



**Teton
Conservation
District
Est. 1946**

January 20, 2021 Board Meeting Table of Contents

Page 3	January 20, 2020 TCD Board Meeting Agenda
Page 5	December 16, 2020 TCD Board Meeting Minutes
Page 13	December 2020 TCD Treasurer's Report
Page 23	NRCS January 2021 Update

Staff Reports and Supplemental Materials:

Page 25	Emily Hagedorn-Wegher Staff Report
Page 27	Robb Sgroi Staff Report
Page 29	Upper Gros Ventre Allotment Fence Reconstruction Grant Application
Page 43	Draft Letter to TCBC: Wildland Urban Interface Code Resolution
Page 45	Draft Fencing Project Funding Protocols
Page 49	Morgan Graham Staff Report
Page 51	Blackrock Ranger District Bear Poles Map
Page 53	Emily Smith Staff Report
Page 55	Carlin Girard Staff Report
Page 57	Nelson Engineering Amended Contract
Page 75	Phoebe Coburn Staff Report
Page 77	On Board Innovations Scope of Work for Illustrated Whiteboard Video
Page 79	Tom Segerstrom Staff Report

**Teton Conservation District (TCD) January 2021 Board Meeting
January 20, 2021 at 1:00 p.m. | Location: Zoom Video Conference**

Zoom Video Conference Invitation

If joining the meeting by computer or tablet, go to: <https://us02web.zoom.us/j/86156091942>

If joining the meeting by phone, dial one of the following phone numbers: (669) 900-6833, (253) 215 8782, (929) 205-6099, (301) 715-8592, (312) 626-6799, (346) 248-7799

If calling by phone, you will be prompted to enter this Meeting ID: 861 5609 1942

Meeting Members

Board Members: Steve McDonald, Dave Adams, Roby Hurley, Nate Fuller, Bob Lucas

Associate Board Members: Tom Breen, Sarah Hegg, Elizabeth Barczynski, Bob Weiss

Staff Members: Emily Hagedorn, Robb Sgroi, Morgan Graham, Emily Smith, Carlin Girard, Phoebe Coburn, and Tom Segerstrom

Partners & Guests: Luther Propst (Teton County Board of County Commissioners), Adam Clark (Natural Resource Conservation Service), Mary Moore (Bridger-Teton National Forest), Amy Robinson (Robinson Cattle Company)

TCD Meeting Agenda

Minutes and Treasurer's Reports 10 minutes

Agency Reports, Guests, and Public Comment 30 minutes

Adam Clark, Natural Resource Conservation Service – See Written Report

Board Reports 10 minutes

Staff Reports and Staff Action Items 60 minutes

Unused Funds Reallocation

Upper Gros Ventre Allotment Fence Reconstruction Project

Proposed Wildland Urban Interface Code Resolution

Second Amendment to Nelson Engineering Contract for the Septic System Effluent Monitoring

On Board Innovations Scope of Work for Illustrated Whiteboard Video

Old and New Business 10 minutes

Executive Session 10 minutes

(Move to enter into executive session under Wyoming State Statute 15-1-1-5 and 16-4-405 for the purpose of discussing one or more of the following: legal consultation and matters, appointment and personnel matters, national security, licensing or examinations, real estate transactions, donations, or other information classified as confidential by law.)

**Teton Conservation District (TCD) December 2020 Board Meeting Minutes
December 16, 2020 | Online Meeting**

Attendees:

TCD Board Supervisors: Steve McDonald, Roby Hurley, Dave Adams, Bob Lucas, Nate Fuller

TCD Associate Board Members: Elizabeth Barczynski, Bob Weiss

TCD Staff: Tom Segerstrom, Carlin Girard, Emily Hagedorn, Robb Sgroi, Morgan Graham, Phoebe Coburn, Emily Smith

Guests: Luther Propst (Teton County Board of County Commissioners), Adam Clark (Natural Resources Conservation Service), Mary Moore (Bridger-Teton National Forest), Andy Hernandez (Jones Simkins), Kristin Barker (Buffalo Bill Center of the West/University of California Berkeley), Cyrus Dowlatshahi (Public), Abigail Karin (Public)

Due to COVID-19, all meeting attendees participated in the meeting via a computer or phone. Steve, Roby, Dave, Robb, and Tom joined by computer from the TCD boardroom.

Call to Order: Steve called the meeting to order at 1:00 p.m.

October 21, 2020 Meeting Minutes: Dave moved to approve the October 21, 2020 Board Meeting Minutes. Roby seconded. The motion carried.

October 2020 Treasurer's Report: Dave reviewed the October 2020 Treasurer's Report.

- Checks numbering 19654-19710 dated October 1-31, 2020: \$102,725.61
- Credit card charges: \$2,162.61
- Net credits for the month: \$57,728.57
- Operating Reserves Account Balance: \$501,050.82
- Committed Funds Savings Account: \$532,432.81
- Reconciled General Fund Checking Balance: \$322,714.53

November 2020 Treasurer's Report: Dave reviewed the November 2020 Treasurer's Report.

- Checks numbering 19711-19764 dated November 1-30, 2020: \$189,570.38
- Credit card charges: \$1,502.28
- Net credits for the month: \$535,610.52
- Operating Reserves Account Balance: \$501,055.08
- Committed Funds Savings Account: \$532,437.18
- Reconciled General Fund Checking Balance: \$715,564.19

Roby moved to approve the October and November 2020 Treasurer's Reports. Nate seconded. The motion carried.

Guest Reports and Public Comment:

Luther Propst, Teton County Board of County Commissioners (TCBCC): 1) The TCBCC will consider mid-year budget amendments in January 2021. 2) Luther felt there is growing interest among commissioners in creating a conservation staff position. This may be considered jointly with the Town. 3) Water quality issues continue to be at the forefront of community priorities, with recent focus on the Hoback RV Park. 4) Wyoming Game and Fish Department's (WGFD)

public comment period on elk feed ground management closes January 8, 2021. The TCBC may comment; Luther anticipated their comment may offer support for partnering with private landowners to increase wintering areas for elk. Bob requested further detail. Luther said the WGFD website offers information, including a recorded webinar. Bob expressed its challenging to keep elk in one place and off neighboring lands. 5) Teton County has applied to be a cooperating agency in the National Environmental Policy Act (NEPA) analysis of the expansion of Grand Targhee Resort on the Caribou-Targhee National Forest. Steve notified Luther that TCD also applied to be a cooperating agency. 6) There was discussion on the Office of State Lands and Investments report on the proposals for the 4,000 acres of state trust land in Teton County. 7) Robb summarized a presentation given by county staff and Jackson Hole Fire/EMS to the TCBC regarding amending building codes within the Wildland Urban Interface. A 45-day comment period is open. Robb informed Luther that the Teton Area Wildfire Protection Coalition (TAWPC) may request that the TCBC assign a commissioner liaison to the group. Luther stated that his top priority regarding wildfire is to purchase the four firefighting apparatus that have been funded by Special Purpose Excise Tax (SPET) dollars. 8) Carlin thanked Luther for his work on water quality and provided an update on the Drinking Water Quality Mapping Project. The product, which is in peer-review, will help water quality conversations focus on problem areas.

Adam Clark, Natural Resources Conservation Service (NRCS): Adam updated that board that NRCS is not allowing people into their offices due to COVID-19. The staff is working remotely. Adam conducted an easement visit in Moran. The Environmental Quality Incentives Program (EQIP) deadline for eligibility is January 14, 2021. There are a few projects in Teton County, including stream, pipeline, and pivot irrigation projects. Robb thanked Adam for his assistance on a Small Water Project Program grant.

Mary Moore, Bridger-Teton National Forest (BTNF): Mary thanked TCD for grazing allotment work and invasive species assessments. There was discussion of record visitation in 2020. BTNF is working on responsible recreation messaging in partnership with Friends of the Bridger Teton and the Jackson Hole Travel & Tourism Board. The final Environmental Impact Statement and draft record of decision for the Snow King improvements has been released. Teton County submitted a Federal Land Access Program (FLAP) grant application, which focused on safety and access improvements to public infrastructure in the Teton Pass corridor. Mary responded to a comment made by Abigail Karin, a member of the public, that she has seen increased waste on trails. Tom and Robb discussed the milestone that a range monitoring site has now been established on every pasture of each active grazing allotment in Teton County, with the exception of the three riparian transects to be completed next summer. Mary said they are looking for opportunities to expand on defensible space efforts, which may include a homeowner program that would complement TCD's Wildfire Risk Reduction Program.

Andy Hernandez, Jones Simkins: Andy reported that the district is in a positive position and that the remote audit went smoothly. Andy provided some highlights of the audit report and summarized the audit process, including their process for vouching transactions. The financial statements are materially correct and no changes are necessary. Andy highlighted that typical formulas indicate that the district has \$1.5 million in available liquid resources, and minus current liabilities, there's approximately \$1.47 million in available reserve. The district could sustain the current levels of operations for 10.5 months if there were to be no revenue; a strong position for a government entity. Andy noted the Schedule of the Net Pension Liability, the

districts share of the Wyoming Retirement System's liability. This is the only material weakness, which is noted annually. Most entities of similar size have similar liability. The corrective action plan is the same as prior years because TCD does not convert the Accrual System of accounting conversions at the end of the year. Andy noted a management letter was also provided but not discussed in the meeting. Steve thanked Andy and congratulated Emily.

Board Reports: Steve noted that TCD won the Outstanding Annual Report award at the Wyoming Association of Conservation District's annual convention.

Roby provided an update on the status of the application the U.S. Forest Service submitted to receive funds from the Land and Water Conservation Fund to acquire land in Teton County. TCD submitted a letter of support with the application.

Dave moved to retain the same board officers for 2021: Steve McDonald, Chair; Dave Adams, Vice-Chair and Treasurer; Roby Hurley, Secretary; Bob Lucas, Supervisor; Nate Fuller, Supervisor. Nate seconded. Nate thanked the officers. All were in favor.

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.*

Emily Hagedorn-Wegher (Administrative Manager): Steve complimented Emily on the audit report. There was discussion on the action item Emily presented to transfer unused funds to the Committed Funds Account. Dave suggested that those funds be prioritized for spending. **Dave moved to make the \$11,395.50 in funds that can't currently be spent out for the original projects that are currently being accounted for the Committed Funds Account and will remain there for accounting purposes, but will become available for future projects. Roby seconded.** Morgan noted that the Jackson Hole Weed Management Association also has \$15,000 in awarded funding that they will not be requesting for reimbursement. The board indicated they would consider future requests of this nature at future meetings. **The motion passed.**

Robb Sgroi (Land Resources Specialist): Robb noted that Robinson Cattle Company postponed their grant request.

Robb introduced an action item regarding an extension request for an irrigation infrastructure project. **Dave moved to allocate funds within the FY2021 budget, consisting of \$1,954.00 from the line item 'Irrigation Infrastructure,' to the grant titled 'Mill Creek Pipeline' awarded in FY2020 thereby closing the grant, and also accept the request for extension of the grant's term, through February 28, 2021. Roby seconded.** There was brief discussion on the terms of the grant. **The motion passed.**

Robb introduced the four Small Water Project Program (SWPP) applications that were submitted. A one-page summary for each project was provided to the board. Robb noted the non-agricultural water uses in the Mill Creek application, including residential lawn watering, which represent a small amount relative to the agriculture uses. **Dave moved to 1) authorize TCD staff to sign and submit the Small Water Project Program grant titled 'Mill Creek Irrigation Improvement, Phase II,' along with TCD funding in the amount of the lesser of \$5,000 or 10% of actual costs, if both the grant is awarded a SWPP grant, and is not awarded a Natural Resources Conservation Service Environmental Quality Incentives Program grant, 2) authorize TCD staff to sign and submit the Small Water Project**

Program grant titled ‘Owl Creek Subdivision – Fire Water Storage,’ along with TCD funding in the amount of the lesser of \$5,000 or 10% of actual costs, 3) authorize TCD staff to sign and submit the Small Water Project Program grant titled ‘Phase II South Flat Creek Channel Restoration,’ and 4) authorize TCD staff to sign and submit the Small Water Project Program grant titled ‘South Flat Creek Irrigation Improvement and Fish Passage.’ Roby seconded. The motion carried.

The contract between Y2 Consultants and TCD for range monitoring is set to expire on December 31, 2020. Y2 was unable to complete roughly 15% of the field work. Y2 proposed to extend the contract for an additional year to complete the project at the same cost. This request does not affect the Wyoming Department of Agriculture Rangeland Health Assessment Program grant contract. **Dave moved to authorize the Chairman to sign the extension of the range monitoring contract to December 31, 2021. Roby seconded.** Bob asked for further detail for why the project was delayed. Robb noted deferred work, staffing and scheduling challenges, and COVID-19. Morgan commented he was personally impressed with their diligence in the field. Robb said he was satisfied with the quality of work, but noted administrative challenges. **The motion carried 4 to 1. Bob opposed.**

Information Items: 1) Robb informed the board that the Wyoming Department of Environmental Quality is no longer funding the air quality station located at Teton Science Schools’ Kelly Campus. The Bureau of Land Management has indicated they will fund the site through August 2022. A funding request could be presented to TCD in the future. 2) Due to the pandemic, the U.S. Geological Survey (USGS) will not be completing snowpack chemistry monitoring at the five sites in Teton County, WY this year. Robb is planning to obtain samples from two of the five sites. USGS will conduct analysis of these samples. The costs of doing so is within the budgeted line item for Snowpack Chemistry.

Morgan Graham (GIS & Wildlife Specialist): Morgan introduced an action item to provide funding for a final field season of elk distribution research conducted by Kristin Barker, a PhD student at UC Berkeley. With TCD support last year, they were able to conduct 60 additional field sites. **Dave moved to award the grant. Roby seconded.** Tom noted this project relates to Luther’s discussion earlier in the meeting and could provide a greater understanding of potential elk distribution with changes in feed ground operations. **The motion passed 4-1.** Bob opposed.

Information Items: Morgan shared information with the board on the Colorado State University (CSU) and Colorado State Forest Service tree nursery. TCD is one of three conservation districts in Wyoming that is not a cooperating agency with the nursery. There is a potential pathway for TCD to sign up as an official cooperator, which would allow constituents to order forbs, shrubs, and trees from the nursery through TCD. Morgan is continuing to research sensitivities regarding competition with private industry. The board expressed interest in pursuing cooperating agency status. Morgan emphasized there is more demand for native plants than ever before. A portion of the wildlife habitat line item in the TCD budget could be dedicated to this. Morgan will craft an official memo and action item.

Emily Smith (Natural Resources Technician): Roby complimented Emily on the Owl Creek Map.

