



**Teton  
Conservation  
District  
Est. 1946**

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**Teton Conservation District (TCD) March 2021 Board Meeting  
March 17, 2021 at 1:00 p.m. | Location: Zoom Video Conference**

*The TCD Board Meeting will be preceded by the quarterly TCD-FCWID Meeting from 12:00-1:00 p.m. A TCD board quorum is required. Lunch will be served in the Boardroom. Masks are required. The same Zoom invitation below will be used for both meetings.*

**Zoom Video Conference Invitation**

**If joining the meeting by computer or tablet, go to:** <https://us02web.zoom.us/j/84760217188>

**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:** 847 6021 7188

**TCD 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), Mary Moore (Bridger-Teton National Forest), Adam Clark (Natural Resource Conservation Service), Leslie Steen (Trout Unlimited)

**TCD Meeting Agenda**

**Minutes and Treasurer's Reports** 10 minutes

**Agency Reports, Guests, and Public Comment** 40 minutes

Luther Propst (Teton County Board of County Commissioners)

Mary Moore (Bridger-Teton National Forest)

Adam Clark (Natural Resource Conservation Service) – Local Working Group Meeting

Leslie Steen (Trout Unlimited)

**Board Reports** 10 minutes

**Staff Reports and Staff Action Items** 60 minutes

Memorandum of Agreement (MOA) Partner Unused Funds

Slow Food Tetons May Park Fence Grant Application

Snake River Associates Fish Creek Rd. Perimeter Fence Grant Application

Wyoming Department of Agriculture Intent to Use Lab Funds Statement

Partners in Conservation (PIC) & Line Item Request (LIR) Grant Guidelines Memo

**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.)*





TCD & FCWID JOINT QUARTERLY BOARD MEETING  
Wednesday, March 17, 2021 @ 12 p.m.

**Agenda**

**Meeting Members:**

**TCD BOARD OF SUPERVISORS:** Steve McDonald (*Chair*), Dave Adams (*Vice-Chair and Treasurer*), Roby Hurley (*Secretary*), Nate Fuller (*Supervisor*) and Bob Lucas (*Supervisor*); Associate board members: Elizabeth Barczynski, Sarah Hegg, Bob Weiss, Tom Breen.

**FCWID BOARD OF DIRECTORS AND STAFF:** Sandy Buckstaff (*Chair*), Derek Ellis (*Secretary*), Bill Wotkyns (*Director*), and Johnny Ziem (*Director*). Staff: Deb Barracato (*Administrative Manager*).

**TCD STAFF:** Tom Segerstrom (*Executive Director*), Emily Hagedorn-Wegher (*Administrative Manager*), Phoebe Coburn (*Communications Specialist*), and Carlin Girard (*Water Resources Specialist*).

**Agenda**

- I. **Call to order.**
- II. **Joint Minutes.**
  - A. Approval of December 16, 2020 TCD & FCWID Joint Quarterly Board Meeting Minutes – *FCWID Derek Ellis.*
- III. **Introductions and Comments from the Public.**
- IV. **Board Reports.**
  - A. **FCWID Treasurer’s Report – FCWID Chairman, Sandy Buckstaff.**
  - B. **FCWID Secretary’s Report – FCWID Secretary, Derek Ellis.**
  - C. **FCWID Quarterly Progress Report – FCWID Chairman, Sandy Buckstaff.**
- V. **Staff Reports.**
- VI. **New Business/Discussion Items.**
- VII. **Old Business.**
- VIII. **Executive Session.**
- IX. **Adjournment.**

TCD & FCWID JOINT QUARTERLY BOARD MEETING  
Wednesday, December 16, 2020 @ 12 p.m.

**Minutes**

**Meeting Members:**

**TCD BOARD OF SUPERVISORS:** Steve McDonald (*Chair*), Dave Adams (*Vice-Chair and Treasurer*), Roby Hurley (*Secretary*), Nate Fuller (*Supervisor*), and Bob Lucas (*Supervisor*) (joined at 12:29 p.m.).

**FCWID BOARD OF DIRECTORS AND STAFF:** Sandy Buckstaff (*Chair*), Nannette Beckley (*Treasurer*), Derek Ellis (*Secretary*). Staff: Deb Barracato (*Administrative Manager*).

**TCD STAFF:** Tom Segerstrom (*Executive Director*), Emily Hagedorn-Wegher (*Administrative Manager*), and Carlin Girard (*Water Resources Specialist*).

- I. **Call to order.** 12:01 by Sandy Buckstaff, FCWID chairman. Meeting conducted via Zoom.
- II. **Joint Minutes.**
  - A. Approval of September 23, 2020 TCD & FCWID Joint Quarterly Board Meeting Minutes – *FCWID Secretary Derek Ellis*.  
**Motion to approve the September 23, 2020 TCD & FCWID Joint Quarterly Board Meeting Minutes.**  
**MOTION BY:** Dave Adams.  
**SECONDED:** Roby Hurley.  
**DISCUSSION:** Minutes approved by FCWID board in previous meeting. Requires approval only by TCD Board of Supervisors. Roby Hurley later noted errors in attendance record following original approval of minutes. Board agreed to make a new motion to accept the minutes after crossing out the names of those who were not in attendance: Nate Fuller (*Supervisor*), and associate board members Sarah Hegg, Bob Weiss, and Tom Breen. Steve McDonald initialed on hard copy.  
**AMENDED MOTION:** Motion to amend minutes to reflect corrections to who attended.  
**RESULT:** Amended motion carries 4/0.
- III. **Introductions and Comments from the Public.**
  - Cyrus Dowlatshahi joined at 12:25 p.m.
- IV. **Board Reports.**
  - A. **FCWID Treasurer's Report – FCWID Treasurer, Nannette Beckley.**
    - Completed transition to QBs online; hired Domenique May to handle the monthly bookkeeping. She assisted with creating a better budgeting system showing income/expense breakdowns by specific projects.
    - Operating account balance as of November 30, 2020: \$39,099.44.
    - Reserve account balance as of November 30, 2020: \$78,108.00.

