



**Teton
Conservation
District
Est. 1946**

February 21, 2024 Board Meeting Table of Contents

Page 3	February 21, 2024 TCD Board Meeting Agenda
Page 5	January 17, 2024 TCD Board Meeting Minutes
Page 11	January 2024 Treasurer's Report

Staff Reports and Supplemental Materials:

Page 19	Holly Shuss Staff Report
Page 21	Wyoming Class Registration Packet
Page 31	Banking Comparison Memorandum
Page 33	Conservation District Employee and Supervisor Training Agenda
Page 35	Robb Sgroi Staff Report
Page 37	LIR Grant Application – Lockhart Water Rights
Page 43	USGS Joint Funding Agreement
Page 49	Agricultural and Residential Conservation Planting Programs Annual Report
Page 53	Morgan Graham Staff Report
Page 55	LIR Grant Application – Remote Non-Invasive Sage-Grouse Monitoring
Page 63	TCD Participation in 2024 Perennial Pollinator Program Memorandum
Page 65	Emily Smith Staff Report
Page 67	David Lee Staff Report
Page 69	Liz Collins Staff Report
Page 71	Small Grant Application – JH Wildlife Foundation: WY Landowners' Handbook
Page 75	Small Grant Application – WY Chapter of The Wildlife Society: 2024 Conference
Page 79	Carlin Girard Staff Report
Page 81	Gallagher Wage & Compensation Study Proposal
Page 99	WY Department of Audit Letter of Dissolution of FCWID

Teton Conservation District (TCD) February 2024 Board Meeting
February 21, 2024 at 1:00 p.m. | Location: 420 W. Pearl Ave., Jackson

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

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 Hurley, Nate Fuller, Cate Watsabaugh

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

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

Partners and Guests: Todd Stiles (Bridger-Teton National Forest), Tanya Anderson (Town of Jackson), Alyssa Watkins (Teton County Administrator), Simon Teaff (NRCS District Conservationist)

AGENDA:

1:00 p.m. Agency Reports, Guests, and Public Comment 30 minutes
Tanya Anderson (Town of Jackson)
Alysa Watkins (Teton County)
Simon Teaff (NRCS)

Minutes and Treasurer’s Report 10 minutes

Board Reports 10 minutes

Partners in Conservation Grant Discussion and Awards 60 minutes

Staff Reports and Action Items 90 minutes

Holly Shuss – Wyoming Class Registration Packet, Banking Memo, District Training Agenda

Robb Sgroi – Lockhart Water Rights Line Item Request, USGS Joint Funding Agreement, Conservation Planting Program Annual Report

Morgan Graham – Sage-Grouse Monitoring Line Item Request, Perennial Pollinator Program Memo

Emily Smith

David Lee

Liz Collins – JH Wildlife Foundation Landowners’ Handbook Small Grant Application, WY Chapter of The Wildlife Society 2024 Conference Small Grant Application

Carlin Girard – Gallagher Wage & Compensation Study Proposal, WY Department of Audit Letter of FCWID Dissolution

Old and New Business 10 minutes

1) Idling, 2) Recycling building materials, 3) Forest Service Office Space, 4) Septic/Sewer Connection (no change)

Executive Session: None

(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) January 2024 Board Meeting Minutes
January 17, 2024 | 420 W. Pearl Ave., Jackson, WY

Attendees:

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

Associate Board Members: *Elizabeth Barczynski

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

Guests: Tanya Anderson (Town of Jackson), Simon Teaff (NRCS District Conservationist), Jim Elwood and Stuart Schiff (Jackson Hole Airport), Zach Andres (Jackson Hole Land Trust), Cody Pitz (Wyoming Wetland Society), Jonathan Schechter (Jackson Town Council)

**Denotes online attendee*

Call to Order: Roby called the meeting to order at 1:14 p.m.

Office Elections:

Dave moved to nominate existing officers: Roby as Chair, Dave as Vice-Chair and Treasurer, and Cate as Secretary; Nate seconded. No discussion. Motion passed unanimously.

Guest Reports and Public Comment:

Tanya Anderson (Town of Jackson)

Tanya provided an update of the Town's recent press release concerning PFAS chemicals, specifically focusing on ski wax. She highlighted a study revealing PFAS in fish and emphasized that the press release aims to enhance public awareness and provide options for hazardous waste disposal. Additionally, a press release was issued today regarding the Mountain Towns event, to be hosted by the Town of Jackson this October 15, 16, 2024. The Town Council conducted a review and updated pricing for water rates. Tanya announced plans for water conservation education in the upcoming Spring. The County will soon present draft plans for wildlife crossings North of Town. Tanya discussed future agenda items, including bear-wise compliance, a workshop on the wastewater treatment plant, and renewable energy, including renewable diesel. Nate inquired about renewable diesel. Tanya shared that the Town is exploring this option to address air pollution concerns, considering it as an alternative to a complete transition to all-electric vehicle fleet, at this time. Nate requested more information, and Tanya mentioned that YTCC has a working group focused on this subject and said she would forward information on the subject.

Alyssa Watkins (Teton County)

Carlin relayed correspondence received from Alyssa. It was mentioned that Chris Peltz has accepted the position of County Water Quality Coordinator. In terms of planning updates, Northern South Park has completed its review by the planning commission, and the Board of County Commissioners (BCC) is scheduled to review the proposed LDRs on March 5th, 2024, for further consideration.

Simon Teaff (Natural Resources Conservation Service- NRCS)

Simon was present, introduced himself, and provided a Pinedale Field Office Activity Report for review. See attached.

Jonathan Schechter (Jackson Town Council)

Councilmember Schechter provided an update on the upcoming "Mountain Towns 2030" event. This organization founded by the Mayor of Park City in 2019 and is scheduled to be hosted in Jackson October 15th and 16th, 2024. He expressed enthusiasm about the Town's support for this event, emphasizing its potential to encompass and support conservation-related activities within the community. He has a keen interest in understanding the mosaic of conservation efforts in Teton County. The event is expected to draw 500-600 participants. Nate raised a question about carbon dioxide emissions in relation to this initiative and asked about the "net-zero" goal. Jonathan explained that the commitment to net-zero emissions varies among organizations, expressing hope that the initiative will be

practical and hands-on. Tanya clarified that the goal is net-zero for municipalities, covering facilities, vehicles, etc. She provided an example of the Town of Jackson producing solar energy during the day to offset usage at night. The overarching goal is not zero emissions but achieving a "net-zero" balance. Jonathan emphasized the aspiration to establish baseline goals and effective ways to measure success.

December 20, 2023 Meeting Minutes: Dave moved to approve the December 20, 2024 Board Meeting Minutes. Cate seconded. Roby called for discussion. Roby asked a clarifying question about the minutes from Carlin's staff report, Liz said she would amend the minutes before final signature. The motion carried unanimously.

December 2023 Treasurer's Report: Dave reviewed December's 2023 Treasurer's Report:
December

- Checks numbering 21366- 21396 dated 12/8/2023-12/31/2023: \$123,276.35
- Credit card charges: \$2,843.19
- Net credits for the month: \$581,754.82
- Operating Reserves Account Balance: \$501,500.39
- Committed Funds Savings Account: \$458,915.09
- Reconciled General Fund Checking Balance: \$1,382,023.75

Cate moved to approve the December 2023 Treasurer's Reports. Nate seconded. No further discussion. The motion carried unanimously.

Line-Item Grant Requests:

Jim Elwood and Stuart Schiff (Jackson Hole Airport) –

David introduced Jim and Stuart. David highlighted TCD's previous support, both in technical advising and funding, for the Airport's stormwater treatment project in 2018. The current grant proposal is for expansion of the existing stormwater treatment system. David invited everyone to review supplemental materials for more details. Jim expressed gratitude to TCD for their partnership over the years, extending beyond grant dollars and contributing to responsible practices at the airport. Jim provided an update on the 2018 stormwater project. The current grant request is for an expansion designed to handle more water, specifically collecting water from the runway. Jim noted this project will take place regardless of TCD's decision on funding support, and that the FAA has already pledged support with a \$3.3 million grant. Nate raised a question about whether taxpayer dollars are best spent on this project, noting recent press surrounding the airport's spending practices. Dave expressing support for the initiative. Bob sought engineering details of the project, and Roby inquired about the choice between daylight and a closed piping system. Roby also asked about potential water monitoring opportunities associated with the project. David, Jim, and Stuart responded to these questions and provided relevant information.

Dave moved to approve line-item grant request 'JH Airport – Underground Stormwater Detention and Filtration System Expansion' (FY24_WTR_002) from the Jackson Hole Airport, in the amount of \$30,000 using the 'Water: Best Management Practices' line item. Bob seconded. Roby called for discussion. Nate stated his opinion, quoting a recent News and Guide article and his opposition to the funding support. Motion carried 4-1, with Nate in opposition.

Zach Andres (Jackson Hole Land Trust)

David introduced Zach and referenced supplemental materials submitted for this grant request. The Land Trust has secured partner funding for the project, and they are seeking \$6,340 from TCD. David mentioned that the application underwent review from two perspectives, and staff supports the project. Zach introduced himself, representing both the Land Trust and the public who use R Park. In the discussion, Dave asked Bob about a previous question regarding a supplemental ditch and concerns about water rights. Dave inquired about the inactivity of other ditches south of highway 89. Zach and David noted their collaboration with the State Engineers Office for approval of this proposed project. The board, staff, and Zach engaged in a discussion about the project, focusing on aspects such as the engineering of the pipe, the contractor involved, and the estimated timeline for future clean-outs.

Dave moved to approve line-item grant request ‘R Park Reservoir Maintenance – Snake River Siphon Cleanout’ (FY24_WTR_003) from the Jackson Hole Land Trust, in the amount of \$6,340, using the ‘Water: Best Management Practices’ line item. Nate seconded. No further discussion. The motion passed unanimously.

Cody Pitz (Wyoming Wetland Society)

Morgan introduced Cody during the meeting, updating the board on Wyoming Wetland Society's previous PIC grant and outstanding final report. Morgan expressed support for ongoing projects, including the proposed request. Cody thanked TCD for past support and presented a new cost-share project aiming to establish beaver co-existence initiatives in the valley. The goal is to allow beavers to continue living in their current habitats rather than creating population sinks. Cody highlighted the ecological benefits provided by beavers and outlined a cost-share program for private landowners and agencies, citing examples at Dog Creek and Alkali Creek. During the discussion, Nate sought clarification on the beneficiaries of the program, and Cody explained that it would be available to any entity, including Town, County, private, and USFS. Cody mentioned that there are 7-14 projects currently in the pipeline. Dave inquired about conversations with landscape architects, particularly regarding planning when a pond permit is issued to a private landowner. Cody expressed the intention to engage with local companies and noted the discreet nature of pond levelers. Carlin raised a comment about fish passage with pond levelers and offered room for future discussions. Carlin also voiced support for Wyoming Wetland Society, as they have been becoming local experts on these topics. Roby asked about plans for the next year, and Cody clarified that this would be a pilot project to understand the required number of initiatives per year, potentially returning for future requests. Bob suggested having funding requests submitted per project for better clarity and evaluation.

Cate moved to award \$6,200 as a Reimbursement from the Fiscal Year 2024 ‘Wildlife Program, Human/Wildlife Impact’ line-item to Wyoming Wetlands Society, in support of their ‘Beaver Coexistence Cost Share Program’. Nate seconded. No further discussion. Motion passed unanimously.

Board Reports:

None.

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) **Reorganization Forms:** Holly shared an update on Reorganization Form. 2) **Banking Update:** Holly shared a Banking Update. Holly and Carlin plan to come to the board next meeting with a couple options for recommendations. 2) **PIC Grant Presentation Day:** The board will meet at 9am on Thursday February 15th, 2024, to start PIC Grant presentations.

Robb Sgroi (Land Resources Specialist): Information Items: 1) **Air Quality Report:** Robb directed the board to the supplemental report from Grand Teton National Park on Ammonia Measurements. There was some discussion among the staff and board about the protocols and modeling. Robb offered to send out more information about this report, from Grand Teton National Park, as there were questions about the report. 2) **Wildfire Reduction Program:** Roby inquired about Arbor Works' request for an air curtain burner on a State Land parcel on Teton Village Road. Robb provided an update, stating that Wyoming DEQ has not issued a decision on the permit yet, and a recommendation for consideration is currently within the WDEQ offices. 3) **NRCS:** Robb clarified a note in his staff report. The NRCS was accepting comments on their policy of High Tunnel use. Robb submitted comments supporting the use of high tunnels to shelter livestock in the winter. 4) **Rafter J HOA:** Robb clarified his conversations with Rafter J HOA, on how to help manage a ditch, including conversations with the ditch owner. A funding request may come forward in the future.

Morgan Graham (GIS & Wildlife Habitat Specialist): Information Items: 1) **Wildlife Capture and Research:** Morgan thanked the board for engaging in the presentation. 2) **Teton County GIS:** Roby asked for an update on

Teton County GIS. Morgan shared an update from his perspective, and on TCD's interaction with the County staff working on the project.

Emily Smith (Natural Resources Technician): Information Items: 1) **Grant Map**: Emily shared that the Grant Map has been updated. 2) **Fish Creek Watershed Management Plan**: Roby asked a question as to the work Emily has been doing related to management plan maps. David spoke to the agreement between Alder Environmental and TCD regarding the management plan workflow, and the division of labor therein.

David Lee (Water Resources Specialist): Information Items: 1) **Jackson Hole Mountain Resort Stream Project**: David provided an update that TCD has sent a letter to the entities involved in this project, outlining recommendations to preserve the riparian community. TCD received feedback from the consultant and the Forest Service regarding these recommendations. Both staff and the board engaged in a discussion on the subject, with staff expressing a continued desire to be involved in similar projects in the County in the future. The board showed interest in understanding more about how the Forest Service grants permits for such projects. The discussion also covered the project and its potential impact, with the board expressing support for staff involvement in addressing these issues. 2) **Fish Creek Watershed Management Plan**: David estimated that a draft Fish Creek Watershed Management Plan would be complete in May.

Liz Collins (Grants and Communications Specialist): Information Items: 1) **Social Media**: Liz highlighted recent efforts to enhance TCD communications through creative approaches on social media. There was acknowledgment of positive engagement on these platforms, and a shared desire to continue in these efforts to reach and engage with the online audience.

Carlin Girard (Executive Director): Information Items: 1) **Wage and Compensation Study**: A few companies have expressed interest in bidding for the contract. 2) **Wyoming Association of Conservation Districts 2024 Annual Convention**: Carlin shared an update on work associated with TCD applying as the 2024 WACD State Convention host. 3) **Wylie Channel**: Carlin shared an update on the grant process for the Wylie Channel Application.

Old and New Business:

Roby inquired about staff assistance in gaining a better understanding of the recycling building materials project and whether it was worthwhile to explore further conversations to replicate it in Teton County. Carlin suggested adding this to the plan of work. Tanya shared her familiarity with communities that have recycling requirements linked to a building de-construction permit. She mentioned proposing to the Town Council the implementation of a building de-construction permit process that would mandate a certain level of recycling. The proposal was approved to advance in the Sustainability Plan, and Tanya expressed her intention to discuss this idea further with ISWR. Becky at ISWR expressed initial support for the proposal. Tanya foresees this on the radar in the next couple of years.

- 1) Idling outreach: Town idling and Park idling
- 2) Recycling building materials by offset of permit costs
- 3) Forest Service Office Space
- 4) Septic Memo to become a living document

Nate moved to adjourn the meeting at 4:30. Dave Seconded. The motion passed unanimously.

Submitted by: _____

Liz Collins

Date – February 21, 2024

Supervisor: _____
Date

Supervisor: _____
Date

Supervisor: _____
Date

DRAFT

Debits across all accounts for the month:		
<u>Checks</u>		
January checks #21397-21435		\$275,890.23
<u>Credit Card Charges</u>		
January credit card charges		\$2,472.95
Total Debits for	January	\$278,363.18

Credits across all accounts for the month:		
<u>regular income sources</u>		
Mill Levy from Teton County		\$308,468.17
General Fund Checking Interest from Wells Fargo Bank		\$13.73
Committed Funds Savings Interest - Wells Fargo Bank		\$3.59
Operating Reserve Account Interest from First Interstate		\$272.05
Well Test Kit Sales (16 sales)		\$1,048.10
<u>other income sources</u>		
Pass-Through Funds		\$0.00
Total Credits for	January	\$309,805.64

Account Detail		
		APY
<u>General Fund Checking Account @ Wells Fargo Bank</u>		
Previous Balance		\$1,383,552.25
Interest	0.01%	\$10.95
Deposits		\$354,530.00
Withdrawals		\$110,498.04
Outstanding Checks		\$167,342.85
Deposits in Transit		\$0.00
General Fund Checking Account Balance		\$1,627,584.21
Reconciled QuickBooks Balance		\$1,460,241.36
<u>Committed Funds Savings Account @ Wells Fargo Bank</u>		
Previous Balance		\$458,915.09
Committed Funds In		\$0.00
Committed Funds Out (transferred to checking)		\$45,000.00
Interest	0.01%	\$3.59
Committed Funds Project Funds (without FY interest)		\$413,723.12
Committed Funds Savings Account Balance		\$413,918.68
<u>Operating Reserves Investment Account @ First Interstate Bank</u>		
Initial Investment		\$500,000.00
Previous Balance		\$501,500.39
Interest	0.60%	\$272.05
Operating Reserves Money Market Investment Account Balance		\$501,772.44

FY24 Spent to Date & Income - 1/31/2024				58% of FY
	Budget	Jul - Jan '24	Receivables	% of Budget
Income				
Regular Income				
Teton County Mill Levy	2,340,000.00	1,670,537.16	-669,462.84	71.39%
Interest Income	1,000.00	1,925.11	925.11	192.51%
Well Test Kit Sales	7,800.00	4,021.26	-3,778.74	51.55%
WDA Annual Base Funding	8,823.50	8,823.50	0.00	100.0%
Unanticipated Income	7,500.00	0.00	-7,500.00	0.0%
Total Regular Income	2,365,123.50	1,685,307.03	-679,816.47	71.26%
Grants & Pass Through Income				
GTNP Gaging Stations	24,393.00	0.00	-24,393.00	0.0%
Hoback Gage-Snake River Fund	11,013.00	11,013.00	0.00	100.0%
Snake River Gage-TU	5,000.00	0.00	-5,000.00	0.0%
Wyoming Water Development SWPP	268,500.00	163,500.00	-105,000.00	60.89%
WDEQ 319 - Fish Crk Wtrshd Plan	20,000.00	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	193,013.00	-635,893.00	23.29%
Total Income	3,194,029.5	1,878,320.03	-1,315,709.47	58.81%
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	10,000.00	-71,000.00	12.35%
Total MOA Grants	375,346.50	158,177.00	-217,169.50	42.14%
Program Expenses				
Administration Expenses	394,350.00	122,347.17	-272,002.83	31.03%
Communication Program Expenses	63,000.00	11,966.02	-51,033.98	18.99%
Water Program Expenses	882,349.00	160,128.29	-722,220.71	18.15%
Land Program Expenses	508,800.00	199,022.50	-309,777.50	39.12%
Vegetation Program Expenses	187,000.00	19,740.02	-167,259.98	10.56%
Wildlife Program Expenses	45,000.00	0.00	-45,000.00	0.0%
GIS Program Expenses	103,000.00	5.43	-102,994.57	0.01%
Sustainability Program Expenses	10,500.00	0.00	-10,500.00	0.0%
Total Program Expenses	2,193,999.00	513,209.43	-1,680,789.57	23.39%
Payroll Expenses	989,100.00	508,954.62	-480,145.38	51.46%
Total Expense	3,558,445.50	1,180,341.05	-2,378,104.45	33.17%