Carlin Girard (Water Resources Specialist and Associate Director): Carlin introduced an action item to contract with a water quality lab for analytical services. The total price per well test kit is \$102. Carlin recommended an adjustment to the suggested motion to include language to authorize the board chair to sign the contract upon review of the final contract. **Dave moved to award the contract for Drinking Water Quality Laboratory Services to the Wyoming Department of Agriculture Analytical Services Laboratory and authorize the Board Chair to sign the associated contract for services upon review of the contract. Roby seconded.** There was discussion on the workload this will present to the lab and previous work with the lab. **The motion carried.**

Carlin presented an action item regarding a contract with the U.S. Geological Survey (USGS) to analyze and publish data collected in Flat Creek, specifically regarding sediment and turbidity monitoring. **Dave moved to authorize the Board Chair to initiate the final scope of work proposed for the USGS Flat Creek Sediment Study, thereby authorizing the expenditure of \$26,000 to this project through signature of the associated contract—\$25,000 from the USGS Flat Creek line-item and \$1,000 from the Flat Creek Sampling line-item. Nate seconded. All were in favor.**

Carlin presented an action item pertaining to a contract with Teton County for the Septic System Effluent Monitoring Project. An MOA has been drafted and Teton County has contributed \$2000 to the Project. **Dave moved to authorize the TCD Board Chair to sign the Septic System Effluent Monitoring Project MOA between TCD and Teton County. Roby seconded. The motion carried.**

Carlin presented an action item pertaining to a funding agreement with Protect Our Water Jackson Hole (POWJH) for the Septic System Effluent Monitoring Project. Carlin provided background on the funding (\$18,000) that POWJH is offering to support the project. **Dave moved to authorize the TCD Board Chair to sign the Septic System Effluent Monitoring Project funding agreement between TCD and Protect Our Water Jackson Hole. Nate seconded.** Dave commented that the data collected under this study is necessary if regulatory action were to be explored in the future. There was a clarifying discussion that the agreement is not a partnership agreement, but a funding agreement. **The motion carried.** Bob abstained.

Information Items: 1) There was discussion on leadership of Teton County wastewater planning. Teton County and POWJH identified they did not have the capacity or did not want to lead the effort. The discussion revolved around public health and safety and county ownership of the process and final product. For those reasons, the board agreed that it is imperative that the county be the lead. The board acknowledged the county's concerns regarding county available staff time. Roby commented that the long-range planning department has grown in staff. There was discussion on the work a supporting entity could take on to support the lead. TCD staff could assist in reviewing a Request for Proposals and applicants. There was discussion on planning, zoning, and engineering roles and sewer infrastructure dictating future growth. Carlin and Tom will discuss communicating the board's opinion to the county and present a recommendation to Steve.

Phoebe Coburn (Communications Specialist): Phoebe introduced an action item regarding a contract between TCD and an artist to create an educational sign at Karns Meadow. Phoebe emailed an updated contract to the board and discussed changes. **Dave moved to authorize the Board Chair to sign the License and Professional Services Agreement between Teton Conservation District and Coyote Art & Ecology. Roby seconded. The motion passed.**

Information Items: 1) Phoebe proposed creating a “What is TCD?” video with a professional artist. The board expressed support for the concept and indicated Phoebe could proceed. 2) The board supported Phoebe’s proposed changes to the format of the board meeting minutes. See Table below.

Tom Segerstrom (Executive Director): Tom reported that the auction at the Wyoming Association of Conservation Districts (WACD) did not generate as much revenue due the convention being held virtually this year. **Dave moved to contribute \$2,340 to the Wyoming Natural Resource Foundation fund from the estimated travel budget savings due to the WACD annual meeting being shifted to a virtual format on November 17 and 18, 2020. Roby seconded.** There was consideration of other funds that TCD should consider contributing some of these funds towards. **The motion carried.**

Information Items: 1) There was discussion on the utility of the completed Town of Jackson Sewer Capacity Analysis and infill data for management purposes. Roby described that the Analysis was conducted county wide, emphasized the data’s importance, and that the Town believes the raw data of the Analysis needs to be analyzed and presented in a way that offers utility. 2) Tom noted that comments are being received on the pathway along Highway 89 north of town. Dave said there was no need for TCD staff time to comment at this time. 3) There was brief discussion on a description of policies for TCD’s Reserve Fund. 4) Teton County will not be acquiring 2021 aerial imagery due to budget cuts. Tom discussed the utility of the data to assess change in vegetation cover types. Dave recommended that the aerial imagery collection be replicated in 2024 to see change over a 10-year period. Morgan provided background on the 2013 Cogan-Johnson Vegetation Cover Type Mapping Report. There was hypothetical discussion on how much funding TCD could offer to support a replication of such a project. Dave suggested that TCD begin this conversation now, with the goal of the flight taking place in 2024. There was discussion on the importance of the data to quantitatively measure change in the environment with relatively high accuracy.

Executive session: Dave moved to enter executive session at 4:32 p.m. under Wyoming State Statute 15-1-1-5 and 16-4-405 for the purpose of discussing personnel matters. Roby seconded. The motion carried.

Adjournment: Dave moved to adjourn executive session and resume the regular TCD meeting and adjourn the regular TCD meeting at 4:44 p.m. Roby seconded, and the motion carried.

Financial Decision Summary:

Action Item Decision	TCD FY 21 Budget Source	Total Amount
Unexpended Committed Funds (Available for Use)	Operations: ADMINISTRATION	\$11,395.50
Mill Creek Pipeline (Extension)	Program: LAND, Agricultural Irrigation Infrastructure	\$1,954.00
Mill Creek Irrigation Improvement Phase II, SWWP (Submittal)	Program: LAND, Agricultural Irrigation Infrastructure	\$5,000.00
Owl Creek Subdivision – Fire Water Storage, SWWP (Submittal)	Program: LAND, Agricultural Irrigation Infrastructure	\$5,000.00
Phase II South Flat Creek Channel Restoration, SWWP (Submittal)	Program: LAND, Agricultural Irrigation Infrastructure	N/A
South Flat Creek Irrigation Improve. & Fish Passage, SWWP (Submittal)	Program: LAND, Agricultural Irrigation Infrastructure	N/A
Y2 Range Monitoring Contract (Extension)	Program: LAND, Rangeland Data Collection	N/A
Teasing Apart the Influences of Wolves, Humans, and the Environment on Winter Distributions of Elk (Approval)	Program: WILDLIFE, Support Wildlife Data Collection	\$10,000.00
Drinking Water Quality Lab Services Contract (Approval)	Program: WATER, Well Test Kits & Ads	N/A
USGS Flat Creek Sediment Study Contract (Approval from two line items)	Program: WATER, USGS Partnership Projects	\$25,000.00
USGS Flat Creek Sediment Study Contract (Approval from two line items)	Program: WATER, Flat Creek Sampling	\$1,000.00
Septic System Effluent Monitoring County MOA (Approval)	Program: WATER, Septic System Monitoring Project	N/A
Septic System Effluent Monitoring Protect Our Water Jackson Hole Funding (Authorized)	Program WATER, Septic System Monitoring Project	N/A
Wyoming Natural Resource Foundation (Donation)	Operations: ADMINISTRATION, WACD State Meeting	\$2,340.00
Coyote Art and Ecology, Karns Meadow Sign Contract (Authorization)	Operations: COMMUNICATIONS, Education & Outreach	\$5,000.00

Submitted by: _____
 Phoebe Coburn Date

Supervisor: _____
 Date

Supervisor: _____
 Date

Supervisor: _____
 Date

Teton Conservation District - Monthly Treasurer's Report

December 31, 2020

Debits for the month:Checks written between

December 1 and 31, 2020	\$284,582.55
December credit card charges of	\$1,137.26

Credits for the month:regular income sources

Mill Levy from Teton County	\$386,498.11
General Fund Checking Interest from Wells Fargo Bank	\$7.07
Committed Funds Savings Interest - Wells Fargo Bank	\$4.52
Operating Reserve Account Income from First Interstate	\$4.25
Well Test Kit Sales	\$0.00

other income sources

Total Credits for December **\$386,513.95**

Investments and Maturity Dates	Initial Invested	% Income	% Return	
<u>Operating Reserves Account @ First Interstate Bank</u>				
Cash	\$0.00			\$0.00
Money Market	\$500,000.00	\$1,059.34	0.55%	\$501,059.34
total	\$500,000.00		total	\$501,059.34
<u>Committed Funds Saving Account @ Wells Fargo Bank</u>				
Previous Committed Balance				\$532,437.18
Transfers in or out	Transfer Committed Funds In			\$0.00
	Transfer Committed Funds Out			\$0.00
Interest Income, prev\$+new%			0.03%	\$4.52
			total	\$532,441.70
Total Funds in Investments				\$1,033,501.04

Ending Summary and Following Month's Information to Date		as of 12/31/20
General Fund Checking Account Balance		0.01% \$876,573.21
Outstanding Checks		\$123,190.48
Reconcilled QuickBooks Balance		\$753,382.73
Mill Levy to be collected in January		\$245,704.61
Checks written so far for the month of January		\$26,278.59

Addition to the Treasurer's Report:		FY20 Spent to Date & Income	1/12/2020	52% of FY	
<i>Income:</i>	<i>Budgeted:</i>	<i>Income to Date:</i>	<i>Receivables:</i>	<i>Received %</i>	
Regular Income:					
Mill Levy	\$1,599,200.00	\$1,379,414.58	\$219,785.42	86.3%	
Interest Income	\$2,500.00	\$74.99	\$2,425.01	3.0%	
Well Test Kit Sales	\$5,000.00	\$1,729.20	\$3,270.80	34.6%	
WDA Base Funding + WACD WQ	\$8,823.50	\$8,823.50	\$0.00	100.0%	
Unanticipated Income	\$2,500.00	\$2,383.23	\$116.77	95.3%	
Project Grants & Pass Thrus:					
FY20 GTNP Gaging Stations	\$18,350.00	\$0.00	\$18,350.00	0.0%	
Rangeland Health Assessment	\$20,000.00	\$0.00	\$20,000.00	0.0%	
Wyoming Water Development Proj.	\$373,200.00	\$28,328.70	\$344,871.30	7.6%	
Unanticipated Grants/Reimb.	\$5,000.00	\$6,245.53	-\$1,245.53	124.9%	
Total	\$2,034,573.50	\$1,426,999.73	\$607,573.77	70.1%	
Program Expenses:					
<u>Agriculture Assistance-Cropland</u>	\$561,000.00	\$34,635.04	\$526,364.96	6.2%	
<u>Agriculture Assistance-Rangeland</u>	\$62,310.00	\$40,000.00	\$22,310.00	64.2%	
JHWMA Cooperative Project	\$65,000.00	\$50,000.00	\$15,000.00	76.9%	
<u>Mapping Resources & GIS</u>	\$2,000.00	\$5.49	\$1,994.51	0.3%	
Sustainability Projects					
Air Quality	\$2,000.00	\$0.00	\$2,000.00	0.0%	
TAWPC/WUI Program	\$129,400.00	\$76,649.00	\$52,751.00	59.2%	
MOA Partner Funding	\$91,084.00	\$23,000.00	\$68,084.00	25.3%	
PIC Grants and Partnering Funds					
PIC Grant \$ Available in FY 2021	\$100,000.00	\$0.00	\$100,000.00	0.0%	
PIC Grant Funds Committed	\$0.00	\$0.00	\$0.00	0.0%	
TCD Partnering \$ Available FY21	\$81,645.51	\$54,573.67	\$27,071.84	66.8%	
TCD Partnering Funds Committed	\$44,180.00	\$15,005.00	\$29,175.00	34.0%	
Project Funds Carried Over from FY20	\$218,980.21	\$66,598.73	\$152,381.48	30.4%	
<u>Communications & Outreach</u>	\$42,500.00	\$12,091.34	\$30,408.66	28.5%	
Water Quality Program					
Water Quality Projects	\$398,250.00	\$89,976.34	\$308,273.66	22.6%	
Flat Crk Water Improvement Dist.	\$25,000.00	\$0.00	\$25,000.00	0.0%	
USGS Partnering Projects	\$85,960.00	\$49,680.00	\$36,280.00	57.8%	
MOA Partner Funding	\$85,111.00	\$27,750.50	\$57,360.50	32.6%	
<u>Wildlife Projects - General Program Exp.</u>	\$82,000.00	\$39.75	\$81,960.25	0.0%	
MOA Partner Funding	\$35,000.00	\$4,620.32	\$30,379.68	13.2%	
Total	\$2,067,240.72	\$544,625.18	\$2,018,440.40	26.3%	
Operation Expenses:					
<u>General Office Expense</u>	\$81,600.00	\$31,449.53	\$50,150.47	38.5%	
<u>Supplies & Equipment</u>	\$49,000.00	\$12,638.95	\$36,361.05	25.8%	
<u>Communications & Travel</u>	\$18,750.00	\$3,045.45	\$15,704.55	16.2%	
<u>Professional Expenses</u>	\$78,400.00	\$39,735.21	\$38,664.79	50.7%	
<u>Payroll Expenses</u>	\$813,650.00	\$370,382.79	\$443,267.21	45.5%	
<u>Meeting Expenses</u>	\$8,600.00	\$3,644.90	\$4,955.10	42.4%	
Total	\$1,050,000.00	\$460,896.83	\$589,103.17	43.9%	

FY 2021- Budget Line Items		Committed Funds Savings Account Items			as of 12/31/20
Line Item Description		Budgeted Amt.	Paid Out	Check #	Remaining
Small Water Project Program Projects					
Munger Mountain Project	FY17	\$5,000.00	\$0.00		\$5,000.00
Central Pipeline Irrigation	FY18	\$5,000.00	\$0.00		\$5,000.00
Game Creek Irrigation System Improve.	FY19	\$5,000.00	\$0.00		\$5,000.00
Jensen Canyon Headgate Rehabilitation	FY19	\$5,000.00	\$0.00		\$5,000.00
7 Mile Ranch Project	FY20	\$5,000.00	\$0.00		\$5,000.00
Blackrock Creek Irrigation Improvement	FY20	\$5,000.00	\$0.00		\$5,000.00
Granite Creek Supp. Ditch Headgate	FY20	\$5,000.00	\$0.00		\$5,000.00
Horse Creek Fish & Irrigation Improve.	FY20	\$5,000.00	\$0.00		\$5,000.00
Lower Snake R. Ranch Bank & Fish Imp.	FY20	\$5,000.00	\$0.00		\$5,000.00
S. Prk Wildlife Area & Wildlife Enhance.	FY20	\$5,000.00	\$0.00		\$5,000.00
	<i>subtotal</i>	\$50,000.00	\$0.00	total	\$50,000.00
Project , MOA & PIC Carryover from FY 20 Budget					
Backyards & Barnyards	FY20	\$750.00	\$0.00		\$750.00
Star Valley CD/Haderlie Farm	FY20	\$250.00	\$0.00		\$250.00
Yellowstone-Teton Clean Cities - FY20 MOA	FY20	\$7,784.00	\$0.00		\$7,784.00
Trout Unlimited - FY20 MOA	FY20	\$27,620.00	\$15,250.00	19586	\$12,370.00
<i>FY 2020 PIC Grants</i>					
Huidekoper Ranch - Lockwood Ditch	FY20	\$3,080.00	\$3,080.00	19543	\$0.00
Linn Ranch - Lily Lake Reservoir	FY20	\$2,500.00	\$0.00		\$2,500.00
University of WY-Great Grey Owl Population	FY20	\$7,859.99	\$0.00		\$7,859.99
Vet Initiative - Moose Herd Investigation	FY20	\$5,000.00	\$0.00		\$5,000.00
WY Wildlife Advocates - Watch for Wildlife	FY20	\$2,000.00	\$0.00		\$2,000.00
Huidekoper Ranch - Vegetation Production	FY20	\$1,739.00	\$0.00		\$1,739.00
UW Haub School - Bighorn Sheep Disease	FY20	\$10,000.00	\$0.00		\$10,000.00
GTNP Foundation - Kelly Hayfields Project	FY20	\$10,000.00	\$0.00		\$10,000.00
Origin Media-Backcountry Conservation Film	FY20	\$10,000.00	\$0.00		\$10,000.00
Teton Botanical - Native Plant Garden	FY20	\$3,000.00	\$0.00		\$3,000.00
J-W Subdivision - Nitrate Treatment Proj.	FY20	\$8,618.73	\$8,618.73	19544	\$0.00
Montana State University - Butterflies	FY20	\$5,000.00	\$0.00		\$5,000.00
Teton Plants - Native Plant List	FY20	\$2,870.00	\$0.00		\$2,870.00
	<i>subtotal</i>	\$108,071.72	\$26,948.73	total	\$81,122.99
Reimbursable Grants Carried Over FY20					
Bar W Agriculture - Soil Regeneration	FY20	\$4,622.00	\$0.00		\$4,622.00
Slow Food in the Tetons - Farmer's Market	FY20	\$8,000.00	\$0.00		\$8,000.00
Jim Wilson - Gated Pipe Irrigation Project	FY20	\$21,650.00	\$19,030.00	19555	\$2,620.00
Elk Ranch - Headgate Project	FY20	\$9,469.07	\$0.00		\$9,469.07
Slow Food in the Tetons-Community Garden	FY20	\$5,775.50	\$0.00		\$5,775.50
River Meadows Subdivision - Fire Mitigation	FY20	\$924.00	\$0.00		\$924.00
	<i>subtotal</i>	\$50,440.57			\$31,410.57