Tom Segerstrom: Funds granted from TCD in FY20 that are remaining for creek access project will be carried over to include with the \$6,000 allocated for FY21. The Wort Diversion project money not spent in FY20 will need to be

refunded; board understands that FCWID will not claim FY21 budgeted funds of \$6,000 for the Wort Diversion project. **ACTION ITEM:** Sandy Buckstaff will communicate the changes in writing.

**B. FCWID Secretary's Report – FCWID Secretary, Derek Ellis.**

- Annual requirements checklist for 2020: It's completed; it doesn't require vote or approval but does require signoff by TCD board and staff and WID chairman.
- Joint calendar for 2021: Updated with change to monthly WID meeting to first Thursday of the month; however, that may create conflicts with bill paying in months where the first Thursday lands in the first couple of days. FCWID board will revisit schedule at January meeting.

Tom Segerstrom: Approved minutes and checklist signed by TCD Board of Supervisors Chairman Steve McDonald; need Emily Hagedorn-Wegher's signature on the checklist. TCD will send completed documents to Derek Ellis, FCWID board secretary, and Deb Barracato, FCWID administrative manager.

Derek Ellis questioned validity of electronic signatures. Tom Segerstrom clarified that we must keep a hard copy of vouchers with two original signatures. Electronic OK for minutes, checklist but still need a hardcopy in the records.

**C. FCWID Quarterly Progress Report – FCWID Chairman, Sandy Buckstaff.**

- New officers selected at December meeting: Sandy Buckstaff, Chairman; Nannette Beckley, Treasurer; Derek Ellis, Secretary.

Project reports:

- Wort Diversion on hold and may never come to fruition. At this point the irrigator is not interested in moving forward.
- On November 21 removed two rock weirs upstream of Garaman Park.
- 570 Dogwood drive, on Wednesday, December 2, we relocated seven rocks to allow for easier access to the creek. Project carried out with cooperation of property owner. It's one step along the way of securing a permanent easement. Nothing required a permit. The rocks belonged to the homeowner, Kaz Hashimoto. Put four excavators into the creek on December 8, one at Hashimoto's, and the removed rocks made it easier.
- At 480 Stacy Lane, at Franz Camenzind's property, we will go forward with looking at removal of construction spoils on south side of creek. We may need permits from Army Corps and TOJ. As to the nature of the spoils, all parties would recognize the fact that they're not natural or native, and it's appropriate to remove them.
- Thaw Well #2 – the one stretch of creek today that's not an issue because it's flowing freely within the banks and open water. Both upstream and downstream of Thaw Well #2, had to go into the creek today to remove ice dams.

In response to a query by Nate Fuller, Sandy Buckstaff clarified the location of Thaw Well #2 as being at the downstream end of Garaman Park where the pedestrian bridge goes across (where Crabtree meets Powderhorn).

Mitigation updates:

- Tuesday, December 8 – Four pieces of equipment went into the creek at different locations: two up by Hashimoto and Klyn properties, one in the reach between Garaman Park and the bridge upstream of there, and one from that bridge up to the new post office.

- Monday, December 14 – Removed ice at 810 West and Willow Creek.
- Wednesday, December 16 – Two pieces of equipment went into the creek at Gregory Lane: one below the pedestrian bridge just above High School Road and one just above there.
- Creek came out of banks and went down Berger Lane; went in with equipment to remove the ice. A thaw well installed there could help us in dealing with the icing problem. It's part of the Gregory Lane SPET-funded project that will come forward in the next couple of years. Trying to push forward and get it built before SPET-funding queue runs its course. Gregory Lane project is at end of queue; researching possibility of finding funding for a thaw well upstream of the Creekside Condominiums project. Thaw wells 1, 2, 3 were all funded using grants from the state; could maybe cobble together grant funds, town funds, district funds to get thaw well in there sooner rather than later. We have clear evidence of the effectiveness of thaw wells.

In response to questions from Tom Segerstrom and Nannette Beckley regarding operation of the thaw well, Sandy Buckstaff explained that a piece of equipment facilitating the remote operation of Thaw Well #2 failed, ironically but purely coincidentally one day after the warranty expired. It is online again and triggered when the temperature drops below 20 degrees for a period of time. It goes on for four hours, then goes off. If the temperature stays below 20 degrees, it will come on again. It was running yesterday but not today. Over the past five years, with the guidance of our consultants, we realized we don't have to put a thaw well into the creek and leave it on indefinitely. It's effective with operating periods of just four hours.

Nate Fuller asked if the laundromat was still located on the corner at Smith's and suggested there might be a way to pump the dryer exhaust into the creek. The location is just a few hundred yards from creek, so it would make sense to investigate the waste energy and the potential to use it as heat. Conductive lines could run along the road without needing to dig, and it's within the public right of way.