FY 2024 Budget (JANUARY 31, 2024)		Committed Funds Savings Account Items			
Grant Descripton		Budgeted	Paid Out	Check #	Remaining
Small Water Project Program Projects		Final Report Due			
Lower Snake R. Ranch Bank & Fish Imp.	10/24	\$5,000.00	\$0.00		\$5,000.00
	<i>subtotal</i>	\$5,000.00	\$0.00		\$5,000.00
FY22 Budget Line Items					
WY Game & Fish - Moose Movements	2/24	\$5,000.00	\$0.00		\$5,000.00
Brian & Emily Hager - McCallister Pond Proj.	6/24	\$6,060.62	\$0.00		\$6,060.62
Hoback Clean Water Initiative (Lane Lamure)	6/24	\$60,000.00	\$0.00		\$60,000.00
	<i>subtotal</i>	\$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	\$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	MOA 1 of 2 6/24	\$28,000.00	\$10,000.00	21398	\$18,000.00
	<i>subtotal</i>	\$254,346.50	\$32,177.00		\$212,169.50
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	<i>in progress</i> 6/24	\$20,000.00	\$0.00	21424	\$20,000.00
Teton Raptor Center - Native Plant Proj.	2/24	\$2,770.00	\$0.00		\$2,770.00
National Park Service - Air Quality Project	6/24	\$2,088.00	\$0.00		\$2,088.00
	<i>subtotal</i>	\$54,858.00	\$0.00		\$54,858.00
FY24 Budget Line Items					
Leave Liability and Deductibles for FY24	tcd	\$10,000.00	\$0.00		\$10,000.00
	<i>subtotal</i>	\$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
Biodiversity Research Institute - Loon	2/24	\$10,000.00	\$0.00		\$10,000.00
Teton Raptor Center - Raptor Rehab	<i>in progress</i> 6/24	\$2,560.00	\$0.00	21435	\$2,560.00
Northern Rockies Cons Coop - Symposium	2/24	\$2,000.00	\$0.00		\$2,000.00
Nature Conservancy - Phase 3 Fire Project	<i>in progress</i> 6/24	\$14,575.00	\$0.00	21434	\$14,575.00
UW Fish & WL Coop - Moose Calf Project	6/24	\$20,000.00	\$0.00		\$20,000.00
	<i>subtotal</i>	\$51,635.00	\$0.00		\$51,635.00
Grand Total Grant Project Funds					\$413,723.12

Teton Conservation District

2/6/2024 1:18 PM

Register: 10-1020 · Wells Fargo Checking

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

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/02/2024	21397	Wyoming Wetland Society	10-5290 · Grants Program:10-5...	FY23 PIC Grant for ...	10,000.00	X		1,372,023.75
01/02/2024			10-4000 · Regular Income:10-4...	Deposit		X	50.00	1,372,073.75
01/03/2024	21398	Yellowstone-Teton Clean Cit...	10-5315 · MOA Grant Program...	FY24 MOA Reimbur...	10,000.00	X		1,362,073.75
01/03/2024	21399	Teton County ISWR	10-5001 · Administration Expe...	Sustainability Busine...	50.00	X		1,362,023.75
01/03/2024	21400	Teton Media Works, Inc.	-split-	Invoice #361182 & 3...	396.86	X		1,361,626.89
01/03/2024			10-4000 · Regular Income:10-4...	Deposit		X	112.00	1,361,738.89
01/04/2024	21401	Wyoming Educators' Benefit ...	10-5001 · Administration Expe...	February 2024	8,315.11	X		1,353,423.78
01/04/2024			10-4000 · Regular Income:10-4...	Deposit		X	50.00	1,353,473.78
01/05/2024	21402	Jones-Simkins, P.C.	10-5001 · Administration Expe...	Invoice 57061	10,710.00	X		1,342,763.78
01/05/2024			10-4000 · Regular Income:10-4...	Deposit		X	50.00	1,342,813.78
01/05/2024			10-1025 · Wells Fargo Savings	Blue Mountain Benc...		X	5,000.00	1,347,813.78
01/05/2024			10-1025 · Wells Fargo Savings	Wyoming Wetlands ...		X	10,000.00	1,357,813.78
01/05/2024			10-1025 · Wells Fargo Savings	Yellowstone Teton C...		X	10,000.00	1,367,813.78
01/08/2024			10-4000 · Regular Income:10-4...	Deposit		X	308,468.17	1,676,281.95
01/08/2024			10-4000 · Regular Income:10-4...	Deposit		X	224.10	1,676,506.05
01/09/2024			10-1025 · Wells Fargo Savings	POW JH Snake Rive...		X	10,000.00	1,686,506.05
01/09/2024			10-1025 · Wells Fargo Savings	POW JH E Coli FY2...		X	10,000.00	1,696,506.05
01/09/2024	FY24AJE#14		-split-	January direct deposi...	18.00	X		1,696,488.05
01/10/2024			10-4000 · Regular Income:10-4...	Deposit		X	50.00	1,696,538.05
01/11/2024			10-4000 · Regular Income:10-4...	Deposit		X	50.00	1,696,588.05
01/12/2024	21403	Teton County ISWR	10-5001 · Administration Expe...	Compost Oct-Dec 20...	24.00	X		1,696,564.05
01/12/2024	21404	Wyoming Retirement System	10-2020 · WRS Retirement Lia...	Dec 2024 Retirement...	7,004.68	X		1,689,559.37
01/12/2024			10-4000 · Regular Income:10-4...	Deposit		X	50.00	1,689,609.37
01/12/2024	21405	Teton Media Works, Inc.	10-5011 · Communication Prog...	Invoice #361469	28.50	X		1,689,580.87
01/12/2024	21406	Brilliantly Done, Inc.	10-5001 · Administration Expe...	Dec Cleaning - Invoi...	375.00			1,689,205.87
01/12/2024			-split-	Deposit		X	100.00	1,689,305.87
01/15/2024	21407	Morgan W Graham	-split-		2,399.83	X		1,686,906.04
01/15/2024	21408	Elizabeth A Collins	-split-		2,875.28	X		1,684,030.76

Teton Conservation District

2/6/2024 1:18 PM

Register: 10-1020 · Wells Fargo Checking

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

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/15/2024	21409	Carlin E Girard	-split-		3,900.07	X		1,680,130.69
01/15/2024	21410	David Lee	-split-		2,842.21	X		1,677,288.48
01/15/2024	21411	Emily P Smith	-split-		2,438.06	X		1,674,850.42
01/15/2024	21412	Holly Shuss	-split-		3,096.18	X		1,671,754.24
01/15/2024	21413	Robert M Sgroi	-split-		3,240.61	X		1,668,513.63
01/15/2024	21414	Electronic Federal Tax Paym...	-split-	83-0247879 1/15/24 ...	6,811.78	X		1,661,701.85
01/15/2024	21415	Empower Retirement 457(b)	-split-	1/15/24 Payroll	1,058.33	X		1,660,643.52
01/15/2024	FY24 AJE#12		10-5001 · Administration Expe...	Morgan & Emily HS...	202.08	X		1,660,441.44
01/16/2024	21416	MasterCard	10-2000 · Accounts Payable		2,741.74	X		1,657,699.70
01/16/2024	21418	Worker's Compensation Emp...	10-5001 · Administration Expe...	4th Quarter 2023 Wo...	2,360.12	X		1,655,339.58
01/17/2024	21417	Annie Goodman	10-5001 · Administration Expe...	Invoice #102	650.00	X		1,654,689.58
01/23/2024	21419	Teton Media Works, Inc.	-split-	Invoice #361672 & 3...	423.75			1,654,265.83
01/23/2024	21420	U. S. Geological Survey	10-5012 · Water Program Expe...	Bill #91133774 - 23...	125,614.00			1,528,651.83
01/23/2024	21421	WACD	10-5001 · Administration Expe...	Invoice 6429 - Denta...	478.50			1,528,173.33
01/23/2024	21422	Wyoming Dept. of Agricultu...	10-5012 · Water Program Expe...	Invoice 122400 - 20 ...	2,240.00			1,525,933.33
01/23/2024			-split-	Deposit		X	100.00	1,526,033.33
01/26/2024			10-4000 · Regular Income:10-4...	Deposit		X	100.00	1,526,133.33
01/29/2024	21423	Roby Hurley	10-5001 · Administration Expe...	Interagency Breakfas...	18.27			1,526,115.06
01/30/2024	21424	Julie Kaufman	10-5013 · Land Program Expen...	FY23 Irrigation Infas...	20,000.00			1,506,115.06
01/30/2024			10-4000 · Regular Income:10-4...	Deposit		X	112.00	1,506,227.06
01/31/2024	21425	David Lee	-split-		2,842.21	X		1,503,384.85
01/31/2024	21426	Elizabeth A Collins	-split-		2,875.28	X		1,500,509.57
01/31/2024	21427	Emily P Smith	-split-		2,438.06	X		1,498,071.51
01/31/2024	21428	Holly Shuss	-split-		3,096.18	X		1,494,975.33
01/31/2024	21429	Morgan W Graham	-split-		2,399.83	X		1,492,575.50
01/31/2024	21430	Carlin E Girard	-split-		3,900.07	X		1,488,675.43
01/31/2024	21431	Robert M Sgroi	-split-		3,240.61	X		1,485,434.82
01/31/2024	21432	Electronic Federal Tax Paym...	-split-	1/31/24 Payroll	6,811.78	X		1,478,623.04

Teton Conservation District

2/6/2024 1:18 PM

Register: 10-1020 · Wells Fargo Checking

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

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/31/2024	21433	Empower Retirement 457(b)	-split-	1/31/24 Payroll	1,058.33			1,477,564.71
01/31/2024	FY24 AJE#13		10-5001 · Administration Expe...	Morgan & Emily HS...	202.08	X		1,477,362.63
01/31/2024	21434	The Nature Conservancy	10-5290 · Grants Program:10-5...	A108871 - FY23 PIC...	14,575.00			1,462,787.63
01/31/2024	21435	Teton Raptor Center	10-5290 · Grants Program:10-5...	TCD FY23 PIC Grant	2,560.00			1,460,227.63
01/31/2024			10-4000 · Regular Income:10-4...	Deposit		X	13.73	1,460,241.36

Total Checks: \$275,890.23

Credit Card Reporting for January 2024

TCD Staff	Date	Item	Vendor	Account	Class	Amount
Holly	12/22/2023	Office Cards	Dollar Store	Office Supplies	Admin	\$ 0.53
Holly	12/29/2023	Annual Subscription	Zoom Account	Computer System Maint.	Admin	\$ 158.90
Holly	1/1/2024	Monthly Garbage	Westbank Sanitation	Office Utilities	Admin	\$ 48.65
Holly	1/3/2024	Tax Forms	Intuit	Office Supplies	Admin	\$ 16.67
Holly	1/4/2024	Tax Forms	Intuit	Office Supplies	Admin	\$ 130.27
Holly	1/10/2024	Monthly IT	Factory IT	Computer System Maint.	Admin	\$ 1,720.00
Holly	1/16/2024	Office Cards	Dollar Store	Office Supplies	Admin	\$ 3.71
Holly	1/16/2024	Tax Filings	USPS	Postage & Shipping	Admin	\$ 31.68
Holly	1/18/2024	Monthly Electric	Lower Valley Energy	Office Utilities	Admin	\$ 69.13
Holly	1/17/2024	Board Meeting Food	Smith's	TCD Regular Meetings	Admin	\$ 76.08
Holly Total						\$ 2,255.62
Carlin	1/12/2024	Meeting Meal	Local Restaurant	Other Meetings	Admin	\$ 78.78
Carlin Total						\$ 78.78
Liz	1/13/2024	Monthly Design Software	Canva	Computer System Maint.	Comm	\$ 12.99
Liz	1/17/2024	Board Meeting Food	Smith's	TCD Regular Meetings	Admin	\$ 39.97
Liz Total						\$ 52.96
Morgan	1/3/2024	Monthly Aerial Imagery	Amazon	Historical Aerial Imagery	GIS	\$ 0.81
Morgan	1/10/2024	Monthly Subscription	Adobe Creative Cloud	Computer System Maint.	Admin	\$ 63.59
Morgan	1/15/2024	Monthly Subscription	Adobe Acrobat Pro	Computer System Maint.	Admin	\$ 21.19
Morgan Total						\$ 85.59
David Total						\$ -
Robb Total						\$ -
TOTAL						\$ 2,472.95

BANK RECONCILIATION

Name of Client: Teton Conservation District Statement Date: 1.31.24 HS
 Bank: Wells Fargo Bank Account No: 000-0337175 2.2.24

Prior Month Reconciled Balance	\$ 1,383,552.25	Bank Statement Balance As of	January 31, 2023	\$ 1,627,584.21
Add Credits	\$ 354,530.00	Add Deposits in Transit:		
Total Debits	\$ 354,530.00	Total Deposits		\$ -
Sub-Total	\$ 1,738,082.25	Sub-Total		\$ 1,627,584.21
Less Debits		Less Checks Outstanding:		
	110,498.04	(See List Below)	\$ 167,342.85	
Total Credits	\$ 110,498.04	Bank Balance - Per Reconciliation		\$ 1,460,241.36
Bank Balance - Per General Ledger	\$ 1,627,584.21			

Checks Outstanding		
Number	Amount	Name
21406	\$375.00	Brilliantly Done (cleaners)
21420	\$125,614.00	USGS (annual Stream monitoring)
21422	\$2,240.00	WY Dept of Ag (well test kits)
21421	\$478.50	WACD (monthly dental)
21419	\$423.75	Teton Media works (ad invoices)
12423	\$18.27	Roby Hurley (reimbursement)
21424	\$20,000.00	Julie Kaufman (PIC Grant)
21434	\$14,575.00	The Nature Conservancy (PIC Grant)
21435	\$2,560.00	Teton Raptor Center (PIC Grant)
21433	\$1,058.33	Empower Retirement (monthly invoice)
	<u>\$167,342.85</u>	

QuickBooks Reconciliation	
\$ 1,460,241.36	Month End QB Register Balance
Adjustments to be posted in QuickBooks:	
\$ 1,460,241.36	Adjusted QB Register Balance
\$ 1,460,241.36	Reconciled Balance
\$ -	Difference

Holly Shuss, Administrative Manager

Action Items:

Wyoming Class Registration: After much research and review I have found Wyoming Class to be the superior choice for managing funds in our Operating Reserve Investment Account. Wyoming Class is currently getting returns of 5.35% interest compounded daily. This is far higher than any rate we've found with CDs or money market accounts at nearby banks. Wyoming Class is an investment pool regulated by the Securities and Exchange Commission and is comprised of highly rated short-term investments ranging from 60 days to 9 months. I have confirmed it is compliant with all Conservation District investment rules and regulations as stated in W.S. 9-4-831. Participants are found in all 23 Wyoming Counties and include Teton County, Cody Conservation District, Wyoming Association of Special Districts, and others. To register, we must have board approval recorded during a board meeting. I recommend we do this at this February meeting. However, if the board would prefer to have more information, we can set up a zoom presentation with Wyoming Class representatives. Alternatively, representatives will be in Jackson on March 6 and we can set up a time to meet in person.

Suggested Resolution: *See supplemental materials: Wyoming Class Registration Packet.*

Information Items:

Operations Area: Administration

- **Banking:** After consulting with multiple banks, I've concluded it would be best to leave Wells Fargo and pursue banking with either Zions Bank or Bank of Jackson Hole (BOJH). Wells Fargo confirmed that they lack products offering better interest rates than our current rate of 0.01%. Both Zions and BOJH provide Insured Cash Sweep (ICS) accounts and/or Money Market Accounts designed for the public sector, offering returns between 3-4%. I've confirmed with our auditors at Jones-Simkins that these accounts comply with special district regulations. Personally, I favor Zions Bank for their marginally better interest rates, but I think either would be great. A more detailed comparison can be found in the memo I've provided in the supplemental materials.
- **2024 WACD Supervisor and Staff Certification Training:** I have provided a copy of the annual certification training agenda in Supplemental Materials. The training will take place February 20-22, 2024 in person in Cheyenne and virtually. This training is required unless you have already completed it in the past year. The deadline to register for in person training is February 15. If you would like to attend, please let me know prior to the February board meeting and I'll set up the registrations.
- **End of Year Reporting Requirements:** All 2023 IRS required tax forms, including W2, W3, 1099, 1096 forms, have been completed prior to the January 31, 2024 deadline. Additionally, all 4th quarter reporting including form 941, Worker's Compensation, and Unemployment Insurance reporting were completed by the January 31, 2024 deadline.

Upcoming 2024 TCD Calendar of Events:

February 15	Partners in Conservation Grant Presentations	8am – Office/via Zoom
February 21	TCD Regular Board Meeting at TCD Office	1pm – Office/via Zoom
February 19	TCD Office Closed for President's Day Holiday	
March 20	Quarterly Joint TCD/FCWID, followed by TCD	12pm – Office/via Zoom

Wyoming CLASS



Registration Packet



Welcome to Wyoming CLASS

Thank you for choosing Wyoming CLASS!

This packet contains all the materials necessary to set up your Wyoming CLASS account(s). If you have any questions about the registration process or about your Wyoming CLASS account(s), please do not hesitate to contact us. The Wyoming CLASS Client Service team can be reached any business day from 7:30 a.m. to 4:00 p.m. MT by phone at (866) 987-4445 or by email at clientservices@wyomingclass.com.

Wyoming CLASS is not a bank. An investment in Wyoming CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although Wyoming CLASS seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Please read the applicable Wyoming CLASS Information Statements carefully before making an investment decision. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**



Registration Procedures

To join Wyoming CLASS, please complete the following:

- 1) Read the Wyoming CLASS Indenture of Trust (located in the Document Center at www.wyomingclass.com).
- 2) Pass the resolution authorizing participation in Wyoming CLASS (page 3).
- 3) Complete the Entity Registration (page 5).
- 4) Complete the Authorized Contacts Form (pages 6/7).
- 5) Complete the Accounts to be Established Form (page 8); you may open as many accounts as you wish.
- 6) Keep the original forms for your records and send the completed packet to the Wyoming CLASS Client Service team by fax (866) 987-4446 or by email clientservices@wyomingclass.com

Questions? Please contact us; we would love to hear from you:

Wyoming CLASS Client Service Team

T (886) 987-4445

clientservices@wyomingclass.com

Through the Wyoming CLASS website, www.wyomingclass.com, Participants will be regularly informed of important program information, holidays, upcoming Board meetings, Participant events, conferences, and more. Board of Trustee meetings, which are open to the public, are generally held quarterly and discuss relevant issues to the governance and operations of the Wyoming CLASS program.