Budget Line Items for FY 2021 Budget				
Leave Liability and Deductibles for FY21	FY21	\$10,000.00	\$0.00	\$10,000.00
Futher Claims and Fees Remaining	FY21	\$467.92	\$0.00	\$467.92
Energy Conservation Works	FY21	\$17,500.00	\$0.00	\$17,500.00
Yellowstone-Teton Clean Cities	FY21	\$15,584.00	\$0.00	\$15,584.00
JHWMA Request + \$20K from FY20 MOA	FY21	\$65,000.00	\$0.00	\$65,000.00
Jackson Hole Wildlife Foundation	FY21	\$25,000.00	\$0.00	\$25,000.00
Town of Jackson	FY21	\$89,250.00	\$0.00	\$89,250.00
Integrated Solid Waste & Recycling	FY21	\$27,000.00	\$0.00	\$27,000.00
Flat Creek Watershed Improvement District	FY21	\$25,000.00	\$0.00	\$25,000.00
Trout Unlimited	FY21	\$52,250.00	\$0.00	\$52,250.00
Friends of the Teton River	FY21	\$32,831.00	\$0.00	\$32,831.00
Grand Teton National Park Foundation	FY21	\$10,000.00	\$0.00	\$10,000.00
	subtotal	\$369,882.92	\$26,948.73	total \$369,882.92
Partnering Funds Grants	FY21	Beginning Bal.	Committed	Partnering Remaining
List to Date		\$81,641.51	\$54,573.67	\$27,067.84
WACD Additional Dues	July	\$12,500.00	\$12,500.00	\$0.00
Fish Creek Gaging Station	July	\$1,680.00	\$0.00	pending
Airport Drinking Water Project Grant	Aug.	\$30,000.00	\$0.00	pending
Wildfire Risk Reduction Program	Oct.	\$10,393.67	\$0.00	pending
	subtotal	\$54,573.67		\$0.00
Line Item & PIC Grants (Now/ Reimbursed)	FY21			
Slow Food in the Tetons Kid's Camps	July	\$6,000.00	\$0.00	pending
Slow Food Sweet Hollow High Tunnel	Sept.	\$6,100.00	\$0.00	pending
UW Red Fox Research in GTNP	Oct.	\$10,000.00	\$0.00	pending
	subtotal	\$22,100.00		\$0.00
Account Reconciliation				
			Previous Project Balance	\$532,416.48
<i>Transferred budgeted committed funds in</i>		Transfer from checking - in	Plus	\$0.00
<i>Transferred accumulated interest or funds out</i>		Transfer to checking - out	Minus	\$0.00
				\$0.00
			Current Project Balances	\$532,416.48
		Previous Interest Accumulated		\$20.70
		New Interest from this month		\$4.52
Reconciled Monthly Balance		Actual Balance 12-31-20		\$532,441.70

3:51 PM

01/11/21

Teton Conservation District
Deposit Detail
December 2020

Type	Num	Date	Name	Account	Amount
Deposit		12/14/2020		Wells Fargo Ch...	386,498.11
			Teton County	Mill Levy	-386,498.11
TOTAL					-386,498.11
Deposit		12/28/2020		Wells Fargo Ch...	631.00
			WACD	Miscellaneous I...	-631.00
TOTAL					-631.00
Deposit		12/31/2020		Wells Fargo Sa...	4.52
			Wells Fargo Bank	Interest Income	-4.52
TOTAL					-4.52
Deposit		12/31/2020		Wells Fargo Ch...	7.07
			Wells Fargo Bank	Interest Income	-7.07
TOTAL					-7.07
Deposit		12/31/2020		First Interstate ...	4.25
			First Interstate ...	Interest Income	-4.25
TOTAL					-4.25

Teton Conservation District

1/11/2021 3:52 PM

Register: Wells Fargo Checking

From 12/01/2020 through 12/31/2020

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/01/2020	AJE#24 FY21		Payroll Expenses:HSA Employ...		4,976.64			645,852.45
12/02/2020	AJE#25 FY21		Payroll Expenses:HSA Employ...		1,050.00			644,802.45
12/07/2020	19776	Wyoming Retirement System	WRS Retirement Liability	61	6,349.92	*		638,452.53
12/07/2020	19777	MasterCard	-split-	Novemr CC Charges	1,502.28	*		636,950.25
12/07/2020	19775	Void Check for Records	Uncashed Aged or Voided Che...	VOID:		X		636,950.25
12/07/2020	19778	Mary Tisi	Project/Program Expenses:Proj...	Wildfire Risk Reduct...	3,000.00	*		633,950.25
12/08/2020	AJE#27 FY21		Bank Service Charges	Direct Deposit Fees f...	20.00			633,930.25
12/09/2020	19787	Nelson Engineering	Project/Program Expenses:Con...	Septic System Project	13,974.34	*		619,955.91
12/09/2020	19786	Toran Accounting, LLC	Legal & Accounting Services	Oct & Nov cash rec	325.00	*		619,630.91
12/09/2020	19785	Teton Media Works, Inc.	Project/Program Expenses:Adv...	December advertising	148.80	*		619,482.11
12/09/2020	19784	Teton County Weed & Pest	-split-	MoA Grant Funding	50,000.00	*		569,482.11
12/09/2020	19783	Jones-Simkins, P.C.	Legal & Accounting Services	FY20 Audit Financial	805.00	*		568,677.11
12/09/2020	19782	JH Wildlife Foundation	-split-	FY20 MoA funding (...	4,620.32	*		564,056.79
12/09/2020	19781	Lower Valley Energy	-split-	Electricity and CNG	83.29	*		563,973.50
12/09/2020	19780	Factory IT	Office Supplies:Computer Tech...	It Service + software	1,481.25	*		562,492.25
12/09/2020	19779	West Bank Sanitation	Cleaning Contract & Supplies	November Sanitation	35.08	*		562,457.17
12/14/2020			Mill Levy	Deposit		*	386,498.11	948,955.28
12/14/2020	AJE#26 FY21		Payroll Expenses:HSA Employ...		1,723.36			947,231.92
12/15/2020	19789	Carlin E Girard	-split-		2,916.45	*		944,315.47
12/15/2020	19788	Emily E Hagedorn	-split-		2,450.16	*		941,865.31
12/15/2020	19790	Emily P Smith	-split-		1,982.14	*		939,883.17
12/15/2020	19791	Morgan W Graham	-split-		2,103.85	*		937,779.32
12/15/2020	19792	Phoebe T Coburn	-split-		2,345.81	*		935,433.51
12/15/2020	19793	Robert M Sgroi	-split-		2,559.43	*		932,874.08
12/15/2020	19794	Tom Segerstrom	-split-		2,839.44	*		930,034.64
12/15/2020	19795	Electronic Federal Tax Paym...	-split-	83-0247879	5,507.38	*		924,527.26
12/15/2020	19796	Empower Retirement 457(b)	-split-		890.00	*		923,637.26
12/17/2020	19797	Blue Cross Blue Shield of W...	Payroll Expenses:Employer Me...	Health Insurance for ...	5,768.00	*		917,869.26

6

Teton Conservation District

1/11/2021 3:52 PM

Register: Wells Fargo Checking

From 12/01/2020 through 12/31/2020

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/17/2020	19798	VSP of Wyoming	Payroll Expenses:Employer Me...	Vision Insurance for J...	51.32 *		917,817.94
12/23/2020	19799	Wyoming Educators' Benefit ...	Payroll Expenses:Employer Me...	Life Insurance Jan-Ju...	131.25		917,686.69
12/23/2020	19800	Paul Cluskey	Rent	January 2021 Rent	4,697.19		912,989.50
12/23/2020	19801	Valley Office Systems	Office Supplies	Copier Service	425.63		912,563.87
12/23/2020	19802	Brilliantly Done, Inc.	Cleaning Contract & Supplies	November Office Cle...	250.00		912,313.87
12/23/2020	19803	Ken Griggs	Project/Program Expenses:Sept...	Wildfire Risk Reduction	1,595.95		910,717.92
12/23/2020	19804	Annabelle Reber	Project/Program Expenses:Lab ...	Soil Testing Reimbur...	115.00		910,602.92
12/23/2020	19805	United States Geological Sur...	-split-	Gaging Stations for F...	45,080.00		865,522.92
12/23/2020	19806	Coyote Art & Ecology	Project/Program Expenses:Con...	Deposit for artwork	3,500.00		862,022.92
12/23/2020	19807	Jackson Hole Trout Unlimited	Project/Program Expenses:MO...	TU Lake Creek Diver...	9,620.00		852,402.92
12/23/2020	19808	Wyoming Natural Resources ...	Meetings:State Meetings	WACD Auction Don...	2,340.00		850,062.92
12/23/2020	19809	Emily E Hagedorn	Office Supplies:General Office ...	Greeting Card Reimb...	9.50 *		850,053.42
12/23/2020	19810	Tom Segerstrom	Project/Program Expenses:Travel	Mileage Reimburse...	18.40		850,035.02
12/23/2020	19811	Robert M Sgroi	Project/Program Expenses:Travel	Mileage Reimburse...	48.88		849,986.14
12/23/2020	19812	Y2 Consultants, LLC	Project/Program Expenses:Con...	Rangeland Data Coll...	20,020.00		829,966.14
12/28/2020			Miscellaneous Income	Deposit		631.00	830,597.14
12/29/2020	19813	Central Pipeline	-split-	SWPP Central Pipeli...	33,328.70 *		797,268.44
12/31/2020	19814	Carlin E Girard	-split-		2,916.45 *		794,351.99
12/31/2020	19815	Emily E Hagedorn	-split-		2,450.16 *		791,901.83
12/31/2020	19816	Emily P Smith	-split-		1,982.14 *		789,919.69
12/31/2020	19817	Morgan W Graham	-split-		2,103.85 *		787,815.84
12/31/2020	19818	Phoebe T Coburn	-split-		2,345.81 *		785,470.03
12/31/2020	19819	Robert M Sgroi	-split-		2,559.43 *		782,910.60
12/31/2020	19820	Tom Segerstrom	-split-		2,839.40 *		780,071.20
12/31/2020	19821	Electronic Federal Tax Paym...	-split-	83-0247879	5,521.71 *		774,549.49
12/31/2020	19822	Empower Retirement 457(b)	-split-		890.00		773,659.49
12/31/2020	19823	Steve McDonald	Project/Program Expenses:Travel	Supervisor Mileage ...	283.84		773,375.65
12/31/2020	19824	Sublette County CD	Project/Program Expenses:Proj...	Multi District Tall Fo...	20,000.00		753,375.65

Teton Conservation District

1/11/2021 3:52 PM

Register: Wells Fargo Checking
 From 12/01/2020 through 12/31/2020
 Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/31/2020			Interest Income	Deposit	*		7.07	753,382.72
								<u>\$284,582.55</u>

Credit Card Record Sheet for the month of December 2020

	date	item	vendor	project	ref#	\$
TS	12-09	packet postage	USPS	post+ship	6341	26.35
	12-10	writing pads	Staples	office supply	7069	19.99
	12-16	meeting food	Albertsons	BM food	3254	39.72
EH	11-30	phone service	Silver Star	landline	4327	281.03
	11-30	parking signs	Jackson Signs	office supply	0014	200.00
	12-17	W2s + 1099 forms	Intuit QB	accounting	0629	131.97
	12-18	garbage service	West Bank	office clean	8630	35.08
PC	11-21	software	Adobe	Computer Sys	3220	56.17
	11-27	advertising	Facebook	Communication	3623	15.00
	12-21	software	Adobe	Computer Sys	9147	56.17
RS	12-03	key	ACE Hardware	office supply	2673	6.34
	12-03	fuel	Shell Oil	vehicle exp	2705	62.47
	12-16	class - CWMS	NFPA Nat'l Fire	RS-training	8339	150.00
MG	12-03	imagery hosting	Amazon web	GIS Proj	8805	0.80
	12-11	software	Adobe	Computer Sys	4618	56.17

\$1137.26

Natural Resources Conservation Service (NRCS) JANUARY 2021 UPDATE

We are working on getting our applications eligible, deadline is the end of the week. March 1st preapproval deadline.

WFPO – Two irrigation districts have expressed interest on this program, it is currently changing and national is supposed to provide more information in the next two weeks. They used to have a sign up date but now it will be continuous. May require them to send a letter to Astrid saying they are interested but not sure yet. Also some interest from Jackson hole land trust on the Flat creek watershed improvement district.

Have been getting a lot of interest in the High Tunnel program. We have 5 that are eligible for funding this year, Sent 2 more applications to people this week.
We are currently not supposed to let anyone into our office due to Covid. Not sure when this will change.

It's been a bit of a struggle to get people to turn in records this year for IWM. Have one more that we are still waiting on.

Talked with my state office, TU and the contractor about possible changes on a stream project. They were asking to use more rock and less trees. They aren't sure they have big enough trees on site to use. They would like 25% of our contracts obligated by end of March. Would be nice if this happens but I'm not sure it will. 2 of the 3 state programs staff took other jobs outside Wyoming NRCS. They will be short handed at the state office until they can fill these positions.

Snow Survey starts in a couple weeks for us. We have a couple sites at Snow King that we measure.

Thanks

Adam Clark

District Conservationist
USDA-NRCS
Afton Field Office
PO Box 1606
Afton WY 83110
307- 226-3037
855-415-3405 (fax)
adam.p.clark@usda.gov

Emily Hagedorn-Wegher, Administrative Manager

Action Item:

Operations Area: Administration

Accounting –Unused Funds Reallocation: At times, some approved grants funds can't be used for their original approved purpose, and need to be reallocated. The Jackson Hole Weed Management Association (JHWMA) has indicated that it won't be able to use \$15,000 of their approved FY21 MoA Grant funding. In addition, the Flat Creek Watershed Improvement District (FCWID) has informed TCD that it will not be able to use \$6,000 dedicated to a redesign of the Wort Diversion,

Recommended Motion: *Move to make the \$21,000 in funds that can't currently be spent out for the original FY21 JHWMA Memorandum of Agreement and FY21 FCWID Memorandum of Agreement funding grants available for future projects.*

Information Items:

Operations Area: Administration

- **Audit FY20 Follow Up:** The completed audit was sent to the Wyoming Department of Audit before the December 31, 2020 deadline, and they confirmed receipt of the document.
- **Accounting:** I've been working with Larry Lewis of Booksmart Bookkeeping on a couple of accounting topics, and he will be my technical support/reviewer as we produce the 2020 W2 forms for employees, and 1099 forms for contractors. I'm looking forward to completing the IRS 4th Quarter Reporting as well as the Worker's Compensation and Unemployment Insurance Quarterly Reports by the January 31, 2021 deadline.
- **Grand Teton National Park Gauging Station Project:** We were informed of some project reporting due as of December 29, 2020 in mid-December, and I was able to work through it with the help of Simeon Caskey (GTNP). TCD has completed that requirement for the year 2020.
- **Base Funding Requirement:** TCD's Base Funding Requirements from the Wyoming Department of Agriculture and Wyoming Association of Conservation Districts were met before the December 30, 2020 deadline.
- **Grant Payment Tracking:** I've been working with Phoebe to include payment information in the Grant Master Tracking Sheet. TCD has a significant number of open grants at this point. Some are carry over grants from FY20 and some are new ones for FY21. Soon, we will have additional grants which will be approved through the Partners in Conservation grant program, which will be decided at the TCD Board Meeting on February 17, 2021.