- **Water vs Watershed Improvement District:** Our legal name is Flat Creek Water Improvement District, but we're in fact a Watershed Improvement District. It's potentially confusing for the public. It would take some effort to change the name but it's not insurmountable. The FCWID board would like guidance from the TCD board.

Tom Segerstrom clarified that if FCWID were actually a water district, TCD would have nothing to do with it. A Watershed Improvement District falls under parental oversight of TCD. Emily Hagedorn-Wegher clarified that they're only authorized to sponsor a Watershed Improvement District. The use of "Water" instead of "Watershed" was intended to highlight the limited boundaries, but the WID is only responsible within the legally drawn borders. Carlin Gerard clarified that as a Watershed Improvement District, there's a specific set of rules and regulations that apply, different from those governing a Water Improvement District. He recommends the FCWID board take the effort to change the name and eliminate the potential for confusion. Sandy Buckstaff concluded it would be worth the effort to have the FCWID name align with its purpose.

- V. Staff Reports.** N/A.
- VI. New Business/Discussion Items.** N/A.
- VII. Old Business.** N/A.
- VIII. Executive Session.** N/A.
- IX. Adjournment.** Motion to adjourn by Dave Adams at 12:49 p.m. Seconded by Roby Hurley.

Respectfully submitted:



Flat Creek Water Improvement District Administrative Manager

The Minutes have been approved:

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TCD Board Chair

Date

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FCWID Board Chair

Date

# TREASURER'S REPORT

## Flat Creek WID

## Operating Account, Period Ending 02/28/2021

## RECONCILIATION REPORT

Reconciled on: 03/08/2021

Reconciled by: assetsservicing@gmail.com null

Any changes made to transactions after this date aren't included in this report.

## Summary

USD

Statement beginning balance.....	26,433.26
Checks and payments cleared (6).....	-3,049.27
Deposits and other credits cleared (1).....	1,943.49
Statement ending balance.....	<u>25,327.48</u>
Uncleared transactions as of 02/28/2021.....	-7,569.25
Register balance as of 02/28/2021.....	17,758.23

## Details

## Checks and payments cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/11/2021	Check	2317	Mountain X, LLC	-1,553.50
02/11/2021	Check	2318	Teton Media Works Inc.	-304.80
02/11/2021	Check	2314	Alder Environmental	-816.25
02/17/2021	Expense	AWT	MasterCard	-354.82
02/24/2021	Expense	AWT	First Interstate Bank	-9.95
02/26/2021	Expense	AWT	First Interstate Bank	-9.95
<b>Total</b>				<b>-3,049.27</b>

## Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/08/2021	Deposit			1,943.49
<b>Total</b>				<b>1,943.49</b>

## Additional Information

## Uncleared checks and payments as of 02/28/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/11/2021	Check	2313	Teton Conservation District	-1,713.00
02/11/2021	Check	2320	Yellow Iron Excavating	-2,596.25
02/11/2021	Check	2316	Debra Barracato	-1,000.00
02/11/2021	Check	2315	Control System Technology	-1,810.00
02/11/2021	Check	2319	Asset Servicing Company Inc.	-450.00
<b>Total</b>				<b>-7,569.25</b>

## Flat Creek WID

Reserve Account, Period Ending 02/28/2021

## RECONCILIATION REPORT

Reconciled on: 03/08/2021

Reconciled by: assetsservicing@gmail.com null

Any changes made to transactions after this date aren't included in this report.

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**Summary**

USD

Statement beginning balance.....	78,108.00
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>78,108.00</u>
Register balance as of 02/28/2021.....	78,108.00



**Flat Creek WID**  
**Balance Sheet**  
As of February 28, 2021

	Feb 28, 2021	Jan 31, 2021	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
<b>Operating Account</b>	17,758.23	26,433.26	(8,675.03)
<b>Reserve Account</b>	78,108.00	78,108.00	-
<b>Total Bank Accounts</b>	<b>\$ 95,866.23</b>	<b>\$ 104,541.26</b>	<b>\$ (8,675.03)</b>
<b>Total Current Assets</b>	<b>\$ 95,866.23</b>	<b>\$ 104,541.26</b>	<b>\$ (8,675.03)</b>
<b>TOTAL ASSETS</b>	<b>\$ 95,866.23</b>	<b>\$ 104,541.26</b>	<b>\$ (8,675.03)</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Equity</b>			
<b>*Retained Earnings</b>	90,573.15	90,573.15	-
<b>Net Income</b>	5,293.08	13,968.11	(8,675.03)
<b>Total Equity</b>	<b>\$ 95,866.23</b>	<b>\$ 104,541.26</b>	<b>\$ (8,675.03)</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 95,866.23</b>	<b>\$ 104,541.26</b>	<b>\$ (8,675.03)</b>

