implementation. To this end, the IIA would begin with due diligence and, in close coordination with a formal leadership team comprised of key stakeholders, such as local governments, water agencies, and other relevant entities (i.e., Teton Village), who may eventually become constituent members. Such leadership team would help guide the Phase 1 Assessment by identifying key concerns or opportunities to be further explored and/or reasonably addressed in the Assessment. The final report would address the issues discussed above and set out a detailed plan and timeline for a phase 2 implementation, including the identification of any further technical assistance or consulting needs.

Additionally, IIA will provide options for financing and delivery of immediate infrastructure priorities, such as wastewater treatment facility modernization, enhanced sewer capacity, and connection of priority subdivisions to the collection and treatment system.

I. Period of Performance

Depending on the timeliness of necessary information and availability of local officials and stakeholders, it is anticipated that the Phase 1 assessment would be delivered in a six-month timeline:

II. Budget

For delivery of the services described herein, IIA proposes a not-to-exceed fixed price fee of \$213,000, plus reasonable reimbursable travel expenses.

¹ These responsibilities are incorporated into applicable permits and contract documents, are critical for the protection of public health and the environment, and carry important liabilities