Upcoming 2021 TCD Calendar of Events:

January 18	TCD Office Closed for Martin Luther King Day observance
January 20	Regular TCD Board Meeting 1pm via Zoom
February 15	TCD Office Closed for President's Day observance
February 17	Regular TCD Board Meeting 1pm via Zoom
March 17	Quarterly Joint TCD/FCWID Meeting 12pm via Zoom
March 17	Regular TCD Board Meeting 1pm via Zoom

Robb Sgroi, Land Resources Specialist

Action Items:

Program Area: Agriculture

- **Ag Rangeland Projects:** Robinson Cattle Company submitted, then withdrew, a grant request at the December 2020 regular meeting. Their request for financial support (see Supplemental Items) was revised and resubmitted. The project entails reconstruction of a perimeter fence on a Forest Service grazing allotment in the Gros Ventre drainage. The funds would be used to hire labor and rent equipment.

Recommended Motion: *Move to authorize the requested funding in the amount of \$10,743.82 for the application titled 'Upper Gros Ventre Allotment Fence Reconstruction Project' from the FY2021 budget in the Agriculture Program Area, and the line item 'Livestock Fencing Grant'.*

Program Area: Vegetation

- **TCD Wildfire Risk Reduction:** Jackson Hole Fire/Emergency Medical Services submitted a resolution to the Teton County Board of County Commissioners (BoCC), recommending an amendment to the Teton County, Wyoming Wildland Urban Interface Code. The amendment would eliminate wood shakes and shingles from new construction within the wildland urban interface. A 45-day public comment period is underway, and the subject will be discussed at the February 16, 2021 BoCC meeting. Teton Area Wildfire Protection Coalition is taking the approach of its members drafting letters of support from their respective agencies.

Recommended Motion: *Move to authorize the Chairman to sign the letter stating TCD's support for the resolution proposing to amend the Wildland Urban Interface Code.*

Information Items:

Program Area: Agriculture

- **Small Water Project Programs (SWPP):** Kellen Lancaster, Commissioner for the Wyoming Water Development Commission, is finishing his term, and other opportunities are shifting him away from serving another three-year term. A card was sent, thanking him for his involvement with our constituents and natural resources.

Four SWPP grants were submitted by TCD to the Wyoming Water Development Office, ahead of the January 01, 2021 timeline.

- **Ag Rangeland Projects:** Y2 Consultants submitted range monitoring data and monitoring site selection reports, for work completed in 2020. The products are taking a moderate amount of time on my end, for quality control.

TCD staff requests board guidance on what, if any, guidelines should be in place on the subject of support for fence improvements (see Supplemental Items). With several staff members engaged in the topic, as well as an agreement with the Jackson Hole Wildlife Foundation, there are numerous ways to deliver support.

Program Area: Planning and Development

- **Development Reviews:** TCD received two requests for review of development from Teton County Planning. The first was the U.S. Army Corps of Engineers' notice of preparing an environmental assessment for modifications to the Snake River levee. The project is located at the JY Levee, specifically at the point of diversion of the Granite

Creek Supplemental Ditch. Staff is familiar with the project, which was awarded a SWPP grant, to potentially improve fish passage and entrainment issues, and reduce large scale in-channel maintenance disturbances. Minimal comment was submitted. The second was a request to amend the configuration of the conservation easement at the Stilson Parking Lot. The Teton County Scenic Preserve Trust easement amendment, on land owned by Jackson Hole Mountain Resort Corporation, would move portions of the existing easement to an adjacent residential parcel. Comment was provided on management of invasive species and the sizing of ditch culverts. Internal discussion ensued on the rights of easement holders, as this type of request is infrequently seen by our staff. In addition, one request for review of construction plans of in stream irrigation improvements was received directly from a consultant. The project, located on Cody Creek, included installation of a rock cross vane, headwall at the top of the ditch, and placing the ditch in pipe. Internal conversation ensued with how individual staff handle development requests outside of the Planning Review Committee. Teton County (TC) Planning staff confirmed that the Land Development Regulations state that improvements to irrigation ditch systems require a Grading and Erosion Control permit, and the consultant was pointed to TC Planning. TCD did not provide written comment.

Program Area: Vegetation

- **TCD Wildfire Risk Reduction (WRRP):** Wildfire Research (WiRe) and Teton Area Wildfire Protection Coalition (TAWPC) distributed our postal mailing survey to ~681 landowners in Teton County, seeking to understand perceptions and concerns about wildfire risk. A process is in place to distribute a reminder postcard and another survey for those who do not initially respond. This survey will help better understand our constituents, and to build evidence-based programs to best support their needs. Several calls and emails have come to TCD from recipients of the letter, spanning a wide range of viewpoints.

I provided peer review, at WiRe's request, for a draft report they developed for Ashland (Oregon) Fire and Rescue. This was a preview of how TAWPC's project with WiRe will unfold, by looking at the background, methods, and results of their report. WiRe places heavy focus on comparing landowner survey questions with objective professional review of the same subjects.



**Teton
Conservation
District
Est. 1946**

Teton Conservation District Grant Application Cover Page & 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 brief 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, 2022			
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	X	Land	Education
==== Wildlife ==		Sustainability	Geographic Information Systems (GIS)
Vegetation			

NARRATIVE (Section 3 of 4)

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

2. Please list (in numbered form) and describe the project deliverables that will be accomplished within the timeframe. 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.

3. 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. (200 words max).

4. How will you evaluate if your project reached its goals and accomplished its deliverables? (100 words max.)

5. Please list your partners and briefly describe the role they play in your project. (100 words max.)

6. 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 below, I certify the following:**

I understand that, if awarded funding, will be responsible for submitting a Final Report by the deadline determined in my Award Letter.

I understand that, if awarded funding, grant award amounts, funding schedule (reimbursement or in-advance), and any other grant stipulations directed by the Teton Conservation District Board will be determined in my Award Letter

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, including retention of records and invoices.

I understand that 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 will submit an electronic copy of my Grant Application by email to Phoebe Coburn, Communications Specialist, phoebe@tetonconservation.org. I will submit all of the following required materials and optional materials as necessary. I will save a copy of all of these materials for my own records.

1. **Grant Application Cover Page & Narrative** (required)
2. **Application Budget** (required)
3. **Landowner Letter of Authorization** (required *if* your project is taking place on private land): If your project is taking place on private land, you must 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.

For Partners in Conservation (PIC) grant applicants ONLY: I will submit an electronic copy of my Grant Application (as described above) **AND** I will mail (postmark) or hand-deliver **SIX (6)** stapled or paperclipped hard copies of my Grant Application (including all materials as described above) by **5:00 p.m. (MT) on January 29, 2021**. Please ensure all columns of the Application Budget fit on one page.

If mailing by USPS:

Phoebe Coburn
Teton Conservation District
PO Box 1070
Jackson, WY 83001

If mailing by UPS or FedEx:

Phoebe Coburn
Teton Conservation District
420 W. Pearl Ave.
Jackson, WY 83001

By signing below, 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.

Signature:

Date:

Teton Conservation District (TCD) Grant Application Budget

Applicant Entity: **[Jack & Amy Robinson, F**
 Project Name: **[Upper Gros Ventre Allot**

Date: **[January 08, 2021]**
 Application ID: **[Leave Blank]**

Project Deliverables	Requested TCD Grant Funds (\$)	Applicant (In-Kind)	[Bridger-Teton National Forest] Match (\$ or In-Kind)	[Jackson Hole Wildlife Foundation] Match (\$ or In-Kind)	Total
Rental- equipment	\$ 6,743.82				\$ 6,743.82
Hired man- fence building labor	\$ 4,000.00				\$ 4,000.00
BTNF-posts, wire rolls, top rails, staples			\$ 4,939.40		\$ 4,939.40
BTNF- livestock gates			\$ 525.00		\$ 525.00
BTNF- 525 posts			\$ 3,927.00		\$ 3,927.00
Robinson- labor & Cat loader		\$ 32,000.00			\$ 32,000.00
JHWF-fence removal				\$ 3,111.20	\$ 3,111.20
TOTAL	\$ 10,743.82	\$ 32,000.00	\$ 9,391.40	\$ -	\$ 55,246.42

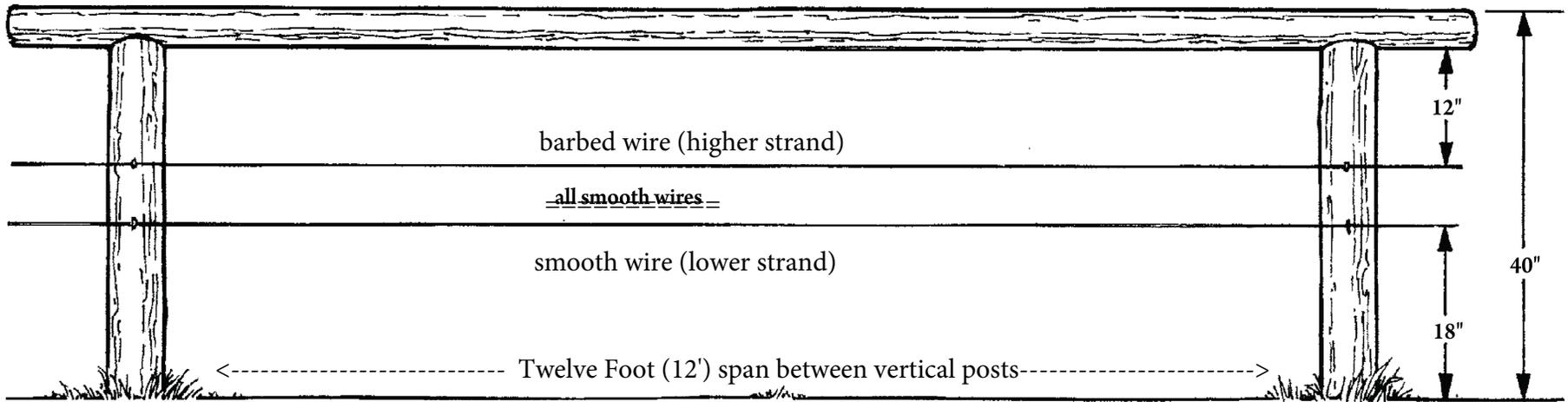
Value of Robinson labor, plus Cat wheeled loader, is \$100/hour x 320 hours = \$32,000

Hired labor cost is \$1,000 per week x 160 hours (4 weeks) = \$4,000

Equipment rental is one month, flat fee

JHWF. 96 volunteer hours x \$27.20/hour = \$2,611.20. JHWF staff project mgmt 20 hours x \$25/hour = \$500. Sum= \$3,111.20

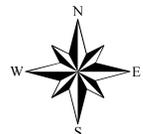
POST AND WIRE FENCE

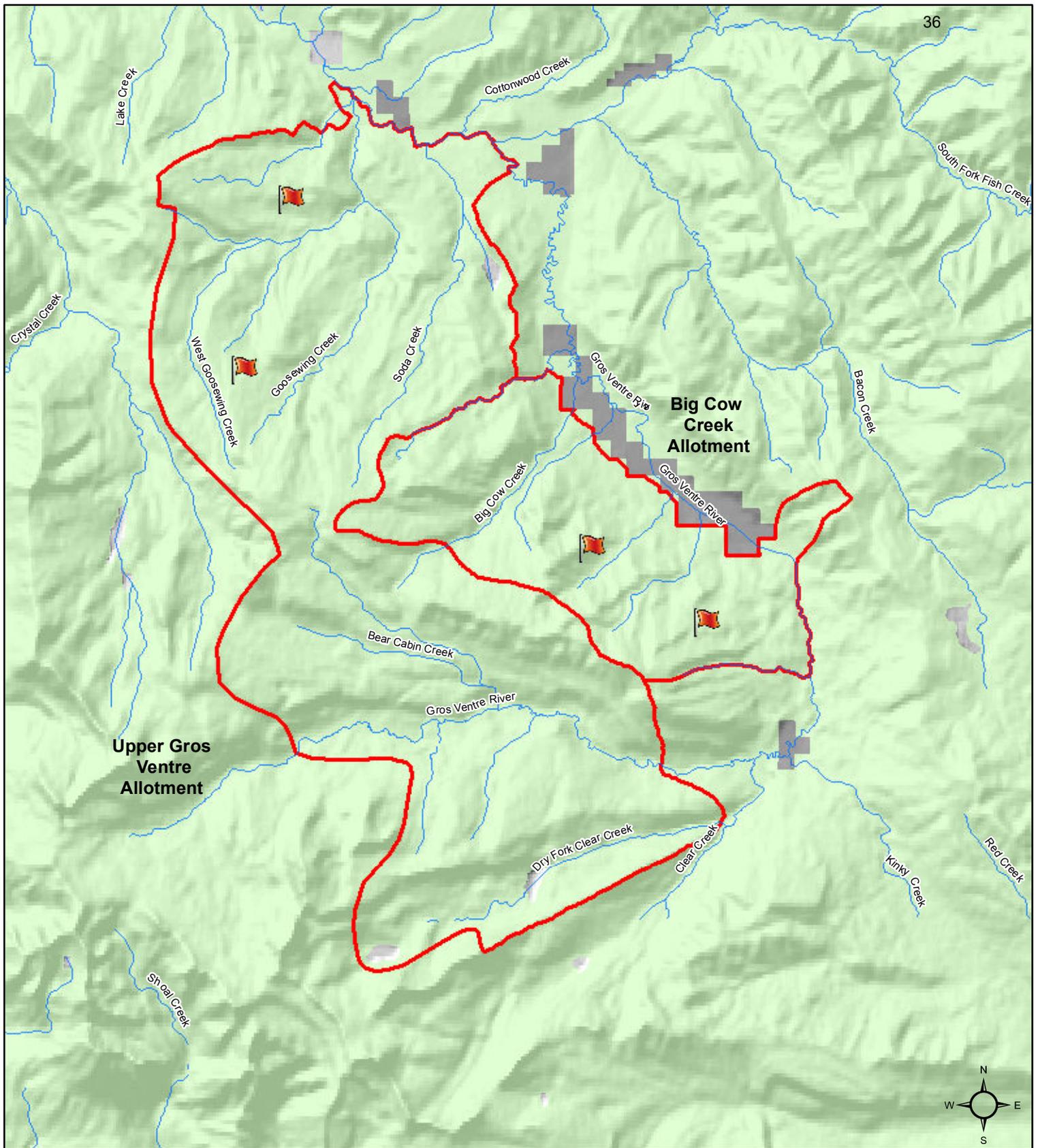


Map 2. UGV Fence Realignment: Proposed Fence Location

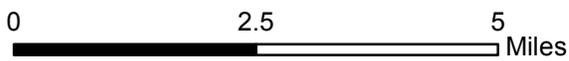


- Construct New - Metal Post, 3 Wire
- Construct New - Wood Post with Top Rail
- Rebuild - Wood Post, 2 wire with Top Rail and Metal Post, 3 Wire
- River/Stream/Creek