Monday, Mar 08, 2021 - Cash Basis

**Flat Creek WID**  
**Profit & Loss/FYTD Actual Vs. Budget Comparison**  
**FY 2020-2021**

	Actual February	Actual July - February	Budget July - June	Comparison Difference F/(U)
<b>Income</b>				
Emergency Flood Mitgation Funds - TOJ	-	-	15,000.00	(15,000.00)
Member Tax Assessment	1,943.49	41,819.64	42,960.00	(1,140.36)
Project Grants & Pass Thru	-	-	10,000.00	(10,000.00)
Project Grants & Pass Thru - Wintertime Monitoring	(1,713.00)	(1,713.00)	9,000.00	(10,713.00)
Unrestricted Income	-	12,000.00	12,000.00	-
<b>Total Income</b>	<b>\$ 230.49</b>	<b>\$ 52,106.64</b>	<b>\$ 88,960.00</b>	<b>(36,853.36)</b>
<b>Gross Profit</b>	<b>\$ 230.49</b>	<b>\$ 52,106.64</b>	<b>\$ 88,960.00</b>	<b>(36,853.36)</b>
<b>Expenses</b>				
<b>Administration</b>				
Accounting	590.00	2,903.75	4,100.00	1,196.25
Advertising	304.80	751.20	2,750.00	1,998.80
Bank Fee	19.90	52.75	-	(52.75)
Contract Labor	1,000.00	8,150.00	15,000.00	6,850.00
Legal	-	-	5,000.00	5,000.00
Liability Insurance & Bonds	100.00	380.00	4,650.00	4,270.00
Miscellaneous	-	-	-	-
Office Supplies	114.82	519.73	500.00	(19.73)
<b>Total Administration</b>	<b>\$ 2,129.52</b>	<b>\$ 12,757.43</b>	<b>\$ 32,000.00</b>	<b>19,242.57</b>
<b>Operations</b>				
Consultant/Contractor Fees	-	-	6,000.00	6,000.00
Emergency Flood Mitigation - TOJ	-	-	-	-
Emergency Flood Response	4,149.75	7,553.50	-	(7,553.50)
Emergency Reserve	-	-	78,110.00	78,110.00
Media/Outreach	-	60.00	500.00	440.00
Signage	-	-	2,500.00	2,500.00
Thaw Well Power	-	4,295.06	1,000.00	(3,295.06)
<b>Total Operations</b>	<b>\$ 4,149.75</b>	<b>\$ 11,908.56</b>	<b>\$ 88,110.00</b>	<b>76,201.44</b>
<b>Projects</b>				
Flood Control/Mitigation	33.76	7,562.28	23,000.00	15,437.72
Wintertime Monitoring	2,592.49	14,585.29	15,000.00	414.71
<b>Total Projects</b>	<b>\$ 2,626.25</b>	<b>\$ 22,147.57</b>	<b>\$ 38,000.00</b>	<b>15,852.43</b>
<b>Total Expenses</b>	<b>\$ 8,905.52</b>	<b>\$ 46,813.56</b>	<b>\$ 158,110.00</b>	<b>111,296.44</b>
<b>Net Operating Income</b>	<b>\$ (8,675.03)</b>	<b>\$ 5,293.08</b>	<b>\$ (69,150.00)</b>	<b>74,443.08</b>
<b>Net Income</b>	<b>\$ (8,675.03)</b>	<b>\$ 5,293.08</b>	<b>\$ (69,150.00)</b>	<b>74,443.08</b>

Monday, Mar 08, 2021 - Cash Basis

**Flat Creek WID**  
**Profit and Loss by Job**  
 July 2020 - February 2021

	480 Stacy Ln. - Carmenzind	570 Dogwood Dr. - Hashimoto	Rock Weir Removal	TOTAL
<b>Income</b>				
Emergency Flood Mitgation Funds - TOJ	-	-	-	-
Member Tax Assessment	-	-	-	-
Project Grants & Pass Thru	-	-	-	-
Project Grants & Pass Thru - Wintertime Monitoring	-	-	-	-
Unrestricted Income	-	-	-	-
<b>Total Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Gross Profit</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Expenses</b>				
<b>Administration</b>				
Accounting	-	-	-	-
Advertising	-	-	-	-
Bank Fee	-	-	-	-
Contract Labor	-	-	-	-
Legal	-	-	-	-
Liability Insurance & Bonds	-	-	-	-
Office Supplies	-	-	-	-
<b>Total Administration</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Operations</b>				
Consultant/Contractor Fees	-	-	-	-
Emergency Reserve	-	-	-	-
Emergency Flood Mitigation - TOJ	-	-	-	-
Media/Outreach	-	-	-	-
Signage	-	-	-	-
Thaw Well Power	-	-	-	-
<b>Total Operations</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Projects</b>				
Flood Control/Mitigation	270.01	3,540.00	2,737.50	6,547.51
Wintertime Monitoring	-	-	-	-
<b>Total Projects</b>	<b>\$ 270.01</b>	<b>\$ 3,540.00</b>	<b>\$ 2,737.50</b>	<b>\$ 6,547.51</b>
<b>Total Expenses</b>	<b>\$ 270.01</b>	<b>\$ 3,540.00</b>	<b>\$ 2,737.50</b>	<b>\$ 6,547.51</b>
<b>Net Operating Income</b>	<b>\$ (270.01)</b>	<b>\$ (3,540.00)</b>	<b>\$ (2,737.50)</b>	<b>\$ (6,547.51)</b>
<b>Net Income</b>	<b>\$ (270.01)</b>	<b>\$ (3,540.00)</b>	<b>\$ (2,737.50)</b>	<b>\$ (6,547.51)</b>

Monday, Mar 08, 2021 - Cash Basis

## FCWID & TCD Joint Calendar 2021

UPDATED: 3-11-2021

### January

January 7 - FCWID Monthly Meeting

For January 7, 2021 - "Beginning January 1, 2018, at the first regular subsequent director election, the board shall determine by lot from among its membership, three (3) members to serve terms of four (4) years and two (2) members to serve terms of two (2) years). Thereafter, as these initial terms expire, the members of the Board of Directors shall be elected for terms of four (4) years. No current term of any director shall be affected by any modification made under this subsection. The Teton Conservation District Board of Supervisors shall conduct these elections EVERY OTHER YEAR."