Resolution Authorizing Participation in the Wyoming CLASS

A resolution authorizing _____ to join with other political subdivisions of the state of Wyoming as a Participant ("Participant") in the Wyoming Cooperative Liquid Assets Securities System "Wyoming CLASS" (the "Trust") to pool funds for investment.

WHEREAS, W.S. 9-4-831 authorizes political subdivisions of the state of Wyoming as defined therein under W.S. 9-4-831(a) ("Political Subdivisions") to invest in eligible securities as defined in W.S. 9-4-831 ("Legal Investments"); and

WHEREAS, W.S. 9-4-831(a)(viii) authorizes Political Subdivisions to invest jointly with other investors in a commingled fund of Legal Investments; and

WHEREAS, the Trust is a statutory trust formed under the laws of the state of Wyoming in accordance with W.S. 17-23-114 and it is the intent and purpose of the Trust to provide for the investment in only those Legal Investments for Political Subdivisions in accordance with W.S. 9-4-831; and

WHEREAS, U.S. Bank National Association is custodian for the Trust ("Custodian") and all eligible securities of the Trust are held through the Custodian; and

WHEREAS, it is in the interest of the Participants to permit their respective cash balances to be invested in the Trust; and

WHEREAS, _____, a Political Subdivision, desires to become a Participant in the Trust.

NOW, THEREFORE, it is hereby RESOLVED by the Governing Body of this Political Subdivision as follows:

- 1. _____ hereby approves, adopts, and thereby joins as a Participant with other Political Subdivisions pursuant to the Wyoming CLASS Indenture of Trust dated May 29, 2020, as amended from time-to-time, the terms of which are incorporated herein by this reference and a copy of which shall be filed with the minutes of the meeting at which this Resolution was adopted; and
2. The Custodian, acting as a depository, is hereby designated as a depository for the funds of this Political Subdivision which shall be invested in the Trust on behalf of its general fund and all other accounts, and the Key Contact is directed and authorized to execute any and all depository forms and resolutions of said Custodian, and that said resolutions are adopted as reflected thereon. The application of U.S. Bank



Wyoming Cooperative Liquid Assets Securities System

National Association to become a depository is hereby accepted.

- 3. The Key Contact and Authorized Signatories are those persons listed on the Trust Registration Form attached hereto and incorporated herein. The Authorized Signatories are authorized by the Participant to direct the investment of such Participants' investment funds and to take all such actions deemed necessary or desirable to carry out the activities otherwise authorized by this Resolution, subject to the Authorized Signatories' obligation to take such actions only in the name of and for the benefit of this Participant.
- 4. The Key Contact and Authorized Signatories may be changed from time-to-time by written notice to Wyoming CLASS.

The undersigned hereby certifies that _____ has enacted this Resolution, or another form of Resolution, a copy of which is enclosed, and that such Resolution is a true and correct copy of the original which is in my possession.

Authorized Signature

Title

Printed Name

Date



Fund Registration

Entity Information

Entity Name (Participant) _____

Entity Type: City/Town County School District Special District
Other (Specify) _____

Mailing Address _____

City _____ Zip _____ County _____

Physical Address (if different than above) _____

City _____ Zip _____ County _____

Tax ID _____ Fiscal Year End Date (Month/Day) _____

I authorize Wyoming CLASS and its transfer agent and administrator to act on any instructions believed to be genuine for any service authorized on this form. I agree that Wyoming CLASS, its transfer agent, and administrator, Public Trust Advisors LLC, and their respective officers, directors, affiliates, representatives, employees and agents (each an "Indemnified Party") will not be liable for any losses, claims, expenses and liabilities (collectively, the "Losses") that result from accepting such instructions, and I agree to indemnify and hold harmless each Indemnified Party from and against any and all Losses arising from or resulting from such reliance on, or acceptance of, such instructions. Withdrawal proceeds can be sent only to the bank(s) indicated below unless changed by written instructions. Each local government is responsible for notifying the Trust of any changes to its account(s).

Wires will be distributed every hour with the final distribution ending at 1:00 p.m. MT; distribution times are subject to change as needed by the Wyoming CLASS Administrator. Additionally, Wyoming CLASS must be notified of any contributions by 1:00 p.m. MT to receive same day credit. If funds are not received by 3:00 p.m. MT, contribution orders will be voided.

Banking Information

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact* _____ Contact's Phone Number _____

Wire ACH Both

Additional Banking Information (Optional)

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact* _____ Contact's Phone Number _____

Wire ACH Both

*If there will only be one Authorized Signer on the Wyoming CLASS account, bank contact must be provided to verify bank account information



Authorized Contacts

Authorized Signers Can	Read-Only Users Can
Approve changes to the Investor Profile Update banking/contact information Process transactions Receive account updates	Receive account updates Request "view-only" access to monthly statements and transaction confirmations

Key Contact and Authorized Signer

Print First and Last Name

Title

Signature Required

Phone (Required)

Email (Required)

Fax

Additional Contact (Optional) Note – Wyoming CLASS strongly advises each participant to have multiple authorized signers to help prevent fraud

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone (Required)

Email (Required)

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone (Required)

Email (Required)

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access



Authorized Contacts (cont.)

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone (Required)

Email (Required)

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone (Required)

Email (Required)

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone (Required)

Email (Required)

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access

Dual Authorization Form

Entity Name: _____

Please utilize this form to request dual authorization capabilities on your Wyoming CLASS account. Dual authorization ensures that any transaction entered via the Wyoming CLASS online transaction portal requires approval from a second Authorized Signer in order to be processed (internal transfers between subaccounts do not require dual authorization). **Note:** All Authorized Signers listed on the account can enter transactions and approve them (not just the users below).

Request to Add Dual Authorization

Dual authorization is hereby approved for _____ by the Authorized Signer below. By approving dual authorization, the Authorized Signer acknowledges that transactions not approved by the 1:00 p.m. MT cutoff will not be processed. Please ensure transactions are entered in a timely manner and that other authorized signers are available to approve the transactions for processing.

Authorized Signer's Signature

Date

Printed Name

Title



**Teton
Conservation
District
Est. 1946**

MEMORANDUM

TO: Teton Conservation District Board of Supervisors
FROM: Holly Shuss, Administrative Manager
DATE: February 12, 2024
SUBJECT: Banking Recommendation

Operating Checking Account and Committed Funds Savings Account

Bank Comparison: Both Bank of Jackson Hole (BOJH) and Zions Bank offer attractive banking options, each with its own advantages. Both banks provide Insured Cash Sweep (ICS) Accounts, which are fully FDIC insured, and provide higher interest rates. ICS accounts work by disbursing funds across multiple participating banks in smaller increments to insure each deposit is fully FDIC insured. However, from the user end, funds are completely accessible and liquid at all times.

Zions Bank offers higher interest rates, currently 4%. However, Zions charges fees of \$175/month per ICS account. We would need an ICS account for both our checking and committed funds accounts, as Zions does not offer any other type of account offering high yields. On the other hand, BOJH has an interest rate of 3.38% for their ICS account and 3.56% for their money market accounts. We would be able to use the money market account for committed funds but would need to use the ICS account for our general checking. Despite the fees, Zion's higher interest rate results in a far greater savings overall, so long as we maintain a balance over \$45,500. It would be very unlikely our checking account would ever dip below this threshold, therefore Zions will ultimately earn more savings compared to BOJH, assuming their interest rates continue to be higher.

Both banks provide business credit card options. While this was not in the initial scope, I think it's worth considering switching our business cards from First Interstate to either Zions or BOJH for additional savings and to streamline our banking operations.

For more information, I've created a comparison chart between BOJH and Zions, which can be found on the following page.

Bank of Jackson Hole	Zions Bank
Includes Treasury Management Team Direct Bank Contact	Includes Treasury Management Team Direct Bank Contact
ICS Sweep Account 3.38% Interest Rate No Fee	ICS Sweep Account 4% Interest Rate \$175/Mo. Fee <i>Must maintain min. \$45,500 to offset fee. We never dip below \$250K in checking. Even with fee this is greater savings than BOJH</i>
Money Market (only for committed funds savings) 3.56% Interest Rate Tiered Rate (will go down with lower balances) No Fee	No Money Market Available
\$15/mo. ACH fee + \$0.45/item fee <i>Can expect to pay ~\$22/mo.</i>	\$35/mo. ACH fee – no limit on transactions
Business Cards No Fee 3% cash back - gas stations, office supplies, restaurants 1% cash back – all other purchases \$100 annual software credit	Business Cards No Fee 3% cash back – office supplies, computer/telecommunication services 2% cash back - airline and car rental 1% cash back – all other purchases

**Conservation District Employee Certification
Conservation District Supervisor Training
Agenda**

February 20-22, 2024

Please wear business attire all days

Tuesday, February 20th – Legislative Training

9 a.m. Introduction and Conservation District History – Justin Caudill

Legislative Training – Holly Kennedy

- Working with Legislators
- How a Bill becomes a Law
- Legislative Updates
- Capitol tour and session activities

5 p.m. or depending upon activities occurring at session – Adjourn

Wednesday, February 21st

8 a.m. District Law – Holly Kennedy, WACD

Benefits & Insurance – Mike Henn, Sublette County CD

9:30 a.m. Break

9:45 a.m. Employment Law – Jason Delo, Department of Workforce Services

11 a.m. Local Government Liability Pool – Andrea Hixon, Local Government Liability Pool

12:15 a.m. Lunch (in)

1:15 p.m. Nursery Stock Statute – Dale Heggem, WDA

1:30 p.m. Subdivision Review – Justin Caudill, WDA

2 p.m. Procurement – Justin Caudill, WDA

2:45 p.m. Break

3 p.m. Records Archive Requirements – Stephanie Gertken, WY State Archives

4:15 p.m. Watershed Improvement Districts – Justin Caudill, WDA

5:00 p.m. End of day wrap-up

Thursday, February 22nd

8 a.m. Uniform Municipal Procedures Act – Rich Cummings, Department of Audit

9 a.m. Elections/Special District Elections – Julie Freese, Fremont County Clerk

9:15 a.m. District Boundary Reporting – Dan Shadakofsky & Callie Strode, Department of Revenue

10:15 a.m. Break

10:30 a.m. JD Sater, Attorney General’s Office

- Administrative Procedure Act
- Open Meetings Act
- Public Officials Ethics Act
- Public Records Act

12:30 p.m. Lunch

1:00 p.m. District personnel complete open book Certification Test

3 p.m. Testing Complete / Adjourn

Robb Sgroi, Land Resources Specialist

Action Items:

Program Area: Land

Water Rights and Infrastructure: Lockhart Cattle Company submitted a Line Item Request (see Supplemental Materials) to offset costs to petition to change the point of diversion of surface water rights along the Snake River. US Army Corps of Engineers levee maintenance work initiated questions as to the use and permitting of a culvert through the levee. The solution to this uncertainty is to adjudicate water rights to said culvert. TCD staff discussed this concept with stakeholders including US Army Corps of Engineers, Wyoming State Engineer's Office, and affected water users. Staff supports the proposal.

Recommended Motion: *Move to award the lesser of \$9,900, or half of actual costs, from the FY2024 'TCD Partnering Funds' line item to Lockhart Cattle Company, in support of their application titled 'Lockhart Water Rights'.*

Program Area: Sustainability

Air Quality: The U.S. Geological survey provided a Joint Funding Agreement (see Supplemental Materials), Statement of Work letter, and cover letter, for annual snowpack chemistry monitoring in Teton County, WY. The agreement requests financial support for five sites and staff support for one site. Staff supports the request.

Recommended Motion: *Move to authorize the Chairman to sign the Joint Funding Agreement, Agreement Number 24REJFACO043, between Teton Conservation District and the U.S. Geological Survey, committing \$4,600.00 for snowpack chemistry sampling and analysis.*

Information Items:

Program Area: Vegetation

- **Teton Area Wildfire Protection Coalition (TAWPC):** 1) I'm supporting the Core Planning Team by commenting on the draft Community Wildfire Protection Plan. This moderate workload will continue through May 2024. 2) Thanks to Carlin for attending the February TAWPC meeting. Presentations from two counties on their smoke readiness planning drew in additional partners from the Health Department and Emergency Management to consider the opportunity develop a plan in our county.
- **Wildfire Risk Reduction Program:** 1) Predicting future workload of Wildfire Risk Overviews (WRO) and planning for capacity to meet requests for this service is an ongoing balancing act. I've spoken with JHFEMS on their capacity to conduct WROs, estimated to be ~40 this year. I do not plan to budget or plan for additional contracted support for WROs in FY2025. 2) I will serve as a member of the National Fire Protection Association's Certification Advisory Group. This group will advance the Certified Wildfire Mitigation Specialist certification, by improving components of the certification program including body of knowledge, exam blueprint and assessment process.

Program Area: Land

- **Small Water Project Program (SWPP):** 1) Liz Collins, Holly Shuss and I are cooperating on the public noticing of a recently completed project. 2) Wyoming Water Development Office staff reviewed 83 applications. TCD's three applications were complete and rated high in priority. Award decisions will be made in March 2024.

- **Slow Food in the Tetons (SFT):** SFT received 17 requests for its annual Teton Farmer Fund (TFF) grant program. TCD contributed \$10,000 to TFF through our MOA with SFT. TCD has a seat on the decision making committee. Liz Collins and I have cooperated on scoring applications and building the program.
- **Conservation Planting Program (CPP):** Morgan Graham and I produced a report (see Supplemental Materials) summarizing accomplishments and recommendations for our Agricultural and Residential elements of the CPP. The program was designed as a two year pilot program, with the term ending August 2024. It is recommended the program's future be discussed prior to FY2025 plan of work and budget development.
- **Other:** I attended the Local Emergency Planning's meeting where the revision of the Teton County Hazard Mitigation Plan was introduced. Comments were provided on building the planning team, and public outreach.

Program Area: Administration

- **Partners In Conservation (PIC):** Support was provided for PIC applicants, and reviews for PIC grants were written.
- **Teton County Planning & Building Services:** I joined TCD staff in a meeting with Teton County staff. Follow up included providing information on WACD's SuiteWater GIS tool that is available to counties for natural resource planning, and providing information on what defines 'subdivision' and conservation district's subdivision review requirements.
- **Memorandum of Agreement (MOA):** I am supporting Carlin in the annual MOA partner meetings, to hear accomplishments, future plans, and to state TCD's interests. These conversations continue to foster constructive networking.



Teton Conservation District Grant Application Narrative

APPLICANT INFORMATION (Section 1 of 4)			
1. Applicant Representative: <i>The name of the person responsible for the grant application, and final reporting if successfully awarded funds.</i>			
Kelly Lockhart			
2. Applicant Entity: <i>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.</i>			
Lockhart Cattle Company			
3. Type of Applicant: <i>Please select one or specify.</i>			
<input type="radio"/> Individual/Landowner	<input type="radio"/> Government Agency	<input type="radio"/> Nonprofit	
<input checked="" type="radio"/> Business	<input type="radio"/> University/School	<input type="radio"/> Other (specify):	
4. Phone Number:	307.730.9155		
5. Email:	kellylockhart@me.com		
PROJECT INFORMATION (Section 2 of 4)			
6. Project Title: <i>Please enter a <u>brief</u> project title.</i>			
Lockhart Water Rights			
7. Total Project Budget (\$):	\$ 19,800.00		
8. Grant Funding Requested from TCD (\$):	\$ 9,900.00		
9. Anticipated Project Start Date:	2/1/25	10. Anticipated Project End Date:	2/1/25
11. Requested Funding Schedule: <i>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.</i>			
<input checked="" type="radio"/> Reimbursement		<input type="radio"/> In Advance	
12. Requested Final Report Deadline: <i>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.</i>			
<input checked="" type="radio"/> February 1, 2025		<input type="radio"/> June 1, 2024	
13. Grant Category: <i>Which Teton Conservation District grant category does your proposed project primarily support? Click here to read about the grant categories. Please select one.</i>			
<input type="radio"/> Water	<input checked="" type="radio"/> Land	<input type="radio"/> Education	
<input type="radio"/> Wildlife	<input type="radio"/> Sustainability	<input type="radio"/> Geographic Information Systems (GIS)	
<input type="radio"/> Vegetation			

NARRATIVE (Section 3 of 4)

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

The project involves a petition to change the Point of Diversion of surface water rights from one point on the Snake River to a downstream point on the Snake River. This process was recommended to the applicant by the US Army Corps of Engineers, and the Wyoming State Engineer's Office.

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

The US Army Corps of Engineers is engaged in a culvert maintenance project on the Snake River Levee. That project resulted in questions of the use and permitting of a culvert on the Snake River Levee, located south of Highway 22, on the east bank of the Snake River. This culvert was installed during initial construction of the Snake River Levee, and is believed to have served as a tool for allowing movement of water behind the levee. Its current benefits include providing water for previous floodplain habitat outside the levee, and serving as a source of water for the Wylie Ditch.

The water right that is proposed to be changed to a different Point of Diversion is held by Lockhart Cattle Co. The water right that is being sought would be held by Lockhart Cattle Co.

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.

The single project deliverable is:

-A successful petition for change of Point of Diversion of surface waters, resulting in adjudication of water rights from the Wyoming State Board of Control

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.

TCD's Long Range Plan, in the Land Program, identifies the outcome of 'irrigation infrastructure improvement and maintenance needs are met', and the action of 'assist in meeting larger agricultural needs, including irrigation...and water developments'.

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

Not applicable

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

This project will have met its goals if the petition for a change of Point of Diversion for a surface water right is adjudicated by the Wyoming State Board of Control.

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

Partners are not providing financial support. Partners are providing advice and technical support.

- Nelson Engineering will complete the application for petition
- The US Army Corps of Engineers suggested this course of action to the applicant
- The Wyoming State Engineer's Office suggested this course of action to the applicant

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

None

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:

Kelly Lovestadt

Date:

1-9-24

Teton Conservation District (TCD) Grant Application Budget

Applicant Entity: **Lockhart Cattle Company**

Date: **January 09 2024**

Project Name: **Lockhart Water Rights**

Application ID: **[Leave Blank]**

Project Deliverables	Requested TCD Grant Funds (\$)	Applicant (\$)	Applicant (In-Kind)	[Partner 1] Match (\$ or In-Kind)	[Partner 2] Match (\$ or In-Kind)	Total
Successful petition for changed	\$9,000	\$9,000	\$ -	\$ -	\$ -	\$ 18,000.00
Point of Diversion, surface water right						\$ -
Contingency- 10%	\$ 900.00	\$ 900.00				\$ 1,800.00
						\$ -
TOTAL	\$ 9,900.00	\$ 9,900.00	\$ -	\$ -	\$ -	\$ 19,800.00



United States Department of the Interior

U. S. GEOLOGICAL SURVEY
Water Mission Area
Colorado Water Science Center
Box 25046 MS 415
Denver Federal Center
Denver, CO 80225

Roby Hurley
Chair, Board of Supervisors
Teton Conservation District
PO Box 1070
Jackson, WY 83001

January 30, 2024

Dear Mr. Hurley:

Enclosed is Joint Funding Agreement 24REJFACO043 between the Teton Conservation District and the U.S. Geological Survey (USGS) for the period of January 1, 2024 to December 31, 2024. The agreement, which covers **annual snow chemistry monitoring**, is in the amount of \$9,200 -- \$4,600 to be provided by Teton Conservation District and \$4,600 provided in Cooperative Matching Funds by the USGS.