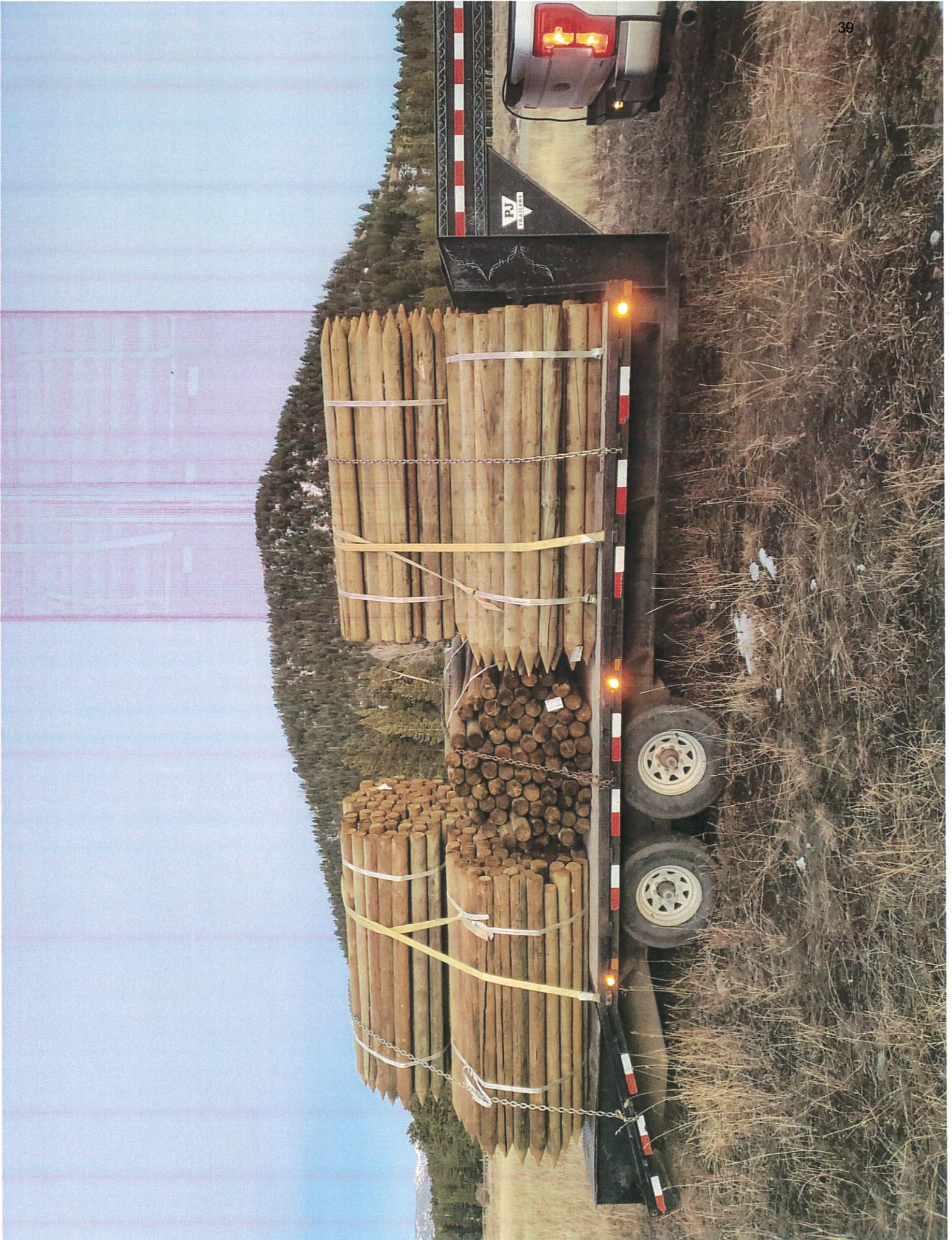
-  Trend Site
-  Allotments
-  Pastures
-  Highways
-  Surface Water
-  Private Land
-  USFS National Forest



United States Department of Agriculture		Report No.
Report of Transfer or Other Disposition or Construction of Property		
1. Type of Transaction (Report each type separately)		2. Authorization Reference
<input type="checkbox"/> Transfer <input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Donation <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Rehab <input type="checkbox"/> As-Is		
4. Reporting Agency US Forest Service		5. Receiving Agency (Or Name of Purchaser or Donee): Jack and Amy Robinson
A. Organizational Unit Bridger - Teton National Forest		A. Organizational Unit (Or Address of Purchaser)
B. Location Jackson RD		B. Location Robinson Ranch - Upper Gros Ventre
C. Signature		C. Signature
D. Title Rangeland Management Specialist		D. Title Permittee
		E. Date
6. Property Items		
Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)	Inventory Value
60	ea. 5x8 treated posts	\$839.40
375	ea. 7x4,5 Treated Posts	\$2,805.00
10	rolls Barbless Wire	\$800.00
30	ea. Native Top Rail 12'	\$420.00
1	ea. 15# Barbless Wire Staple	\$75.00
	TOTAL VALUE MATERIALS THIS TRANSFER	\$4,939.40
<p>Materials and equipment described shall remain property of the United States.</p> <p>Materials above shall only be used for completion of fence as described in Modification 2 of Term Grazing Permit 04119.</p>		

Certifications of Property and Fiscal Officers

7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:		8. Fiscal Officer	
MARTINA KEIL Digitally signed by MARTINA KEIL Date: 2020.08.12 15:02:13 -06'00'		A. <input type="checkbox"/> The sum indicated below has been received in payment for the property disposed of.	
		B. <input type="checkbox"/> The necessary entries have been made to adjust the accounting records.	
		Amount (\$)	Schedule No.
Signature	Date 8/12/20	Signature	Date



United States Department of Agriculture

REPORT OF TRANSFER OR OTHER DISPOSITION OR CONSTRUCTION OF PROPERTY

Report No. #1

Date 11-2-2020

1. Type of Transaction (Report Each Type Separately)

Transfer Sale Trade In Donation
 Construction Temporary Loan Record

2. Authorization Reference

3. Proceeds Received
\$

4. Reporting Agency
USDA Forest Service

5. Receiving Agency (Or Name of Purchaser or Donee)
JACK Robinson

A. Organizational Unit
Blackrock Ranger District

A. Organizational Unit (Or Address of Purchaser)
Permittee

B. Location
Gros Ventre

B. Location
Gros Ventre

C. Signature
Mark S Keil

C. Signature
[Signature]

D. Title
Sale Administrator

D. Title
Permittee

E. Date
11-2-20

Quantity (Or Property No.)	Item Description (Give Full Details Including Serial Number, If Any, and Condition Code)	Inventory Value
7-bundles of 75 = 525 posts	Length - 7/ Diameter 4 Date - 5/26 Qty - 75 per bundle Charge 8868	\$3,927.00

Certification of Property and Fiscal Officers

7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the Property Records. Proceeds, if any, are to be deposited to:

8. Fiscal Officer

A. The sum indicated below has been received in payment for the property disposed of.

B. The necessary entries have been made to adjust accounting records.

Amount (\$) Schedule No.

Signature
Martina Keil

Date
11/02/2020

Signature

Date

Parma Post & Pole Inc.

PO Box 899 Parma Idaho 800-701-6837

Length: 7 Dia: 4 P

Date: 5-26 Qty: 75

Charge: 8868 **52503**

Treated by: Idaho Wood Preserving



Jackson
 700 Roice Ln Jackson, WY 83001
 307.734.6866

CUSTOMER NO.: 0042701

JOBSITE:

Jack Robinson
 1110 southpark loop road
 Jackson, WY 83002

RENTAL AGREEMENT¹²

NO.: RQ000015766

RENTAL START DATE: 08/07/2020 12:52pm

EST. RETURN DATE: 09/04/2020 12:52pm

EXPIRY DATE: 11/12/2020 12:00am

CUSTOMER PO:

JOBSITE CONTACT:

ORDERED BY:

PHONE:

WRITTEN BY: Tyler J Hansen

SALES REP: Tyler J Hansen

RENTAL ITEMS

		DAY	WEEK	4 WEEK
HOURS ALLOWED:		(8)	(40)	(160)
QUANTITY	ITEM DESCRIPTION			
1	EQ ID: E0046211 308 Track Excavator Serial No: GG800165 Model: 308 Hours Out: 660.7	\$400.00	\$1,600.00	\$4,400.00
1	EQ ID: E0059487 CVP40 PC 307-308 D/E Serial No: CRT03877 Model: CVP40 PC 307-308 D/E	\$125.00	\$375.00	\$1,125.00

MISCELLANEOUS ITEMS

1	CRS Truck Delivery	\$0.00		
2	Enviro Fee	1%		
2	Rental Equipment Protection (REP)	15%		

TOTAL AMOUNT: 6,743.82

SALES TAX DISCLAIMER: Western States Equipment (WSE) is required to collect Sales Tax for sales made in the following states: ID, WA, ND, and WY. Prices above do not include any applicable state, county, city, or local sales taxes. This contract is accepted with the understanding that such taxes and charges shall be added, as required by law, at the time this contract is invoiced. Where applicable, WSE will charge sales tax unless you have a valid sales tax exemption certificate on file. Valid sales tax exempt certificates can be emailed to SalesTax@wseco.com to ensure a copy is on file prior to invoicing. In states where WSE is not required to collect and pay Sales Tax, the purchaser is obligated to self-report and pay the Sales and/or Use Tax to the purchasers appropriate state's and or local Department of Revenue.

By signing below, you acknowledge that if equipment is returned damaged, you agree to pay loss of use damages in the same sum as rent until the machine is repaired to rent-ready status. Lessee agrees to lease from Western States the machine, vehicle (including but not limited to licensed and unlicensed trailers and motor vehicles), equipment and accessories described above (collectively, "the equipment") for the period, pursuant to the terms, and at the rates set forth on the face hereof and the reverse side.

Rental Equipment Protection (REP):
 Our Rental Equipment Protection ("REP") Program is OPTIONAL AND MAY BE DECLINED
IMPORTANT: If you decline REP, or if you fail to pay the REP Fee, you will be responsible for all damage, repair(s) and replacement(s) of/to the Rented Item(s) at its/their full (new) replacement value. In addition, if REP is declined, Customer is required to provide a certificate of insurance to WSECO showing coverage on the equipment, including, without limitation, fire, theft, and liability coverage with such other insurance as necessary to protect Customer's and WSECO's respective interests in the equipment. WSECO must be named as an additional insured and must include stipulations that coverage will not be cancelled or diminished without at least fifteen (15) days written prior notice to WSECO.

**** Cat Equipment on this contract is not for sale.****

Signature _____ Date: _____

Accept _____ Decline _____



January 06, 2021

Teton County Board of County Commissioners

Dear Commissioners,

The purpose of this letter is to comment on amendment to the Wildland Urban Interface Code regarding wood shingles proposed by Jackson Hole Fire/EMS. Teton Conservation District (TCD) is not a regulatory agency and generally only comments on county regulations at the invitation of the county. That said, as a member of the Teton Area Wildfire Protection Coalition (TAWPC) for over a decade, amending the Teton County Wildland Urban Interface Code to eliminate all wood shake shingles as roof coverings in new construction from the mapped wildland urban interface within Teton County, WY can reduce loss of life and property from wildfire, to which TCD is deeply committed.

TCD's support of TAWPC has included the development and revisions of the Community Wildfire Protection Plan, advising on landscape scale subdivision scale fuel reduction projects, and support of the Education and Outreach Subcommittee. In addition, TCD has administered its own Wildfire Risk Reduction Program since 2013. This program has directly reached out to hundreds of landowners in the county, providing objective advice on the conditions of structures and vegetation, and advising on how to reduce risk from wildfire. In this delivery of services to landowners, the topic of highest importance is the roof type and assembly. The proposed amendment addresses the most important subject we frequently discuss with landowners.

The proposed amendment is also a judicious and discrete use of regulation. While the benefits of construction types are individualized, the cost of fire suppression is socialized. Regulating roof types has the potential to reduce public financial inputs into fire suppression and improve life safety.

Sincerely,

Steve McDonald
Chair, Board of Supervisors, Teton Conservation District

Conserving our natural resources – air, land, water, vegetation, and wildlife

420 W. Pearl Ave.	307/733-2110 P
P.O. Box 1070	307/733-8179 F
Jackson, Wyoming 83001	robb@tetonconservation.org



**Teton
Conservation
District
Est. 1946**

MEMORANDUM

TO: TCD Staff and Board
FROM: Tom Segerstrom
DATE: January 4, 2021
SUBJECT: Draft Fencing Project Funding Protocols

Staff continues to receive questions from people seeking support fencing under a range of conditions. There is a need to discuss some guidelines and sidebars to clarify TCD funding options and priorities.

For example, Snake River Associates (SRA) originally approached TCD with a funding request to rebuild an existing fence and to add wildlife-friendlier design elements, which represents additional costs. The request was for \$13,100. TCD directed SRA to work with Jackson Hole Wildlife Foundation (JHWF) for support. JHWF has offered \$5,000 from a line item of funds committed to JHWF through its Memorandum of Agreement with TCD towards SRA's project. SRA may circle back to TCD to request the balance of funds needed to elevate this project to a wildlife friendlier design. A line item that could fund such a request is in the FY2021 budget, Agriculture Program Area, line item 'Livestock Fencing Grant'. It is possible there will be continual SRA requests as they maintain and improve approximately 54 miles of fence.

Robinson Cattle Company needs to rebuild fence in the Gros Ventre drainage. There is very valuable wildlife habitat and wildlife migration in that area. They have inquired about TCD budgeted line-item cost-share funding.

Please consider the following draft fence project funding protocols.

Partners in Conservation Fence Cost-share Requests?

1. Fencing type project should avoid competing for grants from the Partners In Conservation grant cycle. All fencing projects should first be referred to the Jackson Hole Wildlife Foundation Fencing MOA Grant **or** directed to work with staff for fencing requests through FY 2021 budgeted Line-Items (below), following the guidelines for each.

- a. **Program Area:** Land – Livestock Fencing Grant



**Teton
Conservation
District
Est. 1946**

MEMORANDUM

b. **Program Area:** Wildlife - Wildlife Attractant Mitigation

FISCAL YEAR (FY) 2021, FENCING LINE-ITEM GUIDELINES

FY 2021, TCD Budgeted Line-Item, Program Area: Land - Agricultural Rangeland Grants:

- 1) On agricultural properties with agricultural tax status by State statutes and/or County regulations –produces a product for sale, or public livestock grazing lands TCD will provide cost-share funding for projects that improve livestock management (productivity, profitability, health) and vegetation management (range/riparian health/condition) or is a requirement for livestock control regardless of wildlife friendly design up to 50% (planning, design, labor, and materials). **To what degree should TCD advocate” for wildlife friendlier designs in valuable wildlife habitat or wildlife migration areas?**
 - a. TCD is unlikely to cost-share fund fence replacement that does not improve livestock or vegetation management, or regular fence maintenance (e.g., replacement of non-wildlife friendlier fence with comparable non-wildlife friendlier fence) and therefore without aspects of public benefit
 - b. TCD is unlikely to cost-share fund decorative fencing on private, non-agricultural lands (agricultural tax status by State statutes and/or County regulations – does not produce product for sale) because such fencing is largely unnecessary.
- 2) If funds are exhausted within the line-item, the likely alternative funding line-item would be a special request to the ‘TCD Partnering Funds’ Account at the Board’s absolute discretion **(not “arbitrary and/or capricious”)**.