Natural Resources Conservation Service (NRCS) Proposals for Watershed and Flood Prevention Operations (WFPO) to be considered for submission for 2021 (due by July 2021)

#### **ACTION REQUIRED:**

- FCWID Treasurer shall obtain bonding as determined by the FCWID Board of Directors. Refer to W.S. 38-2-101 re: reporting of bond requirements to the County Treasurer and W.S. 41-8-112
- FCWID to update all bank account signers with financial institutions
- FCWID treasurer to update Statement of Investment Policy and seek approval from FCWID Board of Directors

### February

February 11 - FCWID Monthly Meeting

#### **ACTION REQUIRED:**

- Annual Report due to Teton Conservation District by March 1, 2021, refer to W.S. 41-8-112(b) for report requirements
- Prepare draft budget request for TCD, along with preliminary reconciliation of previous fiscal year expenditures
- Update FCWID Wintertime Action Plan document

### March

March 1 - Annual Report due to TCD

March 11 - FCWID Monthly Meeting

March 17 - TCD/FCWID Joint Quarterly Board Meeting (*Quarterly Treasurer's Report and Activity Summary to be submitted to TCD for joint meetings, refer to W.S. 41-8-112(b) for report requirements.*)

#### **ACTION REQUIRED:**

- Prepare FY 2022 budget:
  - Review current District Member roster to determine number of any new properties

## April

April 8 - FCWID Monthly Meeting (review FCWID Board of Director bonding coverage)

### **ACTION REQUIRED:**

- April 1 - Annual report due to TOJ providing a complete overview on all measures employed for wintertime care, wintertime maintenance, and costs associated with emergency wintertime actions
- April 1 – Draft budget and plan of work due to Teton Conservation District (for TCD 2022 budget)
- April 30 - List of FCWID Board of Directors, respective terms, and contact information due to County Commissioners and County Clerk, refer to W.S. 22-19-113; provide general contact information for the district
- LGLP insurance application due May 1

## May

May 13 - FCWID Monthly Meeting

### **ACTION REQUIRED:**

- Draft Budget due to Teton County Commissioners, Teton County Clerk, Teton County Assessor, TCD & Dept. of Audit by June 1, 2021
- Prepare – FCWID Final Report for Teton Conservation District – Expenditures of TCD Funds (due to Teton Conservation District by June 1, 2021 (for TCD’s FY 2021 Report)

## June

June 10 - FCWID Monthly Meeting (Finalize Draft Budget FY 2022)

June 16 - TCD/FCWID Joint Quarterly Board Meeting (*Quarterly Treasurer’s Report and Activity Summary to be submitted to TCD for joint meetings, refer to W.S. 41-8-112(b) for report requirements*)

### **ACTION REQUIRED:**

- June 1 - Draft budget due to Teton County Commissioners, Teton County Clerk, Teton County Assessor, TCD & Dept. of Audit
- June 1 - FCWID Final Report for Teton Conservation District – Expenditures of TCD Funds due to TCD (for TCD’s FY 2021 Report)
- June 26 – FCWID to advertise the FY 2022 Draft Budget Hearing in the *JHN&G Weekly* Legal Section in WORD document
- *FCWID insurance through Local Government Liability Pool expires June 30, 2021*

## July

July 1 - Start of fiscal year

July 8 – FCWID Monthly Meeting with budget hearing preceding it

July – (*FCWID Director Election takes place every other year; so this would apply to July 2021*). Send Director Election proclamation to JH News & Guide for publishing. Proclamation to be published in the paper during the first weeks of July. Refer to W.S. 22-29-112 and 22-29-113.

Natural Resources Conservation Service (NRCS) Proposals for Watershed and Flood Prevention Operations (WFPO) due by July 2021

**ACTION REQUIRED:**

July 8, 2021:

- 8:30 a.m. - FY 2022 FCWID Budget Hearing – on or before Third Thursday in July (July 8, 2021) + Publication Notice, refer to W.S. 16-4-109.
- FCWID Monthly Meeting – Approve and adopt FINAL FY 2022 Budget (*Operationally speaking, Final FY 2022 Budget must be approved in order to pay current vouchers*)
- Update Special District Electronic Budget form with FY 2021 actual numbers, update FY 2022 budget with increased bonding requirement, change form to Final Budget, and submit the completed form to the Wyoming Department of Audit, Teton County Clerk, TCD, and Teton County Commissioners no later than July 31, 2021

July 19 - Tax assessment to be imposed shall be certified by the County Commissioners (always due on or before 3rd Monday of July), refer to W.S. 41-8-121;

- Per terms of MOU with TOJ and TCD, need to notify TOJ of any assessment that the WID intends to levy and collect in accordance with W.S. 41-8-113(a)(i)

July 26 - Report due (always on or before 4th Monday in July) to Teton County Assessor containing the following information:

- Must report the specific assessment amount to be applied to each parcel; use a spreadsheet to detail the information. Include list of properties by name, assessor account number (not PIDN or tax ID), and assessment amount per property. Do not include TOJ or TCD in the assessment roll.
- Total assessment to be collected.
- Current contact information for FCWID Board Members (name(s), phone number(s), and email address(es)). Only need to provide information for Board Members that may need to be contacted by FCWID members for questions on assessments.
- Copy of FY 2022 budget.