If the agreement is satisfactory, please sign and return to Meghan Patterson at mpatterson@usgs.gov and Graham Sexstone at sexstone@usgs.gov. USGS policy requires us to get approval from our Regional Director to conduct work without a signed agreement. To assist us in complying with this policy, we request that you return the signed agreement within two weeks. If this presents a hardship, please contact us. Work performed with funds from this agreement will be conducted on a fixed-price basis. The results of all work under this agreement will be available for publication by the USGS.

Thank you for participating in the USGS Cooperative Water Program. If you have questions, please feel free to call me at 970-250-1744.

Sincerely,

Ken Leib
Associate Director for Hydrologic Studies
USGS, Colorado Water Science Center



United States Department of the Interior

U. S. GEOLOGICAL SURVEY
Colorado Water Science Center
One Denver Federal Center
Bldg 810, Mail Stop 415
Denver, Colorado 80225

January 19, 2024

Title: Long-term Monitoring of Atmospheric Deposition in Teton County, Wyoming, 2024

Investigator: Graham A. Sexstone, Research Hydrologist, Colorado Water Science Center
(sexstone@usgs.gov)

Background: The Rocky Mountain Snowpack (RMS) Network has been maintained by the USGS, National Park Service, USDA-Forest Service, the State of Colorado, and Teton Conservation District since 1993. The purpose of the snowpack network is to determine annual concentrations and depositional amounts of pollutants and other constituents in snow resulting from atmospheric deposition. The annual snowpack chemistry monitoring informs long-term regional and sub-regional trends of atmospheric deposition (e.g., Ingersoll and others, 2016) and continues to support investigations of the effects of atmospheric deposition on local and regional ecological systems (e.g., Nanus and others, 2017).

Statement of Work: The USGS will collect annual snow samples during March, 2024 at 5 sites in Teton County (Four Mile Meadow, Garnet Canyon, Rendezvous Mountain, Teton Pass, and Togwotee Pass) during the same period as for samples from other network sites around the Rocky Mountain region. Full-snowpack samples from each of 5 sites, representative of most of the annual snowfall, will be collected and analyzed for major ions (including ammonium, nitrate and sulfate), pH, mercury, and other constituents using analytical procedures by the USGS. Results will be combined with similar data from snowpack sites throughout the Rocky Mountain region will be published online at USGS National Information System Web site (NWISWeb) by December 2024, and an annual Executive Summary also will be provided by that time.

Budget: The total project cost for monitoring snowpack chemistry at five sites in Teton County, Wyoming is \$16,700 (includes USGS assessments). Project funding for these five sites is being requested from Teton Conservation District, National Park Service Greater Yellowstone Network (GRYN) and USGS cooperative matching funds as follows:

Funding cooperator	Funding request	Funding percentage of total project cost
Teton Conservation District	\$4,600	28%
USGS cooperative matching funds	\$4,600	28%
National Park Service GRYN	\$7,500	45%

Requested Staff Time: The USGS is also requesting snow sampling assistance from the Teton Conservation District at 1 of the Teton County snow chemistry sites in 2024. One Teton Conservation District staff member would accompany the USGS to the Rendezvous Mountain (1 day) snow chemistry site to assist with site access and sample collection.

References:

Ingersoll, G.P., Miller, D.C., Morris, K.H., McMurray, J.A., Port, G., and Caruso, B.S., 2016, Changing Regional Emissions of Airborne Pollutants Reflected in the Chemistry of Snowpacks and Wetfall in the Rocky Mountain Region, USA, 1993–2012: *Water Air Soil Pollution*, v. 227: 94, doi:10.1007/s11270-016-2784-4.

Nanus, L., McMurray, J.A., Clow, D.W., Saros, J.E., Blett, T., and Gurdak J.J., 2017, Spatial variation of atmospheric nitrogen deposition and critical loads for aquatic ecosystems in the Greater Yellowstone Area: *Environmental Pollution*, v. 223, p. 644-656.

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR WATER RESOURCES INVESTIGATIONS

Customer No: 600000863
Agreement No: 24REJFACO 043
Project No: RE009Y6
TIN #: 830247879

Fixed Cost
Agreement

Yes No

THIS AGREEMENT is entered into as of the **1st of January, 2024** by the U.S. GEOLOGICAL SURVEY, Colorado Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the **Teton Conservation District**, party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation Water Resource Investigations, **annual snow chemistry monitoring**, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50; and 43 USC 50b.
2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) includes In-Kind Services in the amount of **\$0.00**.
 - (a) **\$4,600** by the party of the first part during the period **January 1, 2024 to December 31, 2024**
 - (b) **\$4,600** by the party of the second part during the period **January 1, 2024 to December 31, 2024**
 - (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of:
\$0 Description of USGS regional/national program: **NA**
 - (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
 - (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.
3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.
4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.
5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.
6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.
7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.
8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program and, if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the scope of work are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-science-practices>).
9. Billing for this agreement will be rendered **annually in September 2024**. Invoices not paid within 60 days from date of bill will bear Interest, Penalties, and Administrative costs as the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. 3717) established by the U.S. Treasury.

**U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR WATER RESOURCES INVESTIGATIONS**

Customer No: 600000863
Agreement No: 23REJFACO 043
Project No: RE009Y6
TIN #: 830247879
Fixed Cost Agreement Yes No

USGS Technical Point of Contact

Name: Graham Sexstone
Title: Research Hydrologist
Address: Denver Federal Center, PO Box 25046, MS415
City/State/Zip: Denver, CO 80225
Telephone: 303-236-6878
Fax: 303-236-4912
Email: sexstone@usgs.gov

Customer Technical Point of Contact

Name: Robb Sgroi
Title: Teton Conservation District
Address: PO Box 1070
City/State/Zip: Jackson, WY 83001
Telephone: 307-733-2110
Fax:
Email: robb@tetonconservation.org

USGS Billing Point of Contact

Name: Meghan Patterson
Title: Budget Analyst
Address: Denver Federal Center, PO Box 25046, MS415
City/State/Zip: Denver, CO 80225
Telephone: 720-456-5081
Fax: 303-236-4912
Email: mpatterson@usgs.gov

Customer Billing Point of Contact

Name: Emily Hagedorn-Wegher
Title: Teton Conservation District
Address: PO Box 1070
City/State/Zip: Jackson, WY 83001
Telephone: 307-733-2110
Fax:
Email: info@tetonconservation.org

U.S. Geological Survey
United States
Department of Interior

Teton Conservation District

SIGNATURE

SIGNATURES

By: KENNETH LEIB Digitally signed by KENNETH LEIB
Date: 2024.02.05 16:06:08 -07'00' Date: _____
Name: (Acting For) Matt Ely
Title: Director CWSC/USGS

By: _____ Date: _____
Name:
Title:

By: _____ Date: _____
Name:
Title:

By: _____ Date: _____
Name:
Title:

Teton County, Wyoming
Agricultural and Residential Conservation Planting Programs
(CPP): Two-Year Pilot Completion Report
February 2024

Authors: Robb Sgroi and Morgan Graham

Organization: Teton Conservation District, Jackson, Wyoming

Points of Contact: Robb Sgroi, robb@tetonconservation.org; Morgan Graham, morgan@tetonconservation.org



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.

AGRICULTURAL AND RESIDENTIAL CONSERVATION PLANTING PROGRAM (CPP)

This data summarizes CPP results over most of the timeframe of this two-year pilot program. The program has separate budgets and program managers, for the residential and agricultural components. This summary informs a recommendation of how to plan and budget for the future of the program.

CONSERVATION PLANTING PROGRAM DATA SUMMARY, 2022-2024

AGRICULTURAL CONSERVATION PLANTING PROGRAM (ACPP) - OVERVIEW

The ACPP supports agricultural projects and practices that benefit natural resources and the community food system. This includes improvements to soil health, water quality, air quality, energy and labor savings. The program was advertised through Grow Huts of Victor, Idaho, the TCD website, the fall 2022 Conservation Currents newsletter, and a postal mailing to agricultural producers and landowners.

This report summarizes practices supported, types of projects completed and project costs.

Table 1. Greenhouse Support

Project	TCD \$	Total \$ Cost
8' x 8' barn style greenhouse	\$500	\$9,191.10
8' x 16' cabin style greenhouse	\$500	\$13,180.86
Total	\$1,000	\$22,371.96

Table 2. High Tunnel Support

Project	TCD \$	Total \$ Cost
None		
Total	\$0	\$0

*Note- Several high tunnels have been funded by TCD in the past two years, through Line Item Requests. The ACPP's guidelines were adjusted, and the ACPP is currently TCD's grant source for high tunnels.

Table 3. Agricultural Practices Contacts

Land Type	Quantity	Practices
Large acreage- ranches	4	Conservation tillage, seeding, plant composition
Small acreage- residential	2	Regenerative practices, new landowners
Total	6	

Recommendation for ACPP:

The program's structure has been built, including the guidelines and reimbursement forms. Any needed improvements to the structure in the future would be expected to take minimal work, and would build on what already took a moderate amount of work to construct. Some elements of the program can be administered with minimal workload (e.g. cost sharing for high tunnels and greenhouses), while continuation of the conservation tillage section of the program is more staff time intensive. The existing demand for services does not require a high level of staff time, and continuation of the program is a manageable workload. Budgeting for the program is difficult to complete with high accuracy, as demand is sporadic. It

is recommended the program continue, and that consideration be given to future fiscal year budgets. It is recommended that the cost share for greenhouses specifically be reviewed, and consideration being given to residential scale greenhouses staying at \$500, while commercial scale greenhouses being increased to NTE \$5,000- similar to high tunnels.

RESIDENTIAL CONSERVATION PLANTING PROGRAM (RCPP) - OVERVIEW

The RCPP is designed to support native vegetation projects and low-input landscaping practices that benefit pollinator communities, soil health, and water/air quality. The program was advertised on radio, a presentation to Teton Plants, Eco-Fair 2023, and Farm-to-Fork 2023. In person outreach to local nurseries, hardware stores, landscape architects, landscapers, and gardeners has also taken place.

On-the-Ground Support:

The first step of the RCPP is to provide private landowners on-the-ground support for vegetation identification, and recommendations for reclamation, restoration, and habitat enhancement.

FY23: 76 landowners

FY24: 51 landowners as of (1/25/24)

Grant Funding:

The second component of RCPP is grant funding. Successful applicants are eligible for 50% reimbursement on the purchase of approved native plant materials. Compost, topsoil, and rain barrels are also eligible for partial reimbursement.

Table 4. Native Planting Support

Grant Status	Project Type(s)	Size (SF)	Total Cost	Total Awarded
Completed	Shrub/Tree Planting; Grass Seeding	7,000	\$1,667.48	\$748.81
Completed	Pollinator Garden	38	\$1,287.10	\$244.86
Completed	Pollinator Garden; Rain Barrel; Shrub/Tree Planting	500	\$1,959.30	\$926.65
Active	Pollinator Garden; Grass Seeding	1,400	\$1,847.50	\$422.50
Active	Pollinator Garden; Rain Barrel; Shrub/Tree Planting; Grass Seeding	9,000	N/A	N/A
Active	Pollinator Garden; Grass Seeding; Shrub/Tree Planting	2,200	N/A	N/A
Completed	Grass Seeding	140,000	\$2,285.00	\$1,000.00
Active	Shrub/Tree Planting	3,500	N/A	N/A
		163,638	\$9,046.38	\$3,342.82

Recommendations for RCPP:

- 1) Staff recommends simplifying reimbursable items to only approved native plants and seed.
- 2) Requiring applicants to submit a map of the project proved challenging and resulted in an assemblage of non-standardized map formats. Moving forward tracking projects with a confirmed physical address is recommended.
- 3) Moving towards simplified Application and Reimbursement forms to reduce administrative burden to all parties. Submission of itemized receipts has proved challenging as not all merchants list species/size/quantity on their receipts/bill of sale. Requiring photos of plants and tags to confirm nativity is recommended.
- 4) RCPP budgeted \$30k and \$20k in FY23 and FY24 respectively. Based on landowner demand and availability of native plant stock, staff recommends continuing to fund the program at \$10k in FY25.

Morgan Graham, GIS & Wildlife Habitat Specialist

Action Items:

Program Area: Wildlife

Non-invasive Sage Grouse Monitoring: Teton Raptor Center (TRC) has submitted a line-item request to purchase Automated Recording Units (ARUs) for deployment at a potential sage-grouse lek location. In 2023, Wyoming Game and Fish Department (WGFD) staff observed 20 male sage-grouse from the air during big game classification surveys. During the most recent Upper Snake River Basin Sage Grouse Local Working Group Meeting, TRC proposed deploying ARUs this winter, to determine the presence of a previously undocumented lek site (see Supplemental Materials).

Suggested Motion: *Move to award \$3,243 from the Fiscal Year 2024 Wildlife Program: Sage Grouse Local Working Group line-item to Teton Raptor Center, in support of non-invasive sage grouse monitoring.*

Information Items:

Program Area: Vegetation

- **2024 Perennial Pollinator Program:** I created a memo describing TCD's efforts to expand the availability of native plants in Teton County. Additionally, I am proposing that TCD revive the Perennial Pollinator Program last held in 2022 (see Supplemental Materials).
- **Residential Conservation Planting Program (RCPP):** I worked with Robb to create a report of the Conservation Planting program during its two-year pilot period. I advised 5 homeowners
- **Volunteer Weed Program:** A Subcommittee of Jackson Hole Weed Management Association met to debrief mechanical weed control work completed during the 2023 season. All coordinators agreed to maintain or expand their adopted areas. I devoted time to cleaning and standardizing TCD's geospatial data tracking as a model for the larger group.

Program Area: Wildlife

- **Sage-Grouse:** The Upper Snake River Basin Sage-Grouse Local Working Group (LWG) convened for its winter meeting. We agreed to transfer two leks in the Upper Hoback drainage from our area to the Upper Green LWG. Based on low snow conditions we will not conduct a mid-winter survey.
- **Breeding Bird Survey:** I received confirmation that TCD's data from the 2023 Moose, WY Breeding Bird Survey route passed review and were accepted into the United States Geological Survey database. 63 species and 472 individuals were observed in 2023.

Program Area: Geographic Information Systems/Information Technology

- **Vegetation:** I assisted Wyoming Wetland Society with review and acquisition of vegetation data for an effort to analyze beaver habitat.
- **Nature Mapping:** Jackson Hole Wildlife Foundation delivered up to date Nature Mapping observations in fulfillment of their Memorandum of Agreement. The database has accumulated 41,732 observations since 2010.

Program Area: Administration

- **Grants:** I've spent time reviewing final reports and Partners in Conservation grant applications. Special thanks to Liz Collins for her stewardship of the process.



**Teton
Conservation
District
Est. 1946**

Teton Conservation District Grant Application Narrative

APPLICANT INFORMATION (Section 1 of 4)			
1. Applicant Representative: <i>The name of the person responsible for the grant application, and final reporting if successfully awarded funds.</i>			
2. Applicant Entity: <i>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.</i>			
3. Type of Applicant: <i>Please select one or specify.</i>			
Individual/Landowner	Government Agency	Nonprofit	
Business	University/School	Other (specify):	
4. Phone Number:			
5. Email:			

PROJECT INFORMATION (Section 2 of 4)			
6. Project Title: <i>Please enter a <u>brief</u> project title.</i>			
7. Total Project Budget (\$):			
8. Grant Funding Requested from TCD (\$):			
9. Anticipated Project Start Date:		10. Anticipated Project End Date:	
11. Requested Funding Schedule: <i>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.</i>			
Reimbursement		In Advance	
12. Requested Final Report Deadline: <i>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.</i>			
February 1, 2025		June 1, 2024	
13. Grant Category: <i>Which Teton Conservation District grant category does your proposed project primarily support? Click here to read about the grant categories. Please select one.</i>			
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: **Teton Raptor Center**

Date: **11/1/2020**

Project Name: **Remote, Non-invasive Sage-Grouse Monitoring**

Application ID: **[Leave Blank]**

Project Deliverables	Requested TCD Grant Funds (\$)	Applicant (\$)	Applicant (In-Kind)	WGFD (in-kind)	Total
Automated Recording Units	\$ 3,075.00				\$ 3,075.00
SD Cards	\$ 75.00				\$ 75.00
Lithium Batteries	\$ 93.00				\$ 93.00
Helicopter Deployment				\$ 3,300.00	\$ 3,300.00
Recording Analysis			\$ 1,100.00		\$ 1,100.00
TOTAL	\$ 3,243.00	\$ -	\$ 1,100.00	\$ 3,300.00	\$ 7,643.00



Teton Conservation District Staff and Board,

Please consider this letter as support for Teton Raptor Center (TRC) and their request to the Teton Conservation District (TCD) for funds in order to support sage-grouse conservation on the Bridger-Teton National Forest (BTNF). The TRC proposal to place Automatic Recorder units (ARUs) at a potential lek location in the far reaches of the Gros Ventre drainage would contribute to an understating of Upper Snake River Basin sage grouse population dynamics, and sage grouse management on the Forest. This is of considerable importance as sage grouse populations have been showing decreasing trends and understanding the persistence of small, isolated populations in the Gros Venter would contribute to our understanding of the overall Upper Snake River Basin population status.

The Greater sage grouse is currently a Forest Service Sensitive Species. There are two lek locations monitored on the Bridger-Teton national Forest, Breakneck Flats and Dry Cottonwood. Both leks had annual counts much higher historically than today. The Breakneck Flats count has dropped considerably from a peak of 30 sage grouse in 2007, with the Dry Cottonwood lek having counts as high as 13 birds, with an active lek most years. Most recently, the Breakneck Flats had only 3 males in 2023 and Dry Cottonwood has not had sage grouse observed in recent years. In addition to annual lek counts, Wyoming Game and Fish Department conducts flyover surveys annually with the objective to identify additional sage grouse leks. In 2023, they observed approximately 25 birds on Bacon Ridge, a new suspected lek location. While monitoring this site and confirming lekking would be extremely valuable in terms of contributing to the current sage grouse population, this site is extremely challenging to access on the ground and poses a safety concern.

The Teton Raptor Center's ability to deploy multiple ARUs on Bacon Ridge as an alternative to confirm lekking activity would greatly minimize the need for travel in unsafe conditions. All of the known leks and Bacon Ridge site are located in mapped Priority-Connectivity Habitat Management Area (PHMA Connectivity) –known migration corridors that connect populations or population segments. This area and any associated lek sites are protected though applicable Forest Service standards and guidelines as outlined in the Greater Sage-grouse Record of Decision (USDA 2015). Impacts to any new sage grouse lek sites from future changes in recreation, infrastructure, and project proposals would be mitigated, contributing to sage grouse conservation on the BTNF.

We have had a long-term partnership with TRC as they have contributed to valuable inventory and monitoring of raptors, owls, and other species within various projects on the BTNF. We also appreciate the TCD and their contribution to conservation on public lands, and their support for funding requests such as this. I support the TRC proposal and their objective to identify sage-grouse lek locations in the Gros Ventre drainage to better assess population health. If you would like more information, please feel free to contact me at ashley.egan@usda.gov or (307)739-5416.