FY 2021, TCD Budgeted Line-Item, Program Area: Wildlife - Wildlife Attractant Mitigation:

- 1) Excluding wildlife from agricultural operations, attractants, or other sources of potential conflict. Examples include but are not limited to beehives, haystacks, vegetation restoration projects, produce and demonstration gardens, compost, roads (wildlife vehicle collisions), and disease transmission control projects.
 - a. Does not include cost-share funding for excluding wildlife from decorative landscaping.



MEMORANDUM

- 2) If funds are exhausted within the line-item, the likely alternative funding line-item would be a special request to the Partnering Account (Board discretion).

Jackson Hole Wildlife Foundation (JHWF) MOA Funding

- 1) All landowners are encouraged to first work with JHWF if they are willing to remove fencing, convert fencing to wildlife friendlier designs at the JHWF absolute discretion.
 - a. If the JHWF, MOA budget is exhausted, or JHWF can only provide partial cost-share funding for wildlife friendlier materials the applicant can request additional cost-share funding from the TCD budgeted line-items under the guidelines above.
- 2) If a landowner is unwilling or it is counterproductive to remove or adapt fencing to wildlife friendlier designs, they may apply from the TCD budgeted line-items under the guidelines above. To what degree should TCD “advocate” for wildlife friendlier designs in valuable wildlife habitat or wildlife migration areas?
- 3) If the project does not fit with the JHWF MOA Program or the TCD budgeted line items above, then the only potential funding is through a special request to the Board of Supervisors for funding through the Partnering Account at the absolute discretion of the Board (not “arbitrary and/or capricious”).

Morgan Graham, GIS Wildlife Specialist

Information Items:

Program Area: Wildlife

- **Bridger-Teton National Forest (BTNF) FY 2020 PIC Grant -Bear Poles:** Blackrock District Ranger Todd Stiles delivered a final report confirming installation of seven bear poles in the Teton Wilderness. BTNF staff shared spatial data and it has been added to TCD Reference Data (See Supplemental Materials).
- **Wyoming Department of Transportation (WYDOT) - Wildlife-Crossings:** TCD received feedback from a concerned citizen regarding the opening in the S. Hwy89 wildlife fence north of Game Creek Road. The opening has been addressed by WYDOT with temporary fence constructed in early December. Cattleguard wings associated with the wildlife fence have also been modified with wire this winter to prevent animals from entering the right-of-way.
- **Teton County Public Works (TCPW)- Wildlife Feeding:** Attended sub-committee convened by TCPW, with Phoebe, to brainstorm public outreach campaign strategies for highlighting consequences of winter wildlife feeding.
- **Jackson Hole Wildlife Foundation (JHWF)- Snake River Corridor:** With Tom, responded to a request from JHWF to describe ecological significance and threats to the Snake River riparian corridor.

Program Area: Vegetation

- **Seed Advice:** Worked with Robb to advise a private cattle ranch on potential seed mixes and seed-drill availability.
- **Native Plant Society - Native Plant List Revision:** Frances Clark and the working group have compiled a list of 1,400 species native to Teton County. They are currently working on condensing the list to those available in the seed/nursery trade with value for landscaping, reclamation, and restoration. Identified areas of existing Teton County Land Development Regulations pertaining to native plants that could benefit from revision.
- **Native Plant Program:** Developing TCD native plant initiatives for board consideration during February board meeting.

Program Area: Geographic Information Systems

- **Bridger-Teton National Forest - Wildlife-Recreation Coexistence:** Continued collection of recreational use data. Development of spatial trail and road data, merging most current versions from Grand Teton National Park, Bridger-Teton/Caribou-Targhee National Forests, and Wyoming Department of Transportation. Participation on the project steering, wildlife, and recreation sub-committees. Advising graduate student on literature review.
- **TCD Water Quality Report - Well-Mapping:** Review of water quality maps with Emily and Carlin. Work with Dave Adams and Carlin to spatially represent State Engineer's Office well records, including those lacking geographic coordinates.
- **Lidar:** Responded to three data requests.
- **National Geographic:** Outside of work hours, I completed a 20-hour National Geographic online course: Mapping as a Visualization and Communication Tool in Your Classroom. The final assignment was to create a lesson plan that could be deployed in

coordination with local school groups. I created a lesson plan about researching, mapping, and reporting on Wyoming Species of Greatest Conservation Need.

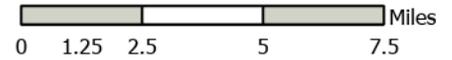
Operations Area: Communications

- **Morgan's Nature Notebook (MNN) - Winter Tracking:** Phoebe, Zach Andres, and I completed the 6th episode of MNN focused on beginner winter tracking techniques. Feedback has been positive.

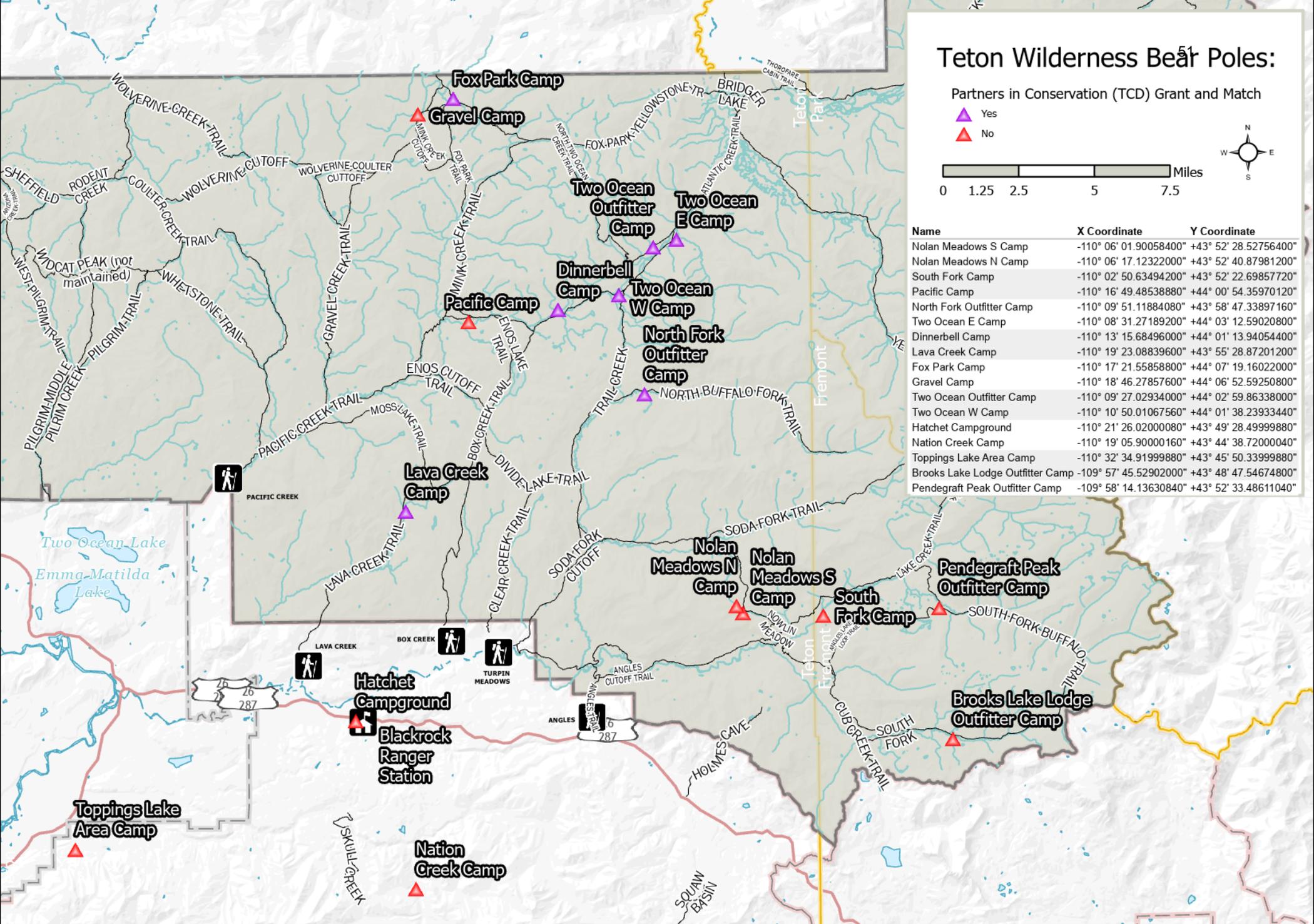
Teton Wilderness Bear Poles: ⁵¹

Partners in Conservation (TCD) Grant and Match

- ▲ Yes
- ▲ No



Name	X Coordinate	Y Coordinate
Nolan Meadows S Camp	-110° 06' 01.90058400"	+43° 52' 28.52756400"
Nolan Meadows N Camp	-110° 06' 17.12322000"	+43° 52' 40.87981200"
South Fork Camp	-110° 02' 50.63494200"	+43° 52' 22.69857720"
Pacific Camp	-110° 16' 49.48538880"	+44° 00' 54.35970120"
North Fork Outfitter Camp	-110° 09' 51.11884080"	+43° 58' 47.33897160"
Two Ocean E Camp	-110° 08' 31.27189200"	+44° 03' 12.59020800"
Dinnerbell Camp	-110° 13' 15.68496000"	+44° 01' 13.94054400"
Lava Creek Camp	-110° 19' 23.08839600"	+43° 55' 28.87201200"
Fox Park Camp	-110° 17' 21.55858800"	+44° 07' 19.16022000"
Gravel Camp	-110° 18' 46.27857600"	+44° 06' 52.59250800"
Two Ocean Outfitter Camp	-110° 09' 27.02934000"	+44° 02' 59.86338000"
Two Ocean W Camp	-110° 10' 50.01067560"	+44° 01' 38.23933440"
Hatchet Campground	-110° 21' 26.02000080"	+43° 49' 28.49999880"
Nation Creek Camp	-110° 19' 05.90000160"	+43° 44' 38.72000040"
Toppings Lake Area Camp	-110° 32' 34.91999880"	+43° 45' 50.33999880"
Brooks Lake Lodge Outfitter Camp	-109° 57' 45.52902000"	+43° 48' 47.54674800"
Pendegraft Peak Outfitter Camp	-109° 58' 14.13630840"	+43° 52' 33.48611040"



Emily Smith, Natural Resources Technician

Information Items:

Program Area: Water Resources

- **Water Quality Mapping Project:** I worked diligently with Carlin to create a draft of the Water Quality Mapping Project maps and narrative. 8 maps were created, each analyzing and illustrating the water quality data we had for each of the 8 parameters: chloride, fluoride, nitrate, pH, sodium, sulfate, total dissolved solids and total hardness. Phoebe then helped review and format the narrative to be shared and distributed with the maps. Carlin has shared the narrative and maps within the office as well as sent it out to be reviewed.

Program Area: Wildfire

- **Wildfire Risk Reduction Program:** I assisted Robb in updating the excel spreadsheet outlining all the properties participating in WRRP as of the end of 2020. The spreadsheet includes project, financial and location data, which will allow for development of mapping data, as well as cost inputs towards projects over time for each year.

Carlin Girard, Water Resource Specialist and Associate Director

Action Items:

Program Area: Water Resources

Septic Effluent Contract Modification: At the time of contract establishment with Nelson Engineering for Septic System Effluent Monitoring, the approved scope of work included 6 sampling events over the course of one-year. Based on Board input, the sampling regime was adjusted to 12 sampling events over the course of one-year. To formally acknowledge that change, the consultant has prepared an amendment to this contract, which reflects the change in work and pay schedule (see Supplemental Material). In particular, this adjusts the Well Sampling line item from \$56,894, to \$108,987, changing the overall project costs from \$157,465, to \$209,558. Because this project spans fiscal years, the shortfall for this year is not the full difference, however, an additional \$15,000 will need to be allocated to this project this fiscal year. Finally, if the partnership agreements move forward as planned, TCD should receive \$20,000 in compensation from project partners.

Suggestions Motion: Move to authorize the Board Chair to sign the Second Amendment to the Nelson Engineering Contract for the Septic System Effluent Monitoring Project, in order to fund the collection of 12 samples over the course of one-year, thereby increasing total project costs from \$157,465 to \$209,558, and reallocating \$15,000 from Partnering Funds to cover increased project costs.

Information Items:

Program Area: Water Resources

- **Teton County Wastewater Planning:** Following Board direction for the December, 2020 meeting, TCD staff drafted a letter to Teton County Commissioners and their staff stating that TCD is not appropriate to lead a Wastewater Planning exercise.
- **Septic Effluent Study:** 1) Cost-share agreements have been signed by Chairman McDonald, and have been delivered to Teton County and Protect Our Water JH for partner signatures. 2) Frozen ground conditions within the leech fields has currently frozen our lysimeters, making them inoperable. As such, the December sampling event will not include lysimeter data. We are planning to put blueboard over the access ports, because it is anticipated that this issue has arisen because snow is cleared and compacted around the access ports. I will keep the Board apprised of issues like this, which are unfortunate, but also not atypical during winter water monitoring in Jackson.
- **Water Quality Mapping:** Since the last meeting, completing a full draft of Teton County, WY Drinking Water Mapping Project has taken the bulk of my time. We hope to make it available for public use as soon as possible, and any input that TCD Supervisors have is greatly appreciated. This project has truly been a team effort, with every member of TCD participating at some point or another. I believe the final product of this scientific investigation will be a source of pride for TCD.
- **Wyoming Department of Environmental Quality (WDEQ) Hoback Investigation:** Dave Adams and I presented geological and water quality data TCD has developed relating to nitrate in groundwater around Hoback. While this investigation still has a long way to go, it is becoming apparent to me that WDEQ staff believes this issue to be wastewater in origin. The next scheduled meeting with WDEQ is January 13th, 2021.
- **Teton County Water Quality Workshop:** Prompted by the numerous water quality tasks being discussed at the County, there is a workshop planned to give Board input to

staff scheduled for 10am, January 11th, 2021. County staff has proposed the development of strategic plan as a precursor to a more comprehensive water quality master plan.

- **Teton District Board of Health (BoH):** The BoH has asked TCD's thoughts about a proposed rule that would add jurisdiction of Public Water Systems with elevated nitrate under the Teton County Health Department. While the intent is good, there appears to be a general consensus of the BoH that this rule could not be implemented as written.
- **University of Wyoming *E. coli* Source Tracking:** I have been assisting a University of Wyoming Graduate Student establish a laboratory space for their *E. coli* source tracking study. They had planned on using the AMK Ranch for housing and lab space, but this facility is closed for next summer.

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated Project and the controlling Laws and Regulations.