July 31 – RENEW revised bonding increases to \$100,000 for FCWID check signers

Prepare – FCWID Final Report for Teton Conservation District – Expenditures of TCD Funds (due to Teton Conservation District by August 1, 2021 (for TCD’s FY 2021 Report)

**August**

August 12 - FCWID Monthly Meeting

**ACTION REQUIRED:**

- August 1 – Submit Invoice to TOJ for 2022 Budget Request.
- August 1 – FCWID Final Report for Teton Conservation District – Expenditures of TCD Funds due to TCD (for TCD’s FY 2021 Report).

- PROOF OF CASH - All documents (Operation & Reserve FCWID Bank statements from July 2020 through July 31, 2021 with check images and check registers) to Linsenmann & Linsenmann by first week in August.
- August 20 – Access [www.uwyo.edu/owp](http://www.uwyo.edu/owp) to follow up on FCWID application for RFP (Greg Kerr, Office of Water Programs at University of Wyoming)
- Census form F-32 due to Wyoming Department of Audit, Public Funds Division by September 30, 2021.
- Annual Audit, Accountant Review, or Proof of Cash due to Wyoming Department of Audit by September 30, 2021. Refer to Wyoming Special District Handbook and W.S. 9-1-507 for reporting requirements.

## September

September 9 – FCWID Monthly Meeting

September 15 – TCD/FCWID Joint Quarterly Board Meeting

***(Quarterly Treasurer's Report and Activity Summary to be submitted to TCD for joint meetings, refer to W.S. 41-8-112(b) for report requirements)***

### **ACTION REQUIRED:**

- September 2 - Obtain current Certificates of Insurance from all excavators on list that FCWID uses for flood mitigation
- September 14 - TCD and FCWID to enter into subsequent Memorandum of Agreement (MOZ) agreed upon by their respective boards
- September 30 - Census form F-32 + Budget Hearing Notice due to Wyoming Department of Audit, Public Funds Division
- September 30 - Emergency Wintertime and Spring Runoff Action Plans due to Town of Jackson

## October

October 14 – FCWID Monthly Meeting

### **ACTION REQUIRED:**

- October 31 - Annual Report Summary, Proof of Cash, Self-Audit and/or CPA reports due to Wyoming Department of Audit, Public Funds Division and Teton Conservation District (for our records), refer to Wyoming Special District Handbook and W.S. 9-1-507 for reporting requirements.

## November

November 11 - FCWID Monthly Meeting

### **ACTION REQUIRED:**

- November 1 – Invoice TCSD No. 1: "Flood Mitigation" PIDN: 22-40-16-1-08-017; Account R0020001 (using FCWID Property Tax Assessment Amount)

## December

December 9 – FCWID Monthly Meeting

December 15 TCD/FCWID Joint Quarterly Board Meeting

***(Quarterly Treasurer's Report and Activity Summary to be submitted to TCD for joint meetings, refer to W.S. 41-8-112(b) for report requirements)***

**ACTION REQUIRED:**

- December 15 – Review of 2021 COMPLIANCE CHECKLIST; signing off by FCWID & TCD Board of Supervisors



# FLAT CREEK WATERSHED IMPROVEMENT DISTRICT

PO Box 2037 Jackson, WY 83001

www.fcwid.org

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## Flat Creek Watershed Improvement District (FCWID) Quarterly Progress Report March 2021

Instead of a rote recapitulation of meeting agenda items, what is presented below is a roster of significant actions or activities of the District in the most recent quarter:

1. The FCWID board voted at its February regularly-scheduled meeting to adopt Resolution 21-01 formally changing the District's name to the Flat Creek Watershed Improvement District. This action was taken in order to bring the District's name and purpose into alignment. Pre-meeting public advertisement of this intended action was performed in accordance with state statute, and notification of public and quasi-public agencies, as well as private entities, with which the District interacts of the District's action is, again, being performed in accordance with state statute.
2. The FCWID, on eight separate days since the last Joint FCWID-TCD Boards Meeting on December 16, 2020, utilized heavy equipment within Flat Creek to address flooding occasioned by the build-up of ice in the creek.
3. It is anticipated that the full cost of the use of equipment to address flooding for the 2020-21 winter will fall between \$15,000 and \$20,000.
4. On March 1<sup>st</sup>, the FCWID submitted to the TCD an annual report documenting the FCWID's activities for Calendar 2020, with an emphasis on those activities that relied, at least in part, on financial contributions from the TCD.
5. FCWID Projects (other than thaw wells):
  - a. The District has determined that two projects (the Wort Diversion Modification Project and the 480 Stacy Lane Construction Spoils Removal Project) will not be pursued, the first because the irrigator is unwilling to move forward with it as proposed by the FCWID, and the second because the property owner, in light of the District's stated interest and intention to install a thaw well immediately upstream, views the effort to remove the spoils as perhaps more disruptive to habitat than beneficial to flood mitigation.
  - b. 570 Dogwood Drive.

In an effort to more carefully adhere to the wishes of the property owner in the utilization of access across his property, the District will be preparing a utilization plan, complete with text and a map, to help guide equipment operators in their work. This plan will be appended to the District's adopted Emergency Wintertime and Spring Runoff Action Plan.