Sincerely,

Ashley Egan
Ashley Egan
North Zone Wildlife Biologist



WYOMING GAME AND FISH DEPARTMENT

5400 Bishop Blvd. Cheyenne, WY 82006

Phone: (307) 777-4600 Fax: (307) 777-4699

wgfd.wyo.gov

GOVERNOR

Mark Gordon

DIRECTOR

Brian R. Nesvik

COMMISSIONERS

Ralph Brokaw-President

Richard Ladwig-Vice President

Mark Jolovich

Ashlee Lundvall

Kenneth D. Roberts

John Masterson

Rusty Bell

February 1, 2024

Board of Supervisors
Teton Conservation District
420 West Pearl Avenue
Jackson, WY 83001

Dear Teton Conservation District Board of Supervisors,

I am writing to express my support of this grant request for “Remote, Non-Invasive Sage-Grouse Monitoring” from the Teton Raptor Center. We have been collaborating with Teton Raptor Center and the Upper Snake River Sage-Grouse Local Working Group on this new effort to use automated data recorders to assist with sage-grouse lek monitoring. The number of male sage-grouse on leks have been traditionally monitored by observers on the ground. However, some leks in the Jackson area are difficult or impossible to observe from the ground. We are looking for new tools to assist with monitoring these leks.

The sage-grouse population in the Jackson area has undergone a significant and alarming decline in recent years. The Gros Ventre portion of the population has declined from over 20 males to only 3 in recent years. The Wyoming Game and Fish Department has been flying helicopter surveys in the Gros Ventre drainage for several years during the sage-grouse lekking season attempting to discover any new, unknown lek locations. It has been thought for many years that additional leks are present but have not been confirmed. In April 2023, a group of about 20 sage-grouse were flushed by the helicopter near Bacon Ridge. Unfortunately, the observers were not able to confirm if they had been strutting. WGFD personnel made several attempts to get to this site on the ground during the spring, but access is dangerous due to having to cross creeks with high, fast water at this time of year. Automated recorders is a tool we would like to use to attempt to confirm whether this site is a lek with males strutting or not. We also plan to deploy game cameras along with the records to obtain both audio and visual data.

Thank you for your consideration of this grant proposal. If you have any questions, please contact me at (307) 249-5807.

Sincerely,

Alyson Courtemanch
North Jackson Wildlife Biologist



**Teton
Conservation
District
Est. 1946**

MEMORANDUM

TO: Teton Conservation District Board of Supervisors
FROM: Morgan Graham (GIS & Wildlife Habitat Specialist)
DATE: 2/8/24
SUBJECT: TCD Participation in 2024 Perennial Pollinator Program

This memo serves to 1) Advocate for the creation of a 2024 Perennial Pollinator Program while 2) Showcasing efforts to avoid competition with private industry.

1. 2024 Perennial Pollinator Program Plant Sale Proposal:

- a. In 2022, TCD collaborated with Piney Island Native Plants in Sheridan, WY on a Perennial Pollinator Program. The initiative saw 30 landowners and businesses purchase approximately 2,000 plugs, with TCD covering shipping costs and staff time for inquiries and order management. Feedback from participants was overwhelmingly positive. Piney Island also distributes plants through Washakie, Sheridan, Campbell, Clear Creek, and Powder River Conservation Districts.
- b. Sections of statute pertinent to the sale of plant material:
 - 11-16-122 Powers and duties of districts and supervisors thereof generally.
 - (vi) **Conduct demonstration projects within the district** on lands owned or controlled by this state or its agencies, with the cooperation of the agency administering and having jurisdiction thereof, and **on other lands within the district with the consent of the owner** or occupier of the lands, **to demonstrate range management practices, the means, methods and measures by which soil and soil resources may be conserved**, and soil erosion in the form of soil blowing and washing may be prevented and controlled and works of improvement for flood prevention **or the conservation, development, utilization and disposal of water may be carried out;**
 - (xiv) **Make available on terms it prescribes**, to owners and occupiers of land within the district, agricultural and engineering machinery and equipment, fertilizer, **seeds and seedlings**, male breeding animals, livestock supplies and such other material or equipment as will assist the owners and occupiers of land to carry on operations upon their lands and upon those owned or leased by the district, **for range improvement and stabilization, the conservation of soil and water resources, the prevention and control of soil erosion and for flood prevention or the conservation, development, utilization and disposal of water.** The assistance authorized by this paragraph shall be on a **limited scale for demonstration purposes and the district shall not be deemed authorized to compete with private industry;**
- c. Recognizing the persistent demand for regionally grown native plants, we propose launching a 2024 Perennial Pollinator Program plant sale. Over the past two years, the GIS and Wildlife Habitat Specialist has conducted over 120 site visits. A persistent question has been "Where can I get these plants locally?" Until local businesses transition to carrying more native plants, sponsoring limited sales of regionally grown native plant plugs presents



**Teton
Conservation
District
Est. 1946**

an opportunity to augment local supply. Maintaining species sales figures is an additional opportunity to demonstrate demand to local businesses.

- d. Staff proposes utilizing funds from the ‘Native Plant Material’ and ‘Conservation Planting Program’ lines of the FY24 TCD Budget to purchase and sell 100 Perennial Pollinator Packs from Piney Island Native Plants to Teton County, WY residents and businesses.

2. Market Research on Native Plant Availability

A) Outreach to Local Businesses:

- a. Over the past two years, TCD has succeeded in working with two local hardware stores to begin offering a bulk grass mix native to Teton County. One store has also sought TCD input while sourcing native wetland and wildflower mixes for individual clients.
- b. We have also reached out to local nurseries, gardeners, landscapers, and landscape architects to learn about their experience and interest in native plants. Some reported that 10-cubic inch plugs require too much labor and not enough financial return. They were willing to source native plants if a customer was also contracting them to complete landscaping. Others felt tied to ornamentals and annuals because they can consistently predict how many will sell. Some expressed an interest in expanding their native plant selection but were committed to a regional wholesaler with limited selection native to Teton County. Some sellers believed they were offering native plants, but these were often ornamental cultivars or not genuinely native to Teton County. Notably, labeling practices in the nursery industry commonly lack full botanical names, which are crucial for determining nativity.
- c. It is understandable that businesses are hesitant to move away from existing systems. TCD has communicated the availability of native plant cost-share opportunities and offered to feature businesses on the native plant sources section of our website. For those that were receptive, we have spent time highlighting wholesaler lists to clarify which species are truly native to Teton County and would qualify for financial assistance. Others have expressed that they have no interest in selling native plants. No local businesses currently carry 10-cubic inch plugs.

B) Regional Native Plant Growers:

- a. Over the same period, TCD has forged relationships with regional seed sellers and growers specializing in native plant cultivation. These businesses have been added to the native plant section of our website. Growers typically want to sell at least 500. These native growers primarily sell forbs, shrubs, and trees in 10-cubic inch plugs. The smallest size plant available in most stores are pints (28.88 ci) or quarts (57.75 ci). Shrubs are typically sold in 1-to-5-gallon containers. Trees in 5 gallon and up. 10 ci plugs offer a low-cost, quick establishing option but typically have lower survival than plants with larger root systems. That said, the survival of the ~10,000 native plugs installed in Teton County the last two years has been high.
- b. Efforts to connect these growers with local sellers have faced challenges due to volume requirements exceeding retail capacities.

Emily Smith, Natural Resources Technician

Information Items:

Program Area: Communications

- **Partners In Conservation (PIC) Grants:** I worked with Liz to review the past four years of PIC grants to statistically summarize how the number of grants and amount awarded for each category compared over the years. Once this PIC grant session is complete, we will add the 2024 grants to compare them with the previous years with a report to come at the March board meeting.

Program Area: Water Resources

- **Fish Creek Watershed Management Plan:** I continue to work with David on the Fish Creek Watershed Management Plan. I am currently assisting with writing sections of the plan and finalizing drafts of the plan's maps, which illustrate different aspects of the Fish Creek watershed.
- **Flat Creek Data Request:** I provided the water quality data TCD has for upper Flat Creek and Nowlin Creek to the Wyoming Game and Fish Department.

David Lee, Water Resources Specialist

Action Items: None

Information Items:

Program Area: Water

- **Sole Source Justification:** I am submitting three Sampling and Analysis Plans to Wyoming Department of Environmental Quality this month. The first is a revision to Flat Creek's sampling plan, removing a storm sampling objective, the second is for *E. coli* sampling in Fish and Flat Creeks, and the third is for Fish Creek annual sampling. For Fish Creek's work, we have previously contracted Alder Environmental to assist us with this data collection. Given their history of following protocols and collecting data consistent with our protocols and the protocols of the US Geological Survey, it may make sense to draft a Sole Source Justification to hire them directly. I am looking for TCD Board direction on this topic.
- **Well Test Kits:** Holly and I met with our contract laboratory, Analytical Services, to review our past year of collaboration for the TCD well test kit program. Over the past year, there has been increased interest in testing for lead concentration in wells. As a response, we have requested that TCD well test kits now provide lead concentration in their results. This increases cost by \$5 per sample but we are not planning to pass the cost increase on to in-district residents.
- **Microbial Source Tracking:** We have not yet received microbial source tracking enumeration data from the pathogen sampling project that occurred last summer. There have been delays associated with the water lab at Wyoming Public Health in Cheyenne. Carlin and I are discussing the differentiation in sample collection and shipping protocols between Wyoming Public Health and the US Geological Survey before we move forward with additional data collection in 2024.
- **Snake River Fund Streamgage Pass-Through Funding:** The Snake River Fund has provided their third year of funding for the operation of the Hoback River streamgage, which provides streamflow and temperature data through the US Geological Survey. They are interested in continuing to fund this effort, and we are drafting a Memorandum of Agreement to continue this pass-through funding opportunity. I will present this document for the TCD Board to review at the next TCD Board Meeting.
- **Teton County Water Quality Management Plan:** The public comment period for the Water Quality Management Plan ended on January 18th. TCD will receive a summary of all comments provided by the public. The consultant and Teton County are currently working to extend the project budget through March. The Board of County Commissioners meeting where this Plan will be considered for adoption will take place on March 12th.
- **Jackson Hole Clean Water Coalition:** Over the past several months we have discussed an opportunity to reduce the scope and scale of the Jackson Hole Clean Water Coalition. At the time of this coalition's formation, there was no other multi-entity partnership advancing communication and outreach regarding water quality in Jackson Hole. Now, with the advent of the Snake River Headwaters Group, there is discussion on using the larger group's framework to advance water quality outreach. Reducing the scope and scale of the coalition may ultimately end in the disbandment of the group, and the rebranding of the Trout Friendly Lawns program as a TCD-led program.
- **Flat Creek Sediment Fingerprinting:** I continue to work with USGS staff to prepare for collecting samples in Flat Creek beginning in March. USGS staff are preparing a Sampling

and Analysis Plan outlining the final methodology for the study for submittal to Wyoming Department of Environmental Quality by March 1st.

- **Snake River Headwaters Watershed Group:** I have been voted to serve on the Steering Committee for the Snake River Headwaters Watershed Group. So far, I have co-facilitated a working group focused on data collection and monitoring.
- **Jackson Hole Airport:** Carlin and I declined to provide a letter of support for a new potential surface water detention and treatment project at the Jackson Hole Airport designed to treat runoff on the airport runway. The new project would introduce de-icing salts on the runway which are not currently used in the winter.
- **Fish Creek Watershed Plan:** I submitted the final reimbursement request to Wyoming Department of Environmental Quality (WDEQ) for contracted work for the Fish Creek Watershed Plan. We will have no further reimbursements from WDEQ, and we will be using our match funds to complete the project. The Clean Water Act Section 205(j) grant we have open with the state will not close until the Watershed Plan is submitted. We are working to produce a draft in late spring/early summer 2024.
- **Wyoming Natural Diversity Database:** The University of Wyoming received a Partners in Conservation grant in 2022 for their Teton Alpine Stream Research project, which included additional funding provided in FY23 and FY24. TCD has delivered the third and final round of funding relating to this grant.
- **Trout Unlimited:** I attended a Partner Appreciation dinner hosted by Trout Unlimited thanking partners for their support of their multiple large streambank restoration projects implemented this year, including the Gros Ventre/Crystal Creek streambank project and the Lower Snake River Ranch streambank project. Thanks to TCD Board and Staff members who participated in willow cutting events and other volunteer events to aid these efforts.
- **Teton Local Emergency Planning Committee:** Robb and I attended, on behalf of TCD, the kickoff meeting for the five-year revision of the Wyoming Region 8 Hazard Mitigation Plan, which covers Teton County. This meeting was hosted by Teton County Emergency Management. A large group of stakeholders were tapped for this effort to bring forward updates to the plan which includes the inclusion of new special districts, project implementation updates, and mitigation strategies for hazards of all types.

Liz Collins, Grants and Communications Specialist

Action Items: None

Information Items:

Operations Area: Communications

- **Conservation Currents Newsletter:** I wrote and sent the Winter 2024 newsletter (currently 500 contacts on that list). Information included: Teton County water update, newly updated Grants Map, story on the wildlife levee ramps, a link to an upcoming Master Gardener Course, grant opportunities, essay on *Prioritizing Employee Wellbeing*, and a historical photo from the archives!
- **Website:** I regularly maintain website updates, e.g. – Calendar of Events, Board Meeting Packets, In the News, etc. The top website hits this time of year continue to be Winter Wildlife Closures Map and Teton County Water Update.
- **Electric Charging Stations Press:** I assisted Yellowstone-Teton Clean Cities in writing a press release announcing the Level 2 Charging Station Program; the 2024 application period just opened, for the second year in a row, funded by a \$10,000 grant from TCD.

Operations Area: Grants

- **PIC Grants, FY24 Applications:** I have been administering PIC applications; 18 total PIC grants were received this year. I worked on receiving the grants, working with staff to complete staff reviews, communicating with applicants and board members to firm up the presentation schedule, creating the packet, etc.
- **PIC/LIR Grants, with February 1 Deadlines:** I have been administering the 13 (past awarded) PIC/LIR grants with February 1, 2024 final report deadlines. 12 reports have been submitted, 1 is past due. I continue to work on the administration of these reports, communicating with/ reminding grantees, reviewing reports along with staff, submitting reimbursements, sending closure letters, etc.
- **Small Grants:** I am administering two Small Grants that have been approved by Carlin and staff, and I present them here for brief review by the Board:
 - **Wyoming Landowner's Handbook to Fences and Wildlife:** \$2,000 to the Jackson Hole Wildlife Foundation (\$50,000 total project budget; see Supplemental materials). This handbook is a resource regularly applied to on the ground projects and used in guiding regulations. Landowners, agencies, and TCD have found high value in the handbook's voluntary advice. TCD provided financial support to a previous version of the handbook. *Recommended funding source: Agricultural Rangeland Projects: Ag & Livestock Fencing line-item (\$22,000 remaining).*
 - **2024 Wildlife Society Conference:** \$1,000 to the Wyoming Chapter of the Wildlife Society for their annual conference in Cody, WY (see Supplemental materials). TCD has sponsored this event at this level at least five times previously. *Recommended funding source: Communications: Events line-item. (\$5,000 remaining).*

Program Area: Water

- **Trout Friendly Lawns Certification Event:** I have been planning the annual Trout Friendly Landscaper & Business Certification, alongside David. The event will be held in-person on (tentatively) Thursday, April 11th, 2024 from 9am-noon, with lunch

provided afterwards. We have been working with Will Stubblefield, Friends of the Teton River, who plans to recruit Teton Valley landscapers to this certification event.



**Teton
Conservation
District
Est. 1946**

**Teton Conservation District
Small Grant Application Narrative & Budget
(Up To \$2,000)**

APPLICANT INFORMATION (Section 1 of 5)

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

Renee Seidler

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.*

Jackson Hole Wildlife Foundation

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

- | | | |
|--|---|--|
| <input type="radio"/> Individual/Landowner | <input type="radio"/> Government Agency | <input checked="" type="radio"/> Nonprofit |
| <input type="radio"/> Business | <input type="radio"/> University/School | <input type="radio"/> Other (specify): |

4. Phone Number: 307-739-0968

5. Email: renee@jhwildlife.org

PROJECT INFORMATION (*PROJECT ALSO MEANING EVENT, PROGRAM, ETC.*) (Section 2 of 5)

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

Wyoming Landowners' Handbook to Fences and Wildlife: Update

7. Total Project Budget (\$): \$50,000

8. Grant Funding Requested from TCD (\$): (*\$2,000 max*) \$2,000

9. Anticipated Project Start Date: 12/4/2023

10. Anticipated Project End Date: 2/1/2025

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.*

- | | |
|-------------------------------------|---|
| <input type="radio"/> Reimbursement | <input checked="" type="radio"/> 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.*

- | | |
|------------------------------------|---|
| <input type="radio"/> June 1, 2024 | <input checked="" type="radio"/> February 1, 2025 |
|------------------------------------|---|

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.*

- | | | |
|---|--------------------------------------|--|
| <input type="radio"/> Water | <input type="radio"/> Land | <input type="radio"/> Education |
| <input checked="" type="radio"/> Wildlife | <input type="radio"/> Sustainability | <input type="radio"/> Geographic Information Systems (GIS) |
| <input type="radio"/> Vegetation | | |

NARRATIVE (Section 3 of 5)

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

In 2012, the Wyoming Land Trust contracted Christine Paige of Ravenworks Ecology to create the first version of the Wyoming Landowners' Handbook to Fences and Wildlife. In 2015, the Wyoming Wildlife Foundation worked with Ms. Paige to update and print a new version. This booklet has been distributed widely in both print and digital versions to landowners, agricultural producers, federal, state and local agencies, nonprofits, and businesses and it is known as the number-one reference for building and modifying fences that are more navigable to wildlife. Similar versions of this booklet have been reproduced by Ms. Paige in other Western States and Canadian Provinces. The Wyoming version of this booklet sets the standard for Wyoming Game and Fish Department's best practices for building and modifying fences.

The Wyoming Landowners' Handbook to Fences and Wildlife provides multiple alternative fence designs that contain livestock or otherwise serve a landowner's needs while allowing for safer wildlife movement across the fence. The handbook includes specifications for permanent fences, drop fences, fence modifications, fence marking, etc. The handbook provides a suite of fence project examples that address diverse landowner needs while keeping a mind toward Wyoming ungulate movement. Wildlife species covered in the handbook include deer, pronghorn, elk, moose, bighorn sheep, bison and more. Sage grouse concerns are also discussed and design concepts provided.

The current version of Wyoming's Handbook is now eight years old and is out of print. It is still available digitally, but in many cases print versions are the most accessible for landowners. Jackson Hole Wildlife Foundation is partnering with Wyoming Game and Fish Department, Natural Resources Conservation Service, Wyoming Wildlife Federation, and the University of Wyoming to update the Handbook to a 2024 version with new Wyoming landowner stories highlighting successful Wyoming fence projects, new graphics, and a fresh layout. Specifically, this effort will produce a 60- to 65-page full-color magazine-style booklet. It will be illustrated with photographs and drawings and it will provide an updated compilation of wildlife-friendlier fence and fence crossing designs and economical modifications for existing fences. As in the past, the main audience for the guide includes private landholders, agency resource managers, and conservation professionals. Upon completion of the updated version, we will print thousands of copies for distribution across Wyoming.