**~~FIRST-SECOND~~ AMENDED AGREEMENT
BETWEEN
TETON CONSERVATION DISTRICT
AND
NELSON ENGINEERING
FOR
TETON COUNTY SEPTIC SYSTEM EFFLUENT MONITORING
PROJECT**

Prepared by



and

Issued and Published Jointly by



AMERICAN COUNCIL OF ENGINEERING COMPANIES

ASSOCIATED GENERAL CONTRACTORS OF AMERICA

AMERICAN SOCIETY OF CIVIL ENGINEERS

PROFESSIONAL ENGINEERS IN PRIVATE PRACTICE
A Practice Division of the
NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS

SPECIAL NOTE ON USE OF THIS FORM

This abbreviated Agreement form is intended for use only for professional services of limited scope and complexity. It does not address the full range of issues of importance on most projects. In most cases, Owner and Engineer will be better served by the Standard Form of Agreement Between Owner and Engineer for Professional Services (EJCDC E-500, 2008 Edition), or one of the several special purpose EJCDC professional services agreement forms.

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www.agc.org

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SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES

THIS ~~FIRST~~SECOND AMENDED AGREEMENT is effective as of _____ (“Effective Date”) between

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Teton Conservation District, a Wyoming Conservation District (“Owner”)

and

Nelson Engineering (“Engineer”)

This ~~First~~Second Amended Agreement amends certain sections of that First Amended Agreement between Owner and Engineer dated the 20~~3~~rd day of ~~October~~April, 2019~~2020~~, and is restated in its entirety for convenience. This ~~First~~Second Amended Agreement revises the number of sampling events described in Exhibit A, Part 1, Paragraph A.105.A.1 and Part 2, Paragraph A.1 and the total compensation given in Paragraph 7.01.A.3. ~~does not alter in any manner the agreement between Nelson Engineering and Alder Environmental currently in effect.~~

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Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

Teton County Septic System Effluent Monitoring Project (“Project”), as more specifically described in Exhibit A, attached.

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Engineer's Services under this Agreement are generally identified as follows:

See Exhibit A, attached.

Owner and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

Engineer shall provide the services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above. Owner shall pay Engineer for its services as set forth in Paragraphs 7.01 and 7.02.

- A. Engineer may hire Alder Environmental, LLC as a subconsultant for the Project, provided that this Agreement shall not be construed to create a contractual relationship of any kind between the Owner and Alder Environmental, or between any persons or entities other than the Owner and the Engineer. No other subconsultant shall be hired without prior approval of the Owner. The Engineer is solely responsible for any payment to Alder Environmental, or any other approved subconsultant, and the

estimated cost for the Project as set forth in paragraph 7.01 of this Agreement includes the anticipated costs for subconsultant work.

- B. Engineer shall complete its services two months after the last septic system monitoring event, unless an extension of time is authorized by the Owner, at its sole discretion.

2.01 *Payment Procedures*

- A. *Invoices*: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension. Payments will be credited first to interest and then to principal.

3.01 *Termination*

- A. The obligation to continue performance under this Agreement may be terminated:
 - 1. For cause,
 - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
 - b. By Engineer:
 - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's ethical responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Engineer's services for the Project are delayed for more than 90 days for reasons beyond Engineer's control.

Engineer shall have no liability to Owner on account of a termination by Engineer under Paragraph 3.01.A.1.b.

- c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period

provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.

- B. The terminating party under Paragraph 3.01.A may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.
- C. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any contractor, subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. The parties acknowledge that Engineer's scope of services does not include any services related to construction.

- C. This Agreement is to be governed by the laws of the state of Wyoming. The parties agree that venue for any legal action related to the terms and enforcement of this Agreement shall be exclusively in state court in Teton County, Wyoming.
- D. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner may make and retain copies of Documents solely for Owner's information and reference in connection with the specific subject matter of the Documents, subject to receipt by Engineer of full payment for all services relating to preparation of the Documents, and subject to the following limitations: (1) Owner acknowledges that such Documents are not intended or represented to be suitable for use by Owner unless completed by Engineer; (2) the Documents are instruments of study and report services only, and are not final design or construction documents, (3) no Document shall be altered, modified, or reused by Owner or any third party for any purpose except with Engineer's express written consent; (4) any use, reuse, alteration, or modification of the Documents, except as authorized in this Agreement or by Engineer's written consent, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and Consultants; and (5) nothing in this paragraph shall create any rights in third parties.
- E. Each party to this Agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- F. Engineer shall maintain insurance coverage for Workers' Compensation, General Liability, Professional Liability, and Automobile Liability and will provide certificates of insurance to Owner upon request. Engineer shall name Owner as an additional insured on its General Liability policy for the duration of the Project, and shall likewise name the property owner(s) upon whose land the Project is to be completed as additional insured parties. Nothing in this paragraph waives Owner's governmental immunity under Wyoming law.
- G. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste as defined by the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq., or radioactive materials), other than the biologically contaminated water (septic tank effluent and groundwater) that are being sampled as describe in Exhibit A. If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (1) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (2) warrants that the Site is in full compliance with applicable Laws and Regulations.
- H. In performing this Agreement, the Engineer agrees to comply with all applicable Wyoming, federal, and local laws, rules and regulations.
- I. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7.01 *Basis of Payment—Hourly Rates Plus Reimbursable Expenses*

- A. Using the procedures set forth in Paragraph 2.01, Owner shall pay Engineer as follows:
1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class for all services performed on the Project, plus reimbursable expenses and Engineer's subconsultants' charges, if any.
 2. Engineer's Standard Hourly Rates are attached as Appendix 1.
 3. The total compensation for Engineer's and Engineer's subconsultant services, and reimbursable expenses is estimated to be ~~\$157,465,209.558~~, as shown in the detailed estimate in Appendix 2. Any bills for services or reimbursable expenses in excess of ~~\$157,465,209.558~~ must be approved in advance, in writing, by Owner.

7.02 *Additional Services:* For additional services of Engineer's employees engaged directly on the Project, Owner shall pay Engineer an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees' times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's subconsultants' charges, if any. Engineer's standard hourly rates are attached as Appendix 1.

Attachments: Exhibit A, Scope of Services
Appendix 1, Engineer's Standard Hourly Rates
Appendix 2, Engineer's Estimate of Compensation

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

By: _____

Title: _____

Date Signed: _____

ENGINEER:

By: _____

Title: _____

Date Signed: _____

Engineer License or Firm's Certificate
Number: State of Wyoming ES-0028

Contact: Suzanne Lagerman, 733-2087
slagerman@nelsonengineering.net

Address for giving notices:

P.O. Box 1070

Jackson, WY 83001

Address for giving notices:

P.O. Box 1599

Jackson, WY 83001



This is **Appendix 1, Engineer's Standard Hourly Rates**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated

Engineer's Standard Hourly Rates

A. *Standard Hourly Rates:*

1. Standard Hourly Rates are set forth in this Appendix 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Paragraphs 7.01 and 7.02, and are subject to annual review and adjustment.

B. *Schedule of Hourly Rates:*

Hourly rates for services performed on or after the Effective Date are:

**NELSON ENGINEERING'S PREFERRED
STAFF CHARGE RATES AND REIMBURSABLE EXPENSES
EFFECTIVE JANUARY 2019**

<u>EMPLOYEE</u>	<u>TITLE</u>	<u>RATE</u>
Robert Norton	Senior Project Manager	\$165.00/hr.
Dave Dufault	Senior Project Manager	\$158.00/hr.
Phil Gyr	Senior Geotechnical Engineer	\$143.00/hr.
Matt Bowers	Project Manager	\$133.00/hr.
Ty Ross	Project Manager	\$133.00/hr.
Carla Hansen	Senior Structural Engineer	\$130.00/hr.
Josh Kilpatrick	Project Manager	\$116.00/hr.
Morgan Barry	Project Manager	\$99.00/hr.
Ansel Lee	Project Civil Engineer	\$94.00/hr.
Fritz Doster	Project Civil Engineer	\$94.00/hr.
Ryan Simmons	Project Engineer	\$92.00/hr.
Suzanne Lagerman	Project Engineer/Project Coordinator	\$102.00/hr.
Mike Campbell	Project Structural Engineer	\$83.00/hr.
Daniel Bates	Civil Engineer	\$95.00/hr.
Braden Olson	Civil Engineer	\$79.00/hr.
Elizabeth Wagner	Structural Engineer	\$70.00/hr.
Cameron Port	Structural Engineer	\$70.00/hr.
Susan Karichner	Senior Project Coordinator/CAD Technicia	\$108.00/hr.
Brian Green	Senior CAD Technician	\$104.00/hr.
Pete Test	Materials Testing Manager	\$107.00/hr.
Andy Pruett	Senior Geologist/Materials Technician	\$99.00/hr.
James Molloy	Geologist/Materials Technician	\$66.00/hr.
Luke Rudolph	Survey Manager	\$124.00/hr.
Jona King	Senior Survey Technician	\$99.00/hr.
Wes Van Duser	Survey Technician	\$76.00/hr.
Dillon Karichner	Survey Technician	\$75.00/hr.
Korey Rasure	Survey Technician	\$69.00/hr.
David Stephens	IT Administrator	\$115.00/hr.
Judy Anderson	Finance Administrator	\$106.00/hr.
Catherine Britt	Administrative Assistant	\$55.00/hr.
Kim Johnston	Office Manager	\$55.00/hr.

**NELSON ENGINEERING'S PREFERRED
STAFF CHARGE RATES AND REIMBURSABLE EXPENSES
EFFECTIVE JANUARY 2019**

<u>EQUIPMENT & VEHICLES</u>	<u>RATE</u>
Technical Software	\$10.00/hr.
GPS Equipment	\$50.00/hr.
Robotic Total Station	\$50.00/hr.
Vehicles	65¢/mile + \$4.00/hr. off road
 <u>TESTING</u>	
Nuclear Density Gauge	\$25.00/hr. or \$125.00/day
Concrete Cylinder Breaks	\$25.00 each
Water Analysis	At Cost plus 10%
Asbestos Lab Sampling	\$20.00/sample
 <u>COPIES/PRINTS</u>	
Black Print/Copies (Sizes up to 11x17)	\$0.20 to \$0.50/sheet
Color Prints/Copies (Sizes up to 11x17)	\$0.30 to \$1.00/sheet
Black Plots	\$0.50/square foot
Color Plots	\$2.00/square foot
Mylar Plats	\$25.00/sheet
 <u>OTHER</u>	
Meals/Lodging	At Cost
Supplies	At Cost Plus 10%
Shipping	At Cost Plus 10%
Subcontractor Services	At Cost Plus 10%

This is **EXHIBIT A**, consisting of 5 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated _____.

Engineer's Services

The Agreement is supplemented to include the following agreement of the parties.

Engineer shall provide Basic and Additional Services as set forth below.

PART 1 – BASIC SERVICES

A.1.01 -Initial Task – Kick Off Meeting

C. Engineer shall:

1. Meet with Owner to discuss sampling plan and properties to be contacted, if necessary.
2. Consult with Owner regarding the drafting of a formal written letter of request to owners of septic systems to be monitored.

A.1.02 Task [A] – Sampling Plan

A. Engineer shall:

1. Prepare a well array design and installation to successfully and accurately assess impacts to groundwater while being cost effective and minimally invasive and damaging to landowners' properties and leach field. Well array will include one upgradient well, one well within the leach field and five downgradient monitoring wells. Additionally, two lysimeters would be installed directly below the adsorption field at a depth of 1± and 3± feet below the bottom of the adsorption field.
2. Develop a procedure to quantify the amount of wastewater that is applied to the adsorption field on a monthly basis. The method used will depend on the septic tank/ adsorption field configuration but each method should allow determination of monthly flows and if possible max day and min day flows.
3. Monitoring wells will be 1.5" to 2" PVC with perforations approximately 2 feet below and 2 feet above the average groundwater level.
4. Ground water samples would be collected from the monitoring wells at the top 6" of the groundwater using a low-flow peristaltic pump.
5. Sample collection and quality control/quality assurance methods shall be accurate and consistent for each site, throughout the monthly sampling regime, for at least

one year. Sample data sheet templates, sampling parameters tested, labs used, sampling equipment, blank and duplicate samples, and holding times will be detailed in the sampling plan presented to the Owner.

6. Prior to implementation of well installation or monitoring, a detailed sampling and analysis plan covering all the items above shall be prepared and submitted to the Owner for review, concurrence and approval.

B. Engineer's services under the "Task [A] – Sampling Plan" will be considered complete on the date when Engineer has received approval of the sampling plan from the Owner.

A.1.03 Task [B] – Leachfield Sampling Location Identification

A. Engineer shall:

1. With input from TCD and Protect our Water Jackson Hole, identify the septic systems for monitoring and obtain written permissions for installation of monitoring wells and sampling at least once a month for one year. Leachfield sampling locations will include the following considerations:
 - a. Location and size of the property: It will be necessary to install down gradient wells approximately 50 feet from the adsorption field without being on neighboring property.
 - b. Soils and surface geology, depth to groundwater, groundwater gradient, and water bodies that may affect groundwater gradient.
 - c. Records of design and construction of the septic tank and adsorption field. We will rely on the records available in the Teton County Planning and Building Office.
 - d. Maintenance records. Frequency and date of last septic tank pumping.
 - e. Location and size of distribution boxes for gravity systems and pump system for pressure systems.
 - f. Landscaping impediments to installing and sampling monitoring wells.
 - g. Homeowner use and size of household. Seasonal or full-time residents.
 - h. Ability to install flow monitoring equipment.
2. Based on the above criteria, identify at eight leachfields for consideration, four being raised (pressure distribution) leachfields and four being traditional (gravity distribution) adsorption fields.
3. Meet with the Owner to review these eight locations and pick four in total, two being raised and two being traditional adsorption fields, basing prioritization upon the criteria above and the potential willingness of the property owner to participate in the monitoring program.
4. Collaborate with Owner to prepare a standard permission/indemnification form that will be presented to the property owners of the selected sites.

5. Once the final leachfields are identified, collaborate with Owner to contact the property owners to assure their willingness to participate and procure written indemnification and sampling permissions.
6. Prior to the installation of any monitoring wells or equipment, collaborate with Owners to obtain signed permissions/indemnification forms; and ensure that the original signed copy is provided to Owner.

B. Engineer's services under the "Task [B] – Leachfield Sampling Location Identification" Phase will be considered complete on the date when Engineer has delivered to Owner the property owner signed permission/indemnification forms.

A.1.04 *Task [C] – Well Installation*

A. Engineer Shall:

1. Install monitoring wells at the locations identified in Task A in an array that takes into account the sites localized groundwater gradient.
2. The monitoring wells shall be at a depth where groundwater sampling can occur through the full range of seasonal groundwater depths. Typically, the seasonal groundwater elevation on the west bank of the Snake River vary 2-3 feet; however, there are locations where the variation is 6-7 feet. The perforations in the monitoring wells shall be placed to accommodate the anticipated groundwater fluctuations at the specific site.
3. Install water meters, pump run time meters or continuous water level measurements in the septic tank effluent pipe, the distribution box, or the pump chamber. The purpose is to quantify the amount of wastewater that is applied to the adsorption field on a monthly basis between sampling.
4. Prepare a map of each site using aerial photography and surveyed data. The map shall show the home, septic tank, adsorption field, monitoring well location and elevation, groundwater gradient, and provide record soil logs and percolation tests.
5. At the completion of the monitoring and sampling remove all equipment and cut and cap the monitoring wells at the ground surface.

B. Engineer's services under the "Task [C] – Well Installation" Phase will be considered complete on the date when Engineer has removed all equipment and cut and capped the monitoring wells at the ground surface.