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*The mission of the Flat Creek Watershed Improvement District is to explore and implement ways to prevent damage to private property due to winter flooding of Flat Creek with a commitment to honor water rights, represent the best interests of the district's property owners and residents, while maintaining and improving water and habitat quality within the stream corridor.*

6. Thaw Wells:

The FCWID is actively moving forward with plans to design, fund, and install thaw wells at three locations: near Decker's Autobody on a Town of Jackson-owned parcel, between Creekside Village Condominiums and Elk Run Townhouses, again on a Town-owned parcel, and at the southwest corner of 810 West Townhouses. The first will receive its funding from Specific Purpose Excise Taxes (specifically those targeted toward the Gregory Lane Improvement Project), and the other two will potentially receive funding from a number of sources, including member assessments, NRCS grant funds, the Wyoming Office of Homeland Security Hazard Mitigation Grant Program (HMGP), and Clean Water Initiative grant funds.

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

**Teton Conservation District (TCD) February 2021 Board Meeting Minutes  
February 17, 2021 | Online Meeting**

**Attendees:**

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

TCD Associate Board Members: Bob Weiss, Elizabeth Barczynski

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

Guests: Mary Moore (Bridger-Teton National Forest) Luther Propst (Teton County Board of County Commissioners), Samuel Singer (Wyoming Stargazing), Candra Day (Vista 360°), Renee Seidler (Jackson Hole Wildlife Foundation), Kelsey Ruehling (University of Wyoming), Trevor Bloom (Wyoming Chapter of The Nature Conservancy)

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

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

**January 20, 2021 Meeting Minutes:** Dave moved to approve the January 20, 2021 Board Meeting Minutes. Roby seconded. The motion carried.

**January 2021 Treasurer's Report:** Dave reviewed the January 2021 Treasurer's Report.

- Checks numbering 19825- 19869 dated January 1-31, 2021: \$202,207.07
- Credit card charges: \$1,556.38
- Net credits for the month: \$275,260.22
- Operating Reserves Account Balance: \$501,063.32
- Committed Funds Savings Account: \$409,014.69
- Reconciled General Fund Checking Balance: \$1,003,680.70

**Roby moved to approve the January 2021 Treasurer's Report. Nate seconded. The motion carried.**

**Guest Reports and Public Comment:**

Luther Propst, Teton County Board of County Commissioners (TCBCC): 1) On February 22, 2021, Town of Jackson and TCBCC will hold a joint retreat focused on FY 2022 budgeting; priorities include water quality and consideration of environmental stewardship/water quality staff. 2) On March 8, 2021, TCBCC will meet with Wyoming Game & Fish Department to discuss feedground and elk management. 3) Luther is concerned about wildlife vehicle collisions and human safety; a study of Highway 22 suggests increasing the speed limit from 45 to 55 mph year-round. Luther will forward the study to TCD staff. 4) There was brief discussion on water quality Land Development Regulation (LDR) updates in relation to budgeting. 5) Carlin will be presenting to the TCBCC on the Drinking Water Quality Mapping Project on March 1, 2021. Luther commended Carlin on the project.

Mary Moore, Bridger-Teton National Forest (BTNF): 1) Mary reported a polar vortex is bringing numerous storm cycles and a record number of avalanche fatalities. 2) Several objection meetings took place following the release of the Draft Record of Decision for Snow King Resort

developments. A Final Record of Decision will be signed in spring 2021. Tricia O'Connor is the deciding official. 3) The BTNF is working to understand and implement changes resulting from executive orders released by the new federal administration. 4) BTNF is planning for next summer; they are expecting high visitation. In summer 2020, the 13 developed campgrounds in northern zone of BTNF were at 99 percent occupancy throughout summer. From Memorial Day to Labor Day 2020, the Shadow Mountain area had an average of 232 vehicles a day; totaling more than 29,000 vehicles. 5) BTNF is promoting responsible recreation messaging with partners. 6) There is not sufficient federal funding for road maintenance; there are some private-public partnerships to support road maintenance. 7) Carlin informed Mary that a graduate student from University of Wyoming will be researching E. Coli sources in Fish Creek and Flat Creek. There may be an opportunity for BTNF locations to be incorporated into the study design.

Adam Clark, Natural Resources Conservation Service (NRCS): Adam was unavailable to attend the meeting; Steve shared Adam's updates on his behalf. Adam has been working with the NRCS state office to provide guidance to irrigation district applicants. There is an applicant in Teton County pursuing Watershed and Flood Prevention (WFPO) funding. This NRCS division is allocated \$1.3 million for applications to be shared by the five counties. Afton had over \$1 million in application requests this year.

**Board Reports:** 1) Steve attended the Alta Solid Waste Advisory Committee meeting; Steve made the group aware of the Drinking Water Quality Mapping Project. 2) Roby continues to work with the Town of Jackson to bring a request for support before the TCD Board for the presentation of data from the Infill and Sewer Capacity Analysis Study.