This project will rely on several different contractors to complete the work and so we forecast a conservative timeline to allow for flexibility for potential schedule changes that would be out of our control. Ms. Paige has recently begun editing and writing and she intends to produce a print-ready product by December 1, 2024. After that, the booklet will go to print and distribution.

A digital version of the 2015 handbook can be found here:

https://jhwildlife.wpengine.com/wp-content/uploads/2016/02/A-Wyoming-Landowners-Handbook-to-Fences-and-Wildlife_2nd-Edition_lo-res.pdf

We request support from Teton Conservation District (TCD) to provide matching dollars to our many contributors. TCD was a supporter in the past and this project will benefit native Wyoming wildlife. We request that TCD support Ms. Paige's editing and updating of the old Handbook at \$2,000 or 4% of total project costs.

2. Additional information (Optional). You may also attach supplemental materials (technical information, photos, maps, diagrams, letters of support, etc.).

Additional funding for project:
Knobloch Family Foundation \$10,000 requested
Wyoming Governor's Big Game License Coalition \$15,000 requested
The Wildlife Fund \$5,000 requested
The Nature Conservancy Wyoming \$2,500 granted
Greater Yellowstone Coalition \$2,500 granted
Sublette County Conservation District \$2,000 granted
Wyoming Game and Fish Department \$2,500 granted
Western Landowners' Alliance \$2,500 requested
Mule Deer Foundation \$2,500 requested
Mulev Fanatics \$2,500 requested

BUDGET (Section 4 of 5)

Projects & Deliverables	TCD Grant Funds Requested	Total Grantee & Partner Match	TOTAL
Editing	\$2,000	\$18,000	\$20,000
Layout/design		\$7,000	\$7,000
Copy editing		\$3,000	\$3,000
Printing		\$20,000	\$20,000
TOTAL	\$2,000	\$48,000	\$50,000

CERTIFICATION AND SIGNATURE (Section 5 of 5)

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 or hard copy of this Grant Application and the following supplemental 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:** *Required.*
2. **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.*
3. **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:

Renee Seidler

Digitally signed by Renee Seidler
Date: 2024.01.18 10:24:32 -07'00'

Date:

1/18/24



**Teton
Conservation
District
Est. 1946**

**Teton Conservation District
Small Grant Application Narrative & Budget
(Up To \$2,000)**

APPLICANT INFORMATION (Section 1 of 5)

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

Jerod Merkle (Sponsorship committee chair)

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.*

Wyoming Chapter of The Wildlife Society

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

Individual/Landowner

Government Agency

Nonprofit

Business

University/School

Other (specify):

4. Phone Number: 307-399-1094

5. Email: jmerkle@uwyo.edu

PROJECT INFORMATION (*PROJECT ALSO MEANING EVENT, PROGRAM, ETC.*) (Section 2 of 5)

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

Supporting WY-TWS Annual Conference 2024

7. Total Project Budget (\$): 1000

8. Grant Funding Requested from TCD (\$): (*\$2,000 max*) 1000

9. Anticipated Project Start Date: 4/9/2024

10. Anticipated Project End Date: 4/11/2024

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.*

June 1, 2024

February 1, 2025

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 5)

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

The Wyoming Chapter of The Wildlife Society is excited to announce our 2024 annual meeting, April 9-11 at the Holiday Inn at the Buffalo Bill Village Resort in Cody. We anticipate ~200 participants, representing wildlife professionals from Wyoming and neighboring states. The group will include state, local, and federal biologists, tribal biologists, NGO and consultant biologists, and University and Community College faculty and students, among others.

The list of entities mentioned above embodies the focus of this year's conference which is cultivating diverse and long-lasting relationships within the wildlife field. Success in our field depends completely on strong and diverse relationships. We are speaking of relationships among conservation and management entities, relationships among professionals, relationships among us with diverse backgrounds, and relationships with non-traditional partners such as private landowners and cultural practitioners. These relationships cannot be one sided - they take genuine effort from all parties. Our vision for this conference is to provide a space to cultivate and develop long-lasting relationships, ensuring all entities are at the table and individual relationships are strengthened, and historical context and stewardship are properly appreciated.

We are currently seeking sponsors to support this conference and WY-TWS in general. Sponsorships provide an excellent opportunity to help facilitate these relationships while promoting your entity or business. Sponsoring our conference also helps to offset registration costs for meeting participants, particularly students. Given Teton Conservation Districts's commitment to wildlife professionals and history of generously supporting our organization, we are hopeful that you might be interested in a sponsorship package again this year. Specific sponsorship opportunities are enclosed.

We are in the process of outlining the meeting agenda. Similar to past years, we are planning to include hands-on workshops, presentations on the latest in wildlife science and management, discussions around reintroducing culturally important species, private lands conservation and conservation success stories. There will be student activities to facilitate career development for young professionals, as well as evening socials and numerous networking opportunities. The meeting will conclude with an evening banquet, which includes awards, music and auction.

Your sponsorship would be tremendously valuable to our membership, while also offering the opportunity to showcase TCD among the state's wildlife practitioners.

2. Additional information (Optional). You may also attach supplemental materials (technical information, photos, maps, diagrams, letters of support, etc.).

Attached is an official letter for your tax purposes as well as what TCD will get from sponsoring this conference.

BUDGET (Section 4 of 5)

Projects & Deliverables	TCD Grant Funds Requested	Total Grantee & Partner Match	TOTAL
Supporting wildlife professionals through WY-TWS	1000	NA	1000
TOTAL	1000		1000

CERTIFICATION AND SIGNATURE (Section 5 of 5)

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 or hard copy of this Grant Application and the following supplemental 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:** *Required.*
2. **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.*
3. **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:

Jerod Merkle

Digitally signed by Jerod Merkle
Date: 2024.01.23 07:47:40 -07'00'

Date:

1/23/24

Carlin Girard, Executive Director

Action Items:

Operations Area: Administration

Wage and Compensation Study: One proposal was submitted for the TCD Wage and Compensation Study Request for Proposals see Supplemental Materials. Holly and I are interviewing the Gallagher Benefits Services Inc. staff and their references to assess whether we should move forward with them or reissue the Request for Proposals. Staff will provide a recommendation in advance of this Board Meeting.

Recommended Motion: *Move to Award the Teton Conservation District Conservation District Wage and Compensation Study to Gallagher Benefits Services Inc. and authorize the Board Chair to review and sign a contract not to exceed \$15,000 for this project.*

Information Items:

Operations Area: Administration

- **Wyoming Association of Conservation Districts (WACD) Convention:** It is becoming more likely that TCD will be the host district for convention 2024, especially if Travel and Tourism Board funding is allocated.
- **Grants(!):** February is grant season at TCD. I have reviewed and assisted with all Partners in Conservation Grant Requests. I have also met with roughly half of our Memorandum of Agreement Grant Partners to discuss Fiscal year 2025 funding requests, with the other half scheduled on the coming week.
- **Teton County Planning and Development:** 1) TCD has reviewed proposed regulation amendments at the request of Teton County Planning and Development for the proposed Northern Southpark rezone, as well as amendments to the Planned Rural Development tool. Subdivision has also been proposed at the Lower Valley site at Horsethief Cayon, which we reviewed intensively at earlier phases of the permitting process. 2) All of TCD staff met with all Teton County Planning and Building Department. This is done periodically to create a strong relationship among our respective staff, so that we are each aware of our responsibilities, expertise, and ongoing projects. Maintaining a strong relationship allows TCD to play a more productive role when natural resource issues or questions arise during development activities.

Program Area: Water

- **The Wiley Channel:** Based on numerous conversations, I would like feedback from the board on whether TCD should craft a letter to the Army Corps of Engineers and the Wyoming State Engineers Office outlining the benefits of retained flow behind the levee. The premise is that TCD and the signatories of this letter see value in retaining the existing level of flow through the levee into the Wylie Channel as a strong preference, given the ecological and agricultural value, and historical precedent.
- **Flat Creek Watershed Improvement District (FCWID) Dissolution:** The Wyoming Department of Audit has issued a letter calling for the dissolution of the FCWID, due to their failure to submit the F32 form within the acceptable timeframe (see Supplemental Materials). This will need to be resolved at a hearing of the Teton County Board of County Commissioners. I have contacted the Department of Audit, the County, the FCWID, the Department of Agriculture, and others to try and learn what I can. I am interested in how the Board would like to approach this issue.

- **FCWID Thaw Well Grant Request:** The grant request from the FCWID and TCD to the Wyoming Department of Homeland Security for \$504,315.00 for construction of two thaw wells has been approved. They are crafting an agreement, which will be presented at the March 2024 Board meeting for your consideration. I have requested that the grant administrator with the Department of Homeland Security consider coming to Jackson to introduce and present on the grant process to TCD, FCWID, and Town of Jackson to help us consider accepting the award.

Teton Conservation District

REQUEST FOR PROPOSALS Wage and Compensation Study

February 1, 2024

Mr. Ronnie Charles, SPHR, GPHR, IPMA-SCP

National Managing Director & Practice Leader | Public Sector & Higher Education
651.234.0848 | Ronnie_Charles@ajg.com

Mr. Erik Smetana, MBA, SPHR, SHRM-SCP

Managing Director & Operations Leader | Public Sector & Higher Education
314.494.4849 | Erik_HenrySmetana@ajg.com

Gallagher Benefit Services, Inc. | ajg.com



Gallagher

Insurance | Risk Management | Consulting

Cover Letter

February 1, 2024

PERSONAL & CONFIDENTIAL

Carlin Girard
Teton Conservation District
Executive Director
420 W. Pearl Ave
Jackson WY, 83001

We appreciate the opportunity to present this proposal regarding services Gallagher's Human Resources & Compensation Consulting practice (Gallagher) is able to offer the Teton Conservation District (the District). Gallagher is highly capable and qualified to work with the District based on our extensive experience with Public Sector organizations throughout the country. We would consider it a privilege to serve the District in this capacity.

It is our understanding that the District is requesting proposals from experienced, licensed, and qualified Consultants to perform a wage and compensation study. We will analyze the existing wages and compensation structure and provide recommendations for change based on comparison to local and regional positions and structure. We can confirm, we possess expertise in public sector job classifications and compensation. We have completed over 500 classification and compensation studies for municipalities in the last ten (10) years. The experience we have gained in conducting these studies will inform our analyses and recommendations to the District.

We believe we will provide the District with the most diversely experienced project team of any consulting practice in the country, which enhances the solutions and recommendations we will provide on this engagement. The questions and perspective provided by our team ensure we anticipate any issues the District may face throughout this project, as well as the ongoing management of the new classification and compensation system.

We appreciate having the opportunity to submit this proposal and look forward to assisting the District in this engagement.

Sincerely,



Ronnie Charles, SPHR, GPHR, IPMA-SCP
National Managing Director & Practice Leader
651.234.0848 | Ronnie_Charles@ajg.com
Gallagher Benefit Services, Inc. | ajg.com
5516 Falmouth Street, Richmond, VA 23230



Mr. Erik Smetana, MBA, SPHR, SHRM-SCP
Managing Director & Operations Leader
314.494.4849 | Erik_HenrySmetana@ajg.com
Gallagher Benefit Services, Inc. | ajg.com
8 Cadillac Drive, Creekside Crossing, Brentwood, TN 37027

Summary of Approach

Our practice takes a thoughtful and collaborative approach to all of our client engagements, where we work to ensure our efforts are ones which demonstrate how the Public Sector & Higher Education practice **C.A.R.E.S.** - collaborate/consult, advise/assess, recommend/resource, engage/endorse, and strategize/serve - about our clients and their needs. To that end, our project approach starts with our process and client communications.



Our significant experience has resulted in a comprehensive understanding of the scope of work described by the District. Additionally, we understand the importance of this study as one of many strategies to address current human resources issues and appreciate the delicate nature of public sector spending. Below are some key considerations we have in this type of project, followed by our approach to the areas identified by the District, our detailed work plan, estimated project timeline, and anticipated responsibilities of the District.

Key Considerations

- **Employee Involvement.** The study should be introduced to employees so they know what will happen and can ask questions, and then we suggest summarizing the study findings at the end of the project in an open session so they can see the results. Updates throughout the process will go a long way toward acceptance of the results. We believe that if employees know how and why they are compensated the way they are, they will accept the results better than if the system was created without their involvement.
- **Leadership Sponsorship.** Change is complicated! Updating classification and compensation systems requires strong and visible support of an organization's management and governance.
- **Internal Equity.** While market parity is important, most employees want to make sure that they are paid fairly in relation to other employees. We have extensive experience with designing pay systems that take into consideration internal equity and mitigate compression.
- **Project Timing.** Doing it right produces a better study outcome than trying to meet unrealistic deadlines.
- **Data/Exceptions.** Rely on data, but make decisions based on humans. It has been our philosophy that the results and recommendations should be based on verifiable, auditable and valid data. Once the basic structure is in place, adjustments may be needed for special conditions or other factors. However, the classification and compensation systems should be based on verifiable facts and solid professional standards.
- **Communication.** These systems need to be understood. They need to be simple, straightforward and transparent.
- **Pay Compression.** Give adequate attention to implementation costs when employees are placed in the pay ranges and there is potential for creating or increasing pay compression

Our Approach

- **Market Comparison**
We will work with the District to identify benchmark job classes for the purposes of competitive market analysis. We recommend that the District collect market data on its job titles to ensure sufficient data and validity of the resulting salary structure. We will survey both current rates of pay, minimum and maximum rates of pay, in addition to the relevant benefits and the employer and employee cost. We will also integrate private sector salary information in the market comparison process from survey sources that represent the local area market. We will 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.

- **Salary Structure Development & Implementation Analysis**

To develop a reliable salary structure, we integrate market data and custom survey results with the internal equity ratings from job evaluation, so that the structure is internally equitable and externally competitive. In this step, we assign all jobs to the right pay grade and all employees to the right place in the range based on agreed upon criteria. During this phase, we also discuss how pay progression is integrated in a sustainable system that grows with the District and allows for employee development and contribution to goal achievement. Up to three implementation scenarios will be provided to the District. These resulting pay structures and implementation scenarios will be reviewed to ensure a gender and race neutral system.

- **Final Report**

As mentioned above, our final report will be prepared which outlines the process, methods, techniques and findings and recommendations of the study. It will include a financial impact analysis and recommended ways to implement and maintain the system in the future. We will provide the data in a format that can be used to update your HRIS system based on your implementation approach. Finally, we will train the HR staff in the proper procedure and methods to manage and maintain the system. Additionally, we will provide the necessary documentation and other materials so the District will be able to maintain the system independent of the consultant following implementation.

Work Plan

The work plan proposed is designed to provide the flexibility necessary to attract, retain, and motivate employees to provide quality services and ensure the system is not an administrative and/or costly burden to the District now or in the future. Gallagher has integrated the Scope of Services into our phased approach and deliverables to address the District’s requests. All phases will require that designated the District - team members and Gallagher have ongoing status meetings to explain the process, review the project’s progress, review draft materials, address questions, and discuss next steps.

The phased work plan is as follows:

PHASE 1: STUDY ADMINISTRATION

Meeting via telephone/online platform to initiate project and discuss timelines and key deliverables.

Organization & salary material collected.

Discussion/review of the strengths and weaknesses of the District’s current classification system. Discussion of the District’s current philosophy and supporting strategies.

Project timetable confirmed.

Employee orientation sessions conducted.

Virtual Meetings are included. On-site visits are available at an additional charge to the District.

PHASE 2: COMPENSATION STUDY

Conduct of meetings with HR/leadership/project team at critical intervals to discuss deliverables.

Identify appropriate published survey sources.

Collect market data from published survey sources using data cuts from public, private, local, state and regional sources.

The following activities will be performed on all data:

Comprehensive internal salary relationship analysis of data to ensure the structure is internally equitable and externally competitive.

Competitive analysis of market data (salary, benefits, and contracts) performed.

Diagnostic review of current salary structures conducted to identify opportunities for simplification, reduction in pay compression.

Recommended pay structure developed or existing structures updated (includes 1 revision requested).

Internal review conducted and consolidated feedback provided by the District. The District approves the updates to the pay plan(s) and other recommendations and implementation options.

Provide the District with up to three (3) transition options, recommendations and next steps/ongoing maintenance (includes one round of client revision).

PHASE 3: PROJECT FINALIZATION, DRAFT & FINAL REPORTS

Consultant shall make presentations to the HR/leadership prior to completion and at the time of completion, at times and in a manner agreed upon with the District.

Conduct of meetings with HR/leadership/project team at critical intervals to discuss deliverables.

Draft and final report and presentations developed and quality assurance reviews conducted.

Training provided for staff including necessary tools to maintain the system.

Timeline

The following is an estimate to complete each phase by month. We will discuss the details of each phase during Phase 1 and identify specific deadlines for the project at that time. We will conduct frequent conference calls with the District to ensure the schedule is monitored throughout the project.

In today’s world, speed is very important. However, given the significance of this project, it is just as important for District officials, department heads, and employees to have sufficient time to review and approve the recommendations of Gallagher and to ensure proper communications occur. We have prepared a timeline to ensure the District has the work products in an expeditious manner. Our phases run concurrently, in that we do not wait until the full completion of a phase to begin another phase. Presuming a start on March 1st, we will complete this study in 90 days.

We are prepared to commence the work within two weeks of receiving your authorization to proceed.

	PHASE 1	PHASE 2	PHASE 3
Month	Study Administration	Compensation Study	Project Finalization, Draft & Final Reports
1			
2			
3			

Responsibilities of the District: Gallagher will work with the District on every step of our proposed project plan. We will listen attentively in order to understand the current state and the desired future state of the classification and compensation system. While the District has provided detailed information on the current status, our goal is to discuss these practices and processes in order to fully comprehend how the policies impact the day-to-day operations and long-term effects. We want to make sure that our design approach is appropriate to your needs and fits with the culture and structure of the District, as well as supports the District's mission and strategic objectives. In preparation for project initiation, we will need the District's Project Team to support our compensation plan, which involves the following:

- Collection of organization & salary information
- Discussion of possible barriers to implementing and maintaining change
- Review and discussion of the strengths and weaknesses of the District's current compensation systems, to include review of the current grade methodology

This will enable our team to work with the District on the development of the working compensation philosophy and strategies that will guide the project through the rest of the phases. It is the role of our team to develop the project timetable and tracking documents to manage the project. However, we will partner with the District to ensure this is appropriate and determine when the timeline may need to be adjusted in order to ensure an accepted solution. While the timelines of projects are important, we believe the development of the right system takes priority. If this requires more communication or analysis at various phases, we will determine such in collaboration with the District.

We propose to meet with the District's Project Team at intervals as necessary determined by the consultant and/or the District. These off-cycle meetings can be held via web conferences to enable the sharing of information. Additionally, we conduct weekly or bi-weekly calls which are helpful to touch-base and keep the project on track. These calls may not need the full project team each time, but as necessary for various phases of the project.