~~B.~~

A.1.05 *Task [D] – Well Sampling*

A. Engineer Shall:

1. Sample septic tank effluent and each well and lysimeter at all sampling locations at least ~~6-12~~ times, at intervals to be determined by Owner, but not more frequently than monthly, for a period of 12 months. Sampling will follow those methods approved in the project sampling and analysis plan. Parameters sampled and data logged will include:
 - a. Location and well number,
 - b. Field parameters (specific conductivity, pH, temperature, dissolved oxygen),
 - c. Laboratory analysis (nitrate, ammonia, phosphorous, chloride),
 - d. Pathogens (E. coli),
 - e. Groundwater depth,
 - f. Purge rate and time,
 - g. Current and recent weather conditions, and
 - h. Wastewater flow to the adsorption field since the last sampling
2. Samples will be packaged in coolers with ice and shipped overnight to a certified laboratory for analysis.
3. Field sheets and lab results will be submitted to TCD after each round of sampling, in the case that results show a need for methodology adjustment to meet the project's intended outcomes.

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- B. Engineer's services under the "Task [D] – Well Sampling" Phase will be considered complete on the date when Engineer has completed the sampling and monitoring.

A.1.06 *Task [E] – Reporting*

A. Engineer Shall:

1. Submit a final report with the final elements:
 - a. GPS locations and elevations of each monitoring well and a map showing well locations at each leachfield site,
 - b. Monitoring well completion logs,
 - c. All field data sheets,
 - d. All lab reports,
 - e. A summary of primary findings,
 - f. A comparison of empirical data to published studies, and
 - g. Recommendations for leachfield designs based on this study's findings and other published reports.

2. Submit a draft final report for Owner and other interested parties to review and comment.
 3. Incorporate the comments and present the final report.
- B. Engineer's services under the "Task [E] – Reporting" Phase will be considered complete on the date when Engineer submitted the final report.

PART 2 – ADDITIONAL SERVICES

- A. If authorized in writing by Owner, Engineer shall provide Additional Services of the types listed below. These services are not included as part of Basic Services and will be paid for by Owner based on Time and Materials according to the rate schedule provided in Appendix 1.
1. Services to take additional samples, in addition to the ~~6-12~~ samples described in A1.05 -*Task (D) Well sampling*. If requested by the Owner prior to May 1, 2020 the cost will be \$8682 per sample for the septic tank effluent and each well and lysimeter at the four septic system locations selected.
 2. Services to make measured drawings of existing conditions or facilities, to conduct tests or investigations of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner or others.
 3. Services resulting from significant changes in the scope, extent, or character of the portions of the Project or the Project's requirements, including, but not limited to, changes in size, complexity, Owner's schedule, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date or are due to any other causes beyond Engineer's control.
 4. Services required as a result of Owner's providing incomplete or incorrect Project information to Engineer.
 5. Providing renderings or models for Owner's use, including services in support of building information modeling or civil integrated management.
 6. Furnishing services of Consultants for other than Basic Services.
 7. Conducting surveys, investigations, and field measurements to verify the accuracy of Record Drawing content obtained from Special Districts, Engineering Firms contracted by Special Districts, and other sources.

8. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration, lien or bond claim, or other legal or administrative proceeding involving the Project.
9. Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.

Phoebe Coburn, Communications Specialist

Action Items:

Operations Area: Communications

- **Illustrated Whiteboard Video:** Cal Brackin, founder of On Board Innovations, and I developed a Scope of Work (see Supplemental Materials) to produce a 2-3 minute informational video about TCD. The main goals of the video are to: 1) Describe what a special district/conservation district is and weave in a brief history of TCD, 2) Educate people on what TCD does for the community and environment, and 3) Educate people that TCD board candidates and funding is on general election ballots. The cost of the project is \$3,000. Additional work beyond the Scope of Work is billed at \$75/hour (ex. the client, TCD, requests edits beyond the provisioned feedback round). I don't anticipate this as I believe the opportunities for feedback to be ample. Morgan has agreed to be involved with this project and will be providing the voiceover narration. At this time, we believe that the TCD mic will be adequate. However, if we find that it is not, we may consider renting the KHOL studio at the rate of \$80/hour. So therefore, the suggested motion proposes that a not-to-exceed amount of \$4,000 be allocated to this project for possible studio rental or unanticipated additional work. If you would like to look at Cal's work for other organizations, go to: www.onboardinnovations.com/videos.html

Recommended Motion: *Move to authorize the Board Chair to sign the Scope of Work between Teton Conservation District and On Board Innovations and allocate a total amount (not to exceed) of \$4,000 from the FY21 budget to the project, with \$2,000.00 from Communications: Education & Outreach Efforts line item and \$2,000.00 from the Communications: Advertising line item.*

Information Items:

Operations Area: Communications

- **Morgan's Nature Notebook (MNN):** We produced a MNN episode on Winter Tracking. This episode saw an uptick in comments and attention, and a number of people have said it's their favorite episode yet. The editor of Green Matters reached out to me earlier this winter and asked if TCD would like to contribute content for the February 2021 electronic edition of Green Matters. As a result of that request for content, this episode of MNN will be included in the upcoming edition of Green Matters. In the meantime, you can find the episode at www.tetonconservation.org/fieldnotes
- **Conservation Currents:** I would normally plan to release our winter newsletter in December but have purposely delayed it in order to highlight two projects that aren't quite finalized: 1) Drinking Water Quality Mapping Project, and 2) Denizens of the Steep, the backcountry skiing and bighorn sheep conservation film that was funded by a PIC grant in 2020. In the meantime, here are some newsletter statistics:
 - 123 people/organizations are currently subscribed to Conservation Currents.
 - We have released 7 editions of Conservation Currents since I started at TCD in October 2018. The upcoming Winter 2020-2021 edition will be number 8.

- On average, 58.34% of subscribers open our newsletter. (The national average open rate for government entities is 28.77% and nonprofits is 25.17%).
- Our average click rate is 11%. Click rate is the percentage of people that click on at least one item within the newsletter. (The national average click rate for government entities is 3.99% and nonprofits is 2.79%).
- Most of our newsletter subscribers are ages 45+, indicating there is not a lot overlap between our newsletter and Instagram/Facebook audiences, which mostly fall in the 25-45 age range.

So, while we do not have a particularly large newsletter mailing list, those that are subscribed, are generally engaged readers. I suspect that if I could compare our newsletter statistics to other local entities, I would find that they also have above average newsletter engagement because our community is, anecdotally, above average (sort of like Lake Wobegon). **I have found the best strategy for increasing engaged newsletter subscribers is through personal asks. If any board or associate board member wants to send a personal newsletter subscription invitation to friends or colleagues, let me know and I am happy to provide you with a draft email invitation.**

- **Meeting Minutes:** At the December 2020 Board Meeting, I proposed adding a Funding Summary table (included at the end of the December 2020 meeting minutes included in this board packet). Thank you to Tom for doing the heavy lifting on this pilot. We found that creating this table is more complex and time consuming than originally thought. After conversations with Tom and Roby, I propose we do not pursue this idea further.

Operations Area: Grants

- **Partners in Conservation (PIC) Grants:** 1) PIC season is upon us. **Would board members prefer Thursday February 11, 2021 or Friday, February 12, 2021 for the PIC presentation day?** Like recent board meetings, this will be organized via Zoom, with an in-person option for board members at the TCD office. No board discussion will occur, so therefore no advertising or minutes are required for the presentation day. 2) Over the past month I have been promoting the January 29, 2021 PIC grant application deadline through multiple channels.
- **Final Grant Reports/Extension Requests:** 1) As the February 1, 2021 Final Grant Report deadline approaches for many grantees, Final Grant reports have begun to arrive. I've been working with Tom and Program Staff to review Final Reports and issue Grant Closure letters. We also received a number of Extension Requests. 2) Samuel Singer of Wyoming Stargazing submitted a Final Grant Report for the cost of developing the Next Generation Science Partners website: www.nextgensciencepartners.org.

Program Area: Wildlife

- **Wildlife Feeding Group:** Morgan, Tom, and I met with staff from a number of nonprofits and agencies working to develop an outreach/education strategy to discourage wildlife feeding. As a result of the meeting, a subcommittee of communications staff from Wyoming Game & Fish Department, Teton County, and Jackson Hole Conservation Alliance, and myself will continue to meet and develop a more specific outreach plan.

Program Area: Water

- **Teton County, Wyoming Drinking Water Quality Mapping Project:** I provided editing and formatting assistance on the Drinking Water Quality Mapping Project.



ON BOARD INNOVATIONS

Proposal & Scope of Work Teton Conservation District Prepared by On Board Innovations, LLC

Client and Project Description

The following proposal and scope of work is based on conversations and meetings with Phoebe Coburn of the Teton Conservation District (“Client”) in which the Communications Operations Area has expressed interest in the production of a whiteboard video. This document outlines the steps On Board Innovations (“Consultant”) will take in producing this whiteboard video.

Product Description

The Teton Conservation District (Client) works with the citizens of the District for the conservation of natural resources for the health and benefit of people and the environment. This whiteboard video aims to tell the story of what a Special District/Conservation District is and brief history of the Teton Conservation District. It will also describe what the Teton Conservation District does for the community and the environment. An additional aim is to educate people that the Teton Conservation District and their funding is on election ballots.

Goals

- 1) Describe what is a Special District/Conservation District and weave in a brief history of the TCD.
- 2) Educate people on what the Teton Conservation District does for the community and environment.
- 3) Educate people that the Teton Conservation District and their funding is on election ballots.

Target Audience

- 1) Public in Teton and Park Counties (represented/taxed in TCD region)
- 2) Individuals engaging in work with TCD
- 3) Voters and constituents

Deliverables

Whiteboard Video Assets (formatted for web use)
One (1) 2 minutes – 3 minute whiteboard video

Final assets will be delivered via email with the following attributes:

- a) Aspect Ratio: (Standard) 16X9 & (Square) 1x1
- b) 30 FPS
- c) 1920X1080p (this is a landscape format) & 1080x1080 (this is a square format)
- c) Video Format: NTSC
- d) Compression: H.264 Advanced Video Coding

Project Timeline

Project Launch..... January 20, 2021
Storyboard script drafting January 20 – February 5, 2021
Storyboard script finalized February 12, 2021
Visual storyboard draft March 5, 2021
Rough Cut Delivered to Client..... March 26, 2021
Revisions Submitted to On Board Innovations..... April 2, 2021
Final Video Assets Delivered to Client..... April 30, 2021

Overview of Costs

Production of Assets..... \$3000

Total for Services..... \$3000

Payment Schedule.....\$1500 at start of project and \$1500 at completion of the project

Client Input

The Client will receive a single, one-hour meeting with the Consultant to discuss deliverables. Open and frequent communication is beneficial through the development of the first draft. After receiving and reviewing the first draft, the Client will provide one provisional round of verbal and written edits whereupon the Consultant will complete all edits and submit the final product/s. After the provisional edits are complete and the final product/s are submitted, additional production, edits, design, rendering or formatting will be billed at a rate of \$75/hr. The Client will be reminded of this billing rate at the submission of the final.

Scripting

As the Client is expert of the subject matter or story, they will lead in creating the script with assistance from OBI. The Client, with support from OBI, will craft a script that falls within the negotiated time of the project. For example, if the project outlines a 2-minute video, but the scripted voiceover lasts more than 2-minutes, the script will need to be reduced or the price for the project will be renegotiated.

Additional Work

Any work that falls outside of the above scope will be billed at \$75/hour. This includes, but is not limited to, additional edits outside of the provisioned feedback round, additional unplanned meetings, additional media formatting or handling, organizational work related to unclear client directives, or any work outside of the normal and reasonable work required to produce a video of this scope. Additional aspect ratio requests beyond 16x9 (ie 1x1) will be treated as an additional product and negotiated upfront or billed at \$75/hour.

All associated production costs outside of the labor and equipment provided by On Board Innovations, including but not limited to media licenses, special equipment, etc... will be passed through with approval to the Client.

Ownership

Client will retain all rights and ownership of the final deliverable media as it is delivered. On Board Innovations is not required to keep raw files three (3) months after the date of completion of the project.

Signed:



Signed:

Date: 01/07/ 2021

**Cal Brackin - On Board Innovations, LLC
597 Fourmile Canyon Dr
Boulder, CO 80302
307.413.1726
Onboardinnovations.com**

Date: _____ / _____ / 2020

**Name
Title**

Tom Segerstrom, Executive Director

Information Items:

Operations Area: Administration

- **Wyoming Natural Resource Foundation (WNRF) Donation:** As directed at the December 16, 2020 regular public meeting, \$2,340 was donated to the WNRF from TCD's travel budget savings because the Wyoming Association of Conservation District annual meeting was held remotely due to the COVID 19 pandemic.

Operations Area: Grants

- **Memorandum of Agreement Organizations:** Organizations receiving grants as approved budget line-items in FY 2022 will begin meeting with TCD staff during January and February in preparation an initial draft of TCD's FY 2022 budget. Two other organizations with perennial requests for TCD funding, Slow Food in the Tetons and Full Circle Education, are discussing entering into MOA agreements with Staff in the weeks ahead.

Program Area: Water

- **Flat Creek Watershed Improvement District (FCWID):** Board discussions focused on the conclusion that 4-5 new, automated thaw wells in select locations as the best flood mitigation in the long term. This would require, grants and/or 20-year loans. Access easements would also be required. It was agreed that equipment in the creek was most undesirable. The FCWID now manages the wells and flood control not the Town of Jackson, although the Town is a significant, tax paying member of the FCWID. Kelly Lockhart is requesting that the FCWID run Thaw Well # 3 below High School Road onto his property, which is not within the FCWID. Discussion revolved around the costs and benefits within and outside of the district members. In response to the Lockhart Ranch request, the board approved a well operation policy to be incorporated into the FCWID Winter Flooding Mitigation Plan that is reviewed annually. Johnny Ziem as a FCWID board member will ask if Kelly would give him a tour of the Creek on the Lockhart Ranch. An Investment Policy for the FCWID was approved. I announced the Special District board member certification training occurring on February 24 and 25, 2021. This winter, FCWID has put equipment into the Creek to remove ice dams on December 1st, 2nd, 8th, 14th, 16th, 2020 and January 4, 2021.

Program Area: Planning and Development

- **Natural Resource Protection Land Development Regulations Update:** The following summary was provided to the Board of County Commissioners on December 21, 2020. "A draft of the Natural Resource Protection Regulations was presented for public review on September 28, 2018. Draft regulations were the product of five months of public outreach, and a significant amount of work was completed by the Natural Resources Stakeholder Group and County staff. Efforts to direct and understand the spatial/resource relationships affecting the LDR regulatory framework will build upon the Focal Species Habitat Map Model results. Future action will capitalize on the previous community process. Work on this task was

paused until the Long-Range Principal Planner position was filled to ensure consistent progress and successful completion of this project. Since Long-Range Principal Planner Ryan Hostetter joined the Planning Division in November 2020, this project is now back in progress. Staff anticipates bringing a status report to the BCC in late December 2020 which will outline staff's recommendation on how this project can move forward."

- **Town and County Environmental Staffing:** A Joint Information Meeting for the Town and County was held on January 11, 2021. The elected officials were presented 6 alternatives for addressing the lack of personnel, funding and/or monitoring of Comprehensive Plan Common Value # (Environmental Stewardship) by the Planning Department heads. TCD's letter of support for environmental staffing dated January 21, 2020 (one year ago) was resubmitted to the elected officials. Other public comment was largely in support. I perceived that due to the complexity of the topic of the environment and the potential role environmental staff might play, the officials moved to discuss the topic further during their upcoming retreat.