Firm and Personnel Qualifications

Key Company Information: Gallagher Benefit Services, Inc., is a wholly owned subsidiary of Arthur J. Gallagher & Company, a publically traded company under the symbol AJG. Gallagher Benefit Services, Inc. was incorporated in 1999 in Delaware. Gallagher Benefit Services, Inc. is headquartered in Rolling Meadows, IL and has offices throughout the United States and abroad. Services will be provided by team members located in our Virginia and Tennessee offices. Other members of Gallagher may be utilized as the project requires. We have provided our proof of license to operate in the State of Michigan in the appendix of this proposal.

The primary project contacts are as follows:



Mr. Ronnie Charles, SPHR, GPHR, IPMA-SCP – *Project Advisor*
National Managing Director & Practice Leader | Public Sector & Higher Education
651.234.0848 | Ronnie_Charles@ajg.com
5516 Falmouth Street, Richmond, VA 23230



Mr. Erik Smetana, MBA, SPHR, SHRM-SCP – *Project Advisor*
Managing Director & Operations Leader | Public Sector & Higher Education
314.494.4849 | Erik_HenrySmetana@ajg.com
8 Cadillac Drive, Creekside Crossing, Brentwood, TN 37027

Gallagher fosters a commitment of excellence, professionalism, integrity, collaboration, and urgency to each of our clients. With each unique client, Gallagher combines these principles to deliver client services customized, specifically to meet your needs. Your Gallagher consulting team has years of experience consulting to public sector clients, including public employers, with a significantly diverse employee workforce. Each member of Gallagher's public sector compensation consulting practice has achieved one or more of the following certifications and/or degrees:

- Certified Compensation Professional from WorldatWork
- IPMA-SCP from the Public Sector Human Resources Association
- SPHR from the Human Resources Certification Institute
- SHRM-CP from the Society for Human Resource Management
- Master's degree or above, in Human Resources, Business Administration, and/or Organizational Psychology

PROJECT ADVISORS

RONNIE CHARLES, SPHR, GPHR, IPMA-SCP - National Managing Director - 30 years' experience

Ronnie is responsible for leading Gallagher's public sector Human Resources & Compensation Consulting practice. Ronnie has over 30 years of Public Sector HR experience including Chief Human Resources Officer (CHRO) experience most recently in the City of Baltimore with additional professional stints in the District of Columbia, State of Virginia, and City of Suffolk, Virginia. Ronnie has a Bachelor's Degree in Management from Saint Paul's College. Ronnie is a member of several professional organizations, including the International Public Management Association for Human Resources (IPMA-HR) and is a past chair of the International IPMA-HR Professional Development Committee. In addition, Ronnie is a past Chair of the Human Resources Institute (HRCI). He brings vast experience in domestic U.S., and Global HR compensation practices.

ERIK SMETANA, MBA, SHRM-SCP, SPHR, Managing Director - 20 years' experience

Erik's 20-plus year work history has led him to serve in a variety of diverse roles across human resource management, particularly in compensation and benefits, talent management and organizational development, people analytics, and employee relations and policy development. Erik has extensive experience in both private and public sectors, working with an eclectic mix of dynamic organizations including Fortune 500 companies across multiple industries, international not-for-profit organizations, membership associations, media outlets (e.g. NPR and NBC affiliates), institutions of higher education and research, and others. Prior to joining Gallagher, he served as the enterprise-wide Deputy CHRO with the University of Missouri System and for Vanderbilt University as the Executive Director of People & Engagement leading, designing, and implementing compensation and people-focused programs and initiatives.

PROJECT LEADERSHIP SUPPORT

MICHAEL BURTON – Principal Consultant – 20 years' experience

With over two decades of experience in the field of compensation and benefits, he brings a wealth of knowledge and expertise that spans various industries, including utilities, business services, educational institutions, pharmaceuticals, and financial services. His career journey has equipped him with a deep understanding of total rewards strategies, enabling him to design and manage innovative programs that attract, retain, and motivate top talent. Michael has a proven track record of crafting and implementing intricate compensation and benefits programs tailored to meet the unique needs of diverse organizations. Whether it's developing competitive compensation structures, designing executive and variable incentive plans, or managing comprehensive benefits packages, Michael has consistently delivered solutions that align with business goals while ensuring fairness and transparency.

BEVERLY MOULTRIE, SPHR, IPMA-SCP - Principal Consultant - 25 years' experience

Beverly has over 25 years of professional human resources experience in all facets of HR Operations to include Talent Acquisition, Compensation, Benefits, Employee & Labor Relations, Diversity Equity & Inclusion, Talent Development and Safety & Health. Beverly also brings a wide range of expertise working with large, mid-sized and start-up organizations (both public and private) in government, higher education, healthcare, manufacturing, non-profit and service environments. Beverly is particularly adept at managing complex projects and has led the adoption of employee relation strategies and human resource systems where no prior system existed. Her experience also includes a progressive career in HR leadership roles as a Senior HR Leader and as the Corporate Diversity & Inclusion Manager for Fortune 500 companies. Additionally, Beverly has served as the CHRO for the City of Chattanooga where she launched the strategic development of the City's equity & inclusion work with the Government Alliance on Race and Equity. Beverly has a master's degree in business with an emphasis on organization development and is a certified senior human resource professional.

LARRY ROBERTSON, Senior Consultant - 26 years' experience

Larry's 27 plus year work history includes a variety of roles that included compensation, human resources information systems, recruiting as well as serving in a primary leadership role as acting vice president for human resources for several months. Larry has experience in both private and public sectors, working in a manufacturing environment before moving to higher education for the 21 years prior to coming to Gallagher. He has previously earned professional certifications with the Human Resources Certification Institute (PHR and SPHR). He has been actively involved in CUPA-HR on chapter, regional and national boards. He is a 2022 CUPA-HR Distinguished Service Award Recipient.

SHARI FALLON, PHR, SHRM-CP - Senior Consultant - 24 years' experience

Prior to joining Gallagher, Shari worked for Cornell University as a Senior Compensation & Workforce Analytics Consultant for 24 years. In her role at Cornell University Shari was responsible for providing expertise and consultation to campus constituents and resolving conflicts among functional areas to support best practice standards. She developed and designed the institutional foundation for assessing, delivering and applying workforce planning analytics, advancing HR interests and shared responsibility in the consistency of practice across recruiting, compensation, staffing patterns, performance management, training and transaction processing. Prior to Cornell she worked in Human Resources for Retail and Health organizations. Shari has a Bachelor's Degree in Political Science/History from the College of St. Rose in Albany, NY and is certified as a Professional in Human Resource from the Society of Human Resource Management.

DEREK SMITH, PhD, Senior Consultant - 15 years' experience

Prior to joining Gallagher, Derek served as the National Executive Director of the Higher Education Recruitment Consortium and as a part-time consultant with Sawgrass Consulting, following more than 15+ years in higher education leadership roles at places like UNLV, Kansas State University, the University of Missouri System and the University of Pittsburgh. Derek has a Bachelor's degree in History, a Master's of Science, a Master's of Business Administration and a PhD in Public Policy and Leadership. He has earned professional certifications with the Human Resources Certification Institute (PHR), Society for Human Resource Management (SHRM-CP) and the Korn Ferry Leadership Architect.

ALLEN JOHANNING, Senior Consultant - 15 years' experience

Allen has nearly 15 years of experience, working in compensation, people analytics, and workforce development and assessment within various healthcare organizations and higher education university systems. Allen began his career focusing on HR Information Systems, Workforce Development, Compensation and Process Improvement in the healthcare industry, working for a large university hospital health system as well as a standalone hospital that was part of one of the state's largest health system. He then transitioned to the University of Missouri System, which is comprised of four Universities and a health system, spread across the state. In his almost 10 years with the University of Missouri System, he held various individual contributor and leadership roles, spending the final 6 years as the Director of Compensation and HR Analytics. Allen received his Bachelor's degree in Business Administration from the University of Missouri-Columbia. He also has previously earned certifications with the Human Resources Certification Institute (Professional in Human Resources) and the Human Capital Institute (Strategic Workforce Planning).

CATHERINE THORP, BBA in Management, Senior Consultant - 10 years' experience

Ms. Thorp holds a Bachelor of Business Administration degree in Management from the University of Mary Hardin-Baylor. Before joining Gallagher, Catherine worked as a Senior Compensation Manager at Dun & Bradstreet and in roles ranging from analyst to senior manager at McLane Company, Inc. Catherine has applied her compensation knowledge in market analysis, salary structure design, pay equity, career competencies, strategic planning, system integration, and process optimization. Catherine will complete her CCP in 2023.

PROJECT STAFF SUPPORT
ERIN KOLECKI, SHRM-CP, Consultant II - 15 years' experience

Erin brings more than 15 years of human resources experience in a variety of roles and industries. Before joining Gallagher, Erin served as a compensation consultant with the Texas Association of School Boards. Erin has a bachelor's of business administration in human resource management from Texas A&M University and is a Society for Human Resources Management Certified Professional (SHRM-CP). In her free time, Erin enjoys running, reading, and spending time with her husband and twin boys, when they are home from college.

JAIME PARKER, Consultant II - 15 years' experience

Jaime has 15 years of experience in Higher Education with 7.5 of those years in compensation and organizational effectiveness. Prior to joining Gallagher, she worked at Kansas State University in Human Capital Services, and also in the Office of Institutional Effectiveness. Before her career in Higher Education, Jaime worked in the Banking Industry as a Banking Center Manager and Customer Service Manager. Jaime is a graduate of Kansas State University with a bachelor's degree in Accounting.

TRACY MORRIS – Consultant II - 7 years' experience

Tracy has 7 years' experience working in public sector HR and compensation consulting. Tracy holds a bachelor's degree in applied economics and a Master of Business Administration, both from Texas Tech University, and she is a SHRM Certified Professional (SHRM-CP).

LUCILLE ZHANG, Consultant - 2 years' experience

Lucille has experience in the areas of compensation, talent management, training, and people analytics. Prior to joining Gallagher, Lucille served as a Compensation Analyst at Novellis, where she provided expertise in the administration and implementation of compensation programs. She also has worked at Willis Towers Watson to support clients across industries on executive compensation. Lucille earned a Bachelor's Degree in Psychology from Lafayette College and a Master's Degree in Industrial and Organizational Psychology from New York University.

CHARMAIN KOHLER – Consultant II - 10 years' experience

Charmain has over 25 years of human resources experience in a variety of roles and industries. She has a Bachelor's degree in Business Administration with a concentration in Management from Saginaw Valley State University. Prior to joining Gallagher, she was the Senior Compensation Analyst at Numotion and at Saginaw Chippewa Indian Tribe of Michigan. Her professional experience also includes 10 years as a Human Resources Consultant in higher education.

CHAU TRAN – Consultant II- 9 years' experience

Chau holds a Bachelor of Arts degree from the University of Utah and brings 9.5 years of experience working in public sector human resources compensation consulting. Chau served as a senior data analyst in compensation consulting at the Texas Association of School Boards where she served community colleges, public schools, charter schools, and educational service centers across the state of Texas.

DEE SMITH, Consultant - 18 years' experience

Dee is an established Human Resources professional that brings 18 years of comprehensive HR experience in several vertical industries in both the private and public sectors. Dee earned a Bachelor of Science degree in Human Resources Management and General Management from the University of Tennessee at Chattanooga and also holds an MBA. Dee is experienced in the areas of operations, recruitment, employee relations and benefits administration.

MARY GAUTHE, SHRM-CP, Associate Consultant - 5 years' experience

Mary has 5 years of experience from Louisiana State University, where she's worked within the University's Central HR unit as a Compensation Consultant. Mary has a Bachelor's degree in Management with a concentration in Human Resources from Nicholls State University and is currently set to graduate from Louisiana State University in August with her Master's in Leadership and Human Resource Development.

AMBER SHANG, MA in I/O Psychology – Associate Consultant - 2 years' experience

Amber holds a BS with honors in Psychology from the University of Washington and an MA in Industrial & Organizational Psychology from New York University. Before joining Gallagher, Amber has applied her knowledge of people analytics in roles ranging from Talent Acquisition at VNS Health to Compensation Analysis at Willis Towers Watson, and Selection & Assessment at DCI Consulting Group. At WTW and DCI, she helped clients from various sectors to tackle challenges and identify strategic solutions.

PRISCILA CANDAL, MA – Associate Consultant - 8 years' experience

Priscila has experience in employee relations, compensation and classification and talent acquisition. She worked at the City of Gainesville as a Talent Acquisition Representative and at Iowa State University as a Human Resources Generalist, giving her first-hand experience in the public sector and higher education. She also worked for a global agricultural and forestry machinery manufacturer in Germany. Priscila has a Bachelor of Arts in Psychology and a Master of Business Administration in Human Resources. She is located in Gainesville, Florida.

XIAOWEN YANG, BS IN MATHEMATICS, Senior Analyst - 5 years of experience

Xiaowen comes to Gallagher with five years of analytical experience in learning & development, product management, sales operations, and employee & physician engagement. Xiaowen most recently managed the full-cycle employee engagement survey program – encompassing design, development, analysis, reporting, and action planning - at West Monroe.

YUMI ZHU, MA, Senior Analyst - 2 years' experience

Prior to joining Gallagher, Yumi worked at WTW as a compensation analyst and interned at PwC and KPMG China where she gained experience working in consulting. Yumi recently graduated from University of Pennsylvania with a master's degree in Organizational Dynamics and held a bachelor's degree in Finance from DePaul University.

KEVIN GRANGER, Senior Analyst - 12 years' experience

Kevin received his Bachelor's Degree in Mathematics from Texas Southern University in 2020. Prior to joining this team, Kevin worked at Gallagher as an Associate Account Manager for 2 years. Kevin is a Houston native and loves his city.

TERESA NGUYEN, MS, Senior Analyst - 2 years' experience

Teresa has a Bachelor's degree in Organizational Psychology from Spalding University and a Master's degree in Industrial Organizational Psychology from Western Kentucky University. Her most recent role was with Louisville Metro Government, as a Compensation & Classification Analyst. Her role focused on job descriptions, job evaluations, reclassifications, market analysis, and compensation projects focused on internal equity.

CARISSA MARTO, MA in I/O Psychology, Lead Analyst - 2 years' experience

Carissa has a Bachelor's Degree in Psychology from Anderson University (SC) and a Master's Degree in Industrial & Organizational Psychology from Middle Tennessee State University. Prior to joining Gallagher, she held project based roles working in performance and promotional assessments related to test design.

JOY PHILLIPS, MA, Senior Analyst - 2 years' experience

Joy has 2 years of experience from Louisiana State University, where she's worked within the University's Central HR unit as an HRIS data analyst. Joy has a Master's degree in Human Resources & Leadership Development from Louisiana State University.

Value Proposition: The ability to deliver comprehensively structured human capital solutions to clients is Gallagher’s signature in the marketplace. At Gallagher, we want to know what makes your organization unique. We listen intently to learn about your culture and priorities, and delve deeply into all the details that matter when balancing human capital needs with your bottom line. This single-minded focus on excellence — characterized by innovation and creativity — is the driving force behind every Gallagher engagement.

Company History: Arthur J. Gallagher & Co. opened its doors for business in 1927 and is still “growing strong” because of a practiced ability to help clients think ahead. Founded by its namesake who was previously the leading producer for Chicago’s largest insurance brokerage, Gallagher is now one of the world’s largest human capital, insurance brokerage and risk management services firms. We have operations in 33 countries, and extend our client-service capabilities to more than 90 countries through a global network of correspondent brokers and consultants. Since 1961, we’ve been helping clients overcome business barriers and create new opportunities to cost-effectively attract, retain and productively engage the best performers in their field. Gallagher started trading on the NYSE under the symbol AJG in 1984.



Founded in **1927**

1,200+ Offices Globally

\$8.4B Total Adjusted Brokerage & Risk Management Revenues (2022)

43,000+ Employees Worldwide

130+ Countries Served

Global Reach Local Presence
Shared values
Passion of excellence
Promises delivered

2023 WORLD'S MOST ETHICAL COMPANIES® ETHISPHERE™ 13-TIME HONOREE

World's Most Ethical Companies® and "Ethisphere" name and marks are registered trademarks of Ethisphere LLC. Arthur J. Gallagher & Co. has been recognized as one of the World's Most Ethical Companies® in 2010, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022 and 2023.

Company Culture & Philosophy: The ideals, principles and values embodied by the founder whose name still appears on our door are part of our corporate DNA. Gallagher’s approach to business, cultivated through three generations of family leadership, has always centered on creating relationship value as true partners to our clients. Gallagher’s interactions with you will be straightforward and candid. By earning the trust of our clients, we’ve sustained a reputation for ethics and a commitment to transparency that continue to contribute to our growth.

In fact, Gallagher was the first insurance broker named to the Ethisphere® Institute’s annual list of the World’s Most Ethical Companies in 2012 — and has earned this recognition for thirteen years, through 2023. This is a tremendous achievement: annually, less than 150 companies based in 24 countries and representing 57 industry categories received this honor. Gallagher is the only insurance broker to have ever been recognized.

The high standards of conduct we’ve set for our external professional relationships are the same rules we follow internally. The Gallagher Way, a one-page document that outlines our 25 shared values, was written in 1984 but is just as culturally relevant today. It speaks to the value of relationships and several tenets set guidelines for ethical behavior. Gallagher combines innovative solutions, thoughtful advice and honest business practices to minimize risk and help fuel your success.



Human Resource and Compensation Consulting Practice: Gallagher’s Human Resources & Compensation Consulting practice empowers clients to **attract talent, manage staff, develop leaders, and reward success**—leveraging the power of Gallagher and wisdom of experience to produce an engaged and productive workforce. Tapping into expertise that spans the spectrum of human resources at every level, we can assemble flexible compensation and consulting solutions that improve efficiency and build bottom lines. Our practice is a combination of some of the most respected names in human resources and compensation consulting. Bringing together experts from compensation, performance, search, survey, and leadership fields, Gallagher empowers clients with tools for the entire lifecycle of employment management.

With an experienced team of consultants located in offices across the United States and Canada, our services include:

Compensation & Total Rewards	Engagement Solutions	Human Resources Policy & Strategy
<ul style="list-style-type: none"> Job classification and compensation studies Pay equity audits Paid time off policy development and implementation Employee recognition Executive compensation Board of directors compensation 	<ul style="list-style-type: none"> Workforce engagement surveys Customer surveys Post-survey action plan development and execution Leading-edge capabilities for measuring loyalty and retention drivers 	<ul style="list-style-type: none"> HR assessment and optimization Employee policy creation and review HR compliance support Diversity, equity and inclusion Gallagher HRnow Program
Leadership Development & Organizational Strategy	Executive Search	Data & Research
<ul style="list-style-type: none"> Data-driven leadership performance and effectiveness assessments Organizational design Succession planning Leadership development through coaching and training programs 	<ul style="list-style-type: none"> Executive through director-level candidate search Interim leadership placements Executive onboarding Diverse candidate search 	<ul style="list-style-type: none"> Conducts largest survey of employee benefit programs in the U.S. Produces 25+ national (U.S.) compensation benchmarking surveys annually

Public Sector Consulting Practice: Gallagher’s public sector & higher education consulting practice includes extensive experience in developing and communicating a compensation philosophy, designing and implementing market-aligned pay structures, and developing job evaluation methods to maintain internal equity. We conduct benchmark analyses, including conducting custom tailored salary surveys (if needed), and recommend appropriate administrative and procedural guidelines to maintain the compensation system. We ensure that our clients are in compliance with applicable laws and regulations, such as the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA), and Equal Employment Opportunity (EEO) standards and have pay systems that are appropriate for their organization and market strategy.

We serve clients across an array of strategic and value-adding HR services with **classification and compensation as a core specialty**.

We have a strategic alliance with the Public Sector Human Resources Association (PSHRA), the National Public Employers Labor Relations Association (NPELRA), and the Colleges and Universities Professional Association for Human Resources (CUPA - HR) and have conducted a series of training seminars/workshops on compensation, classification, job evaluation, and employee benefits management throughout the nation in conjunction with these organizations. Gallagher Benefit Services also focuses on the higher education market. Our consultants have demonstrated leadership in the compensation field by attaining their Certified Compensation Professional (CCP) certification, and serving as instructors and presenters for WorlDatWork, and the PSHRA. In association with PSHRA, we designed, analyzed and sponsored the Compensation Benchmarking Survey as well as the Performance Management Benchmarking Survey of trends and best practices in compensation in public sector organizations.

LEADERSHIP

- Strategic alliances with industry associations
- Industry leadership in training, research, publications, and presentation
- Featured PSHRA speakers for over 25 years
- Numerous published articles

Our partners have been featured speakers at PSHRA national conference for more than 25 years. **Our managing directors have 30 years of experience assisting organizations in classification and compensation issues.** Our staff members have experience ranging from up to more than 32 years of similar experience.

In a survey of Gallagher clients served, the independent firm Dun & Bradstreet found that the quality of client services Gallagher delivered exceeded services delivered by 90 other competing firms, including many large national firms. (The factors rated included cost, timeliness, quality, responsiveness to problems, technical support, quantity delivered verses quantity requested, and the attitude of personnel). We have published articles in the PSHRA News, American City and County, TalentCulture, Public Management, TLNT, Corporate Report Ventures, ERE, Corporate Board Member, Benefits Planner, and others.

Contractor Experience

We completed three engagements in 2023 for Wyoming clients. The experience we have gained in conducting these studies will inform our analyses and recommendations to District.

CITY OF GILLETTE, WY

The City collaborated with Gallagher to conduct a comprehensive classification and compensation study.

The classification study included Gallagher assisting the City in the administration of a Position Description Questionnaire (PDQ) to gather information about each employee's respective role. Gallagher also interviewed a sample of employees in an effort to gain clarity where needed. Once that information was received and reviewed, Gallagher consultants utilized the information to create a new classification structure and classification descriptions for the resulting classifications. Gallagher consultants closed this phase by assigning job evaluation ratings to all classifications.

For the comprehensive compensation study, Gallagher consultants worked with the City to determine what positions should be included in a custom survey that was sent to comparator organizations. For positions that are not easily found in the public sector, Gallagher consultant's utilized published survey sources to market price these positions. The analyzed information was then utilized to create a salary structure that was internally equitable and externally competitive.

CAMPBELL COUNTY, WY

The County collaborated with Gallagher to conduct a comprehensive compensation study. Gallagher worked with the County to determine what positions should be included in a custom survey sent to comparator organizations. For positions that are not easily found in the public sector, Gallagher utilized published survey sources to market price these positions. The analyzed information was then used to create a salary structure that was internally equitable and externally competitive. Upon the completion of the study, Gallagher reviewed the data with the County's project team and incorporated feedback into the draft and final reports. Recommendations with implementation options were provided to the project team. Final presentations were made to the leadership team.

GILLETTE COLLEGE

Gallagher completed a comprehensive classification and compensation study with the College. This study included collecting market data on many of the job titles through the use of published survey sources to analyze and evaluate all data in an objective manner and make recommendations designed to assist the College in attracting, recruiting, and retaining top performing talent. Gallagher also provided recommendations to update the compensation system to facilitate effective use and maintenance of the College's updated compensation structure.

List of References

Contact names and phone numbers are listed for each project. These projects are relevant to demonstrating our ability to meet the needs of the District and show considerable experience in developing compensation systems for a variety of public sector organizations. Our references can attest to the timeliness, quality, and responsiveness of the services we provide, our understanding of job classification and pay equity, and our knowledge of legal issues, such as the ADA and FLSA, and our expertise in working with public organizations and sensitive personnel issues. The projects listed below were completed by members of your project team and within similar timeframes to what the District is requesting.

COMFORT LAKE FOREST LAKE WATERSHED DISTRICT

Michael Kinney :: *District Administrator*

651.395.5850 :: michael.kinney@clflwd.org

Our practice has been engaged in several projects with the District since 2021. One project involved a comprehensive market analysis and benchmarking study to support the District determine competitive rates through a comprehensive salary and benefits survey and market analysis, resulting in the development of a new pay structure. Second, we were retained in 2022 to conduct a performance management study for both the District Administrator as well as staff, and provide a revised process design that clarified linkages between pay and performance.

CITY OF GILLETTE, WY

Deca Wasson :: *Human Resources Director*

307.686.5209 :: decaw@gillettewy.gov

We recently completed a classification and compensation study for the City.

CITY OF AUSTIN, TX

Bryan Dore :: *Compensation Manager*

512.974.3216 :: bryan.dore@austintexas.gov

We have been retained to do numerous projects with the City since 2017. In 2017, we were hired to assist the City with a review and assessment of the compensation strategy and to conduct a compensation study for the Human Resources and Legal departments. In 2019, Gallagher conducted another custom salary survey for the City and a comprehensive evaluation of pay equity in comparison to its prior studies to identify if there are any pay equity issues in the organization. Since 2021, we have been engaged in several more compensation projects.

RICE CREEK WATERSHED DISTRICT

Nicholas Tomczik :: *Administrator*

763.398.3079 :: ntomczik@ricecreek.org

We completed a compensation study for the district in 2023. We have previously provided ongoing job evaluations for the District.

Additional references and/or case studies are available upon request to support client decision-making.

Pricing

Our fees to conduct the study outlined above (including out-of-pocket expenses) will be \$14,750. The table below outlines the price per phase.

Phase
<p>PHASE 1: Study Administration * <i>Includes virtual meeting and ongoing project management meetings throughout.</i></p> <p><i>On-site meetings are available at an additional cost*</i></p>
<p>PHASE 2: Compensation Study**</p>
<p>PHASE 3: Project Finalization, Draft & Final Reports <i>Includes virtual meeting; On-site meetings are available at an additional cost *</i></p>
<p>TOTAL COST (inclusive of all Tasks) will not exceed: \$14,750</p>

**On-site meetings are available at an additional cost.*

***Should the District request Gallagher to update/write job descriptions, those services will be priced separately since we are unable to determine the number that will be required. Pricing would be \$550 per job description and is in addition to the "Total Cost" identified above.*

Our study costs are directly derived from estimating the number of hours needed to perform the work and the level of the consultant charged with performing the work. Gallagher typically bills on a monthly basis up to the maximum of each deliverable. Please note, as phases sometimes run concurrently, a phase may not be completed at the time it is billed. All expenses are included in this quote. Should the District wish to have additional on-site presentation days or meetings, the estimated cost would be \$4,000 per day.

Any change to the scope of the assignment (beyond what is described above) as well as other work requested beyond this assignment will be billed based on our hourly rates, unless we mutually agree on a fixed fee for the additional work.

Contractual Considerations: Furthermore, our legal team has provided the following exceptions to the terms and conditions outlined in this proposal.

Gallagher is not a federal contractor or subcontractor. Therefore, Gallagher cannot agree to federal contracting provisions contained within the RFP.

* * * * *

Thank you for this opportunity to offer our services. Please feel free to contact us at any time if you have any questions or require additional information. We look forward to hearing from you soon.

Sincerely,



Ronnie Charles, SPHR, GPHR, IPMA-SCP
National Managing Director & Practice Leader
651.234.0848 | Ronnie_Charles@ajg.com
Gallagher Benefit Services, Inc. | ajg.com
5516 Falmouth Street, Richmond, VA 23230



Mr. Erik Smetana, MBA, SPHR, SHRM-SCP
Managing Director & Operations Leader
314.494.4849 | Erik_HenrySmetana@ajg.com
Gallagher Benefit Services, Inc. | ajg.com
8 Cadillac Drive, Creekside Crossing, Brentwood, TN 37027



ajg.com The Gallagher Way. Since 1927.

"World's Most Ethical Companies®" and "Ethisphere" names and marks are registered trademarks of Ethisphere LLC. Arthur J. Gallagher & Co. has been recognized as one of the World's Most Ethical Companies® for in 2010, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022 and 2023.

Gallagher is pleased to submit this proposal to you. While this proposal is not meant to constitute a formal offer, acceptance, or contract, notwithstanding anything to the contrary contained in the proposal, Gallagher is submitting this proposal with the understanding the parties would negotiate and sign a contract containing terms and conditions that are mutually acceptable to both parties.

This material was created to provide accurate and reliable information on the subjects covered by should not be regarded as a complete analysis of these subjects. It is not to provide specific legal, tax or other professional advice. The services of an appropriate professional should be sought regarding your individual situation.

Consulting and insurance brokerage services to be provided by Gallagher Benefit Services, Inc. and/or its affiliate Gallagher Benefit Services (Canada) Group Inc. Gallagher Benefit Services, Inc., a non-investment firm and subsidiary of Arthur J. Gallagher & Co., is a licensed insurance agency that does business in California as "Gallagher Benefit Services of California Insurance Services" and in Massachusetts as "Gallagher Benefit Insurance Services."





STATE OF WYOMING
DEPARTMENT OF AUDIT

PUBLIC FUNDS DIVISION
(307) 777-7367 michael.hansen2@wyo.gov

Mark Gordon
Governor

Justin Chavez
Director

Michael Hansen
Administrator

January 9, 2024

Teton County Commissioners
P.O. Box 3594
Jackson, WY 83001

Dear County Commissioners:

This is notice that the following entity, Flat Creek Watershed Improvement District P.O. Box 2037 Jackson, WY 83001-2037, has not filed its annual report with the Department of Audit as required in W.S. 9-1-507 (a) (vii). Per W.S. 9-1-507(j) (ii), we are notifying you of this entity's failure to comply with state statutes. W.S. 9-1-507(j) (ii) also states, "If the special district fails to file the required report on or before December 30 of that same year, the county commissioners shall seek to dissolve the special district in accordance with W.S. 22-29-401 et seq."

W.S. 22-29-401(b) states, "Dissolution of a district shall be initiated by resolution of the board of county commissioners if the director of the department of audit has notified the board of county commissioners of the district's failure to comply with the reporting requirements of W.S. 9-1-507 (a)(vii). The board of county commissioners shall declare the board of directors vacant under W.S. 22-29-201, and shall fill the board by appointment under W.S. 22-29-202 for the purpose of dissolving the district."

In order for the Department of Audit to maintain accurate records, please provide a status regarding the dissolution by May 1st, and provide a copy of the dissolution to our office.

If you have any questions, please do not hesitate to give Rich Cummings a call at (307) 777-7798 or via email at doa-pfd-web@wyo.gov.

Sincerely,

Michael Hansen, CIA, CFE
Public Funds Administrator

cc: Flat Creek Watershed Improvement District
Teton County Clerk

Dissolution Process Guidance For Counties

The purpose of this document is to provide guidance to counties on the process of dissolution once notified by the Director of the Department of Audit that a special district has failed to comply with the reporting requirements of W.S. 9-1-507(a)(vii).

1. **The county commissioners shall receive a final letter from the Department of Audit** After December 30th, the Department will send a final letter to the county commissioners stating a specific special district has failed to comply with W.S. 9-1-507(a)(vii). The letter will indicate that due to this failure, the county commissioner shall seek to dissolve the special district in accordance with W.S. 22-29-401 et seq. [Ref: W.S.9-1-507(j)(ii)]
 - a. Prior to this letter, the Department of Audit would have already sent October 5th and November 30th letters indicating a specific special district has failed to comply with W.S. 9-1-507(a)(vii).
2. Once this final letter has been received, the **county commissioner shall** do the following:
 - a. **Replace the current board**: The board of county commissioners shall declare the board of directors for the special district vacant and fill the board of director positions by appointment for the purpose of dissolving the district. [Ref: W.S.22-29-401(b); W.S.22-29-201(a)(ix); W.S.22-29-202]
3. **Within 30 days**, once the new board has been appointed, the members will complete the following and file with the office of the county clerk: [Ref: W.S.22-29-402(c)]
 - a. **Determine the debt**: Identify what outstanding bonds, coupons, or other indebtedness. Each debt should include the name of the holder of the debt and a general description of the debt. [Ref: W.S.22-29-402(a)(i)]
 - b. **Determine the assets**: Identify all real property, personal property, and other assets of the district. Include any property acquired for delinquent taxes or assessments. [Ref: W.S.22-29-402(a)(ii) & (iv)]
 - c. **Determine uncollected revenues**: Identify if there are any uncollected taxes, assessments, and charges levied by the district. [Ref: W.S.22-29-402(a)(iii)]
 - d. **Calculate** the estimated cost of dissolution. [Ref: W.S.22-29-402(a)(v)]
 - e. **Propose a plan** of dissolution and liquidation. [Ref: W.S.22-29-402(b)]
4. **Dissolve the Special District**: Once the board of directors for the special district completes Step 3 above, the county commissioners shall declare the special district dissolved and implement the proposed plan identified in Step 3e. [Ref: W.S. 22-29-408(b)]
 - a. The board of directors **cannot** call for an election to determine if the voters wish to dissolve or not dissolve the special district, as described in W.S. 22-29-404.
 - b. The county commissioners **cannot** elect to keep the special district.
 - c. If the county commissioners were to determine the special district is needed, they would need to follow the process of creating a new special district.

Dissolution Statute References

9-1-507. Examination of books of state institutions, agencies and certain districts and entities; independent audit authorized; guidelines.

(a) The director of the state department of audit shall:

(vii) Require counties, cities, towns and special districts and entities described in W.S. 16-4-125(c) or other entities specified in W.S. 16-12-202(a) in this state to report to the department revenues received and expenditures made each fiscal year. The reports shall be made not later than September 30 for the prior fiscal year. The format of the reports required by this paragraph shall be established by the department of audit by rule. Not later than December 31 of each year, the department shall provide a copy of the report on special districts and entities described in W.S. 16-4-125(c) that receive funding from a municipality as defined by W.S. 16-4-102(a)(xiv) or other entities specified in W.S. 16-12-202(a) under this paragraph to the board of county commissioners for each special district and other entity located in that county;

(j) The director of the department of audit shall certify:

(ii) To the board of county commissioners and to the special district or entity described in W.S. 16-4-125(c) that receives funding from a municipality as defined by W.S. 16-4-102(a)(xiv) or other entities specified in W.S. 16-12-202(a) by October 5 of each year any special district or other entity in the county, no matter how formed, that failed to comply with paragraph (a)(vii) of this section. If, by November 30 of that same year, the district or other entity has failed to comply with paragraph (a)(vii) of this section, the director of the department of audit shall file notice with the county commissioners, the county treasurer and the county clerk. The county commissioners shall place a public notice in a newspaper of general circulation in the county indicating the special district or other entity is in danger of being dissolved due to failure to comply with the legal reporting requirements. The county commissioners shall assess the special district or other entity the cost of the public notice. The county treasurer shall withhold any further distribution of money to the

Dissolution Statute References

district until the department certifies to the county treasurer that the district or other entity has complied with all reporting requirements. If the special district or other entity fails to file the required report on or before December 30 of that same year, the county commissioners shall seek to dissolve the special district or other entity in accordance with the process described by W.S. 22-29-401 et seq. This paragraph shall apply in addition to any other provision for dissolution in the principal act for a special district or other entity;

22-29-201. Vacancies.

(a) A director's office shall be deemed to be vacant upon the occurrence of any one (1) of the following events prior to the expiration of the term of office:

(ix) If declared vacant by the board of county commissioners upon the failure of the district board to comply with W.S. 9-1-507(a)(vii) on or before December 30 of that same calendar year, after notice is given as provided by W.S. 9-1-507(j).

22-29-202. Filling by appointment.

(a) A vacancy in a district director office shall be filled by appointment by a majority of the remaining directors. However, if a vacancy exists in a majority of the offices of director, or if a majority of the directors cannot agree on an appointment, then notice of the vacancy shall be given to the county commission by either a district director or district member. The county commission shall fill the vacancy within thirty (30) days of being notified or by the time specified in the principal act. If the county commission finds that a vacancy exists in a majority of offices of director or that a majority of the directors cannot agree on an appointment, the county commission may fill the vacancy by acting on its own motion without notice.

(b) All appointments shall be evidenced by an appropriate entry in the minutes of the meeting at which the appointment was made.

(c) An appointee to the office of director shall serve until the next regular election.

Dissolution Statute References

(d) The appointed person before undertaking the duties of office shall take an oath of office in accordance with W.S. 22-29-118.

(e) The term of office of an appointed director begins on the day the appointee accepts the appointment unless the letter of resignation of the prior incumbent specifies a later date, which date then shall be the beginning of the appointee's term.

(f) Any vacancy created by failure of the board to comply with W.S. 9-1-507(a)(vii) shall be filled by appointment by the board of county commissioners for the sole purpose of acting as trustee to dissolve the district without election pursuant to W.S. 22-29-401 et seq.

22-29-401. Dissolution procedure.

(b) Dissolution of a district shall be initiated by resolution of the board of county commissioners if the director of the department of audit has notified the board of county commissioners of the district's failure to comply with the reporting requirements of W.S. 9-1-507, and the district has failed to comply with W.S. 9-1-507(a)(vii) by December 30 of that same calendar year. The board of county commissioners shall declare the board of directors vacant under W.S. 22-29-201, and shall fill the board by appointment under W.S. 22-29-202 for the purpose of dissolving the district.

22-29-402. Findings of fact by district directors.

(a) When dissolution proceedings have been initiated, the district directors shall make findings of fact which shall include:

(i) The amount of each outstanding bond, coupon and other indebtedness, with a general description of the indebtedness and the name of the holder and owner of each, if known;

(ii) A description of each parcel of real property and interest in real property and, if the property was acquired for delinquent taxes or assessments, the amount of those taxes and assessments on each parcel of property;

(iii) Uncollected taxes, assessments and charges levied by the district and the amount upon each lot or tract of land;

Dissolution Statute References

(iv) A description of the personal property and of all other assets of the district;

(v) The estimated cost of dissolution.

(b) The district directors shall propose a plan of dissolution and liquidation.

(c) Within thirty (30) days after initiation of the dissolution proceeding, the findings of fact and the proposed plan of dissolution and liquidation shall be filed in the office of the county clerk and shall be available for inspection by any interested person.

22-29-408. Dissolution without election.

(b) The election required by W.S. 22-29-404 shall be dispensed with and the board of county commissioners shall declare the district dissolved if the director of the department of audit has notified the board of county commissioners of the district's failure to comply with the reporting requirements of W.S. 9-1-507, and the district has failed to comply with W.S. 9-1-507(a) (vii) by December 30 of that same calendar year.