**PIC Grant Decisions:**

Sixteen PIC applications were received in 2021. Steve introduced the process in which he developed a slate of applications that indicated unanimous support among board members:

1. Applicant: Bridger-Teton National Forest (BTNF) Blackrock Ranger District  
Project title: PHASE I: Teton Wilderness - Proactive Invasive Species Management  
Funding Requested: \$9,277.00 Total Project Budget: \$30,509.00 Amount Funded: \$9,277.00  
TCD Budget Line Item: Wildlife: Native Plants Projects
2. Applicant: Grand Teton National Park  
Project title: Teton Range Bighorn Sheep Genetic Sampling  
Funding Requested: \$5,000.00 Total Project Budget: \$84,417.00 Amount Funded: \$5,000.00  
TCD Budget Line Item: PIC
3. Applicant: Veterinary Initiative for Endangered Wildlife (VIEW)  
Project title: Mortality Investigation of Shiras Moose in the Jackson and Sublette moose herds of Western Wyoming  
Funding Requested: \$5,000.00 Total Project Budget: \$43,000.00 Amount Funded: \$5,000.00  
TCD Budget Line Item: PIC

**Dave moved to approve funding for three PIC applications: 1) BTNF Blackrock Ranger District: PHASE I: Teton Wilderness - Proactive Invasive Species Management in the amount of \$9,277.00 with funds from the FY 21 Wildlife: Native Plants Projects budget line-item; 2) Grand Teton National Park: Teton Range Bighorn Sheep Genetic Sampling in**

the amount of \$5,000.00; 3) VIEW: Mortality Investigation of Shiras Moose in the Jackson and Sublette moose herds of Western Wyoming in the amount of \$5,000.00. Roby seconded. The motion carried.

Steve introduced the process in which he developed a slate of PIC applications that unanimously did not indicate support among board members:

4. Applicant: Riverwind Foundation  
Project title: Community Environmental Education  
Funding Requested: \$5,400.00 Total Project Budget: \$30,175.00
5. Applicant: Teton Raptor Center  
Project title: Solar Energy Implementation at the Historic Moseley/Hardeman Ranch  
Funding Requested: \$10,000.00 Total Project Budget: \$78,000.00
6. Applicant: Vista 360°, Inc  
Project title: Putting the Arts to Work: Jackson's First Solar Mural  
Funding Requested: \$12,000.00 Total Project Budget: \$47,110.00
7. Applicant: Jackson Hole Climate Action Collective  
Project title: Initiating a Climate Action Plan for Teton County  
Funding Requested: \$8,000.00 Total Project Budget: \$16,000.00

**Dave moved to decline to fund four PIC applications: 1) Riverwind Foundation: Community Environmental Education; 2) Teton Raptor Center: Solar Energy Implementation at the Historic Moseley/Hardeman Ranch; 3) Vista 360°: Putting the Arts to Work: Jackson's First Solar Mural; 4) Jackson Hole Climate Action Collective: Initiating a Climate Action Plan for Teton County. Nate seconded. The motion carried.**

The board discussed the remaining nine PIC applications individually:

8. Applicant: Hard Winter Subdivision - West Side  
Project title: Blue Bird Ditch Restoration  
Funding Requested: \$2,375.00 Total Project Budget: \$5,750.00

**Dave moved to approve the PIC application submitted by Hard Winter Subdivision - West Side for the project titled Blue Bird Ditch Restoration project in the amount of \$5,750.00. Steve seconded.** The board was supportive of the concept, but discussed that the project did not demonstrate a direct benefit to agriculture and showed more private benefit than public. There was discussion on habitat values and water rights. The board suggested that the applicant consider submitting a budget line-item request to TCD at a later date that incorporates a neighborhood wildlife friendly fencing plan into the request as well, as well as more information on where the water would go and any benefits to agriculture. Dave withdrew the original motion and Steve withdrew his second. **Dave moved to decline to fund the PIC grant application Hard Winter Subdivision - West Side: Blue Bird Ditch Restoration. Nate seconded. Motion carried.**

9. Applicant: Flat Creek Inn & Elk Refuge Inn  
Project title: Flat Creek Inn & Elk Refuge Inn Sewer Line  
Funding Requested: \$31,528.00 Total Project Budget: \$95,0942.05

**Nate moved to approve the PIC application submitted by Flat Creek Inn & Elk Refuge Inn for the project titled Flat Creek Inn & Elk Refuge Inn Sewer Line in the amount of \$31,528.00. Dave seconded.** The board was supportive of the effort, but emphasized the importance of a larger sewer solution and comprehensive planning led by Teton County and Town of Jackson. Nate noted the immediacy of the problem. There was discussion that the component of the project with the greatest public benefit is the Flat Creek sewer line crossing. The board explored the possibility of funding only that portion of the project, or stipulating the size of the line be increased to allow for more neighbors to hook up. **Nate amended the motion to require that funding be contingent on the installation of a four-inch pipe.** Roby appreciated the opportunity to improve water quality, but expressed concerns about the precedent. Steve suggested the applicant consider submitting another request to TCD when planning is more complete and the timeframe is more realistic. Carlin offered that the request could be considered next fiscal year in the context of a possible new budget line item for sewer connections that offer community benefit. Steve said input from Town of Jackson Wastewater Treatment Plant would be necessary. **Nate voted in favor of the request. Dave, Steve, Roby, Bob voted against the request. The motion did not carry.**

10. Applicant: Jackson Hole Land Trust  
Project title: "The Block" Greenspace: Historic Cache Creek Stream Channel  
Funding Requested: \$44,850.00 Total Project Budget: \$89,725.25 Amount Funded: \$25,000.00  
TCD Budget Line Item: PIC

**The Board members expressed support for the project at a lesser amount than the request. Dave moved to approve the PIC application submitted by Jackson Hole Land Trust for the project titled "The Block" Greenspace: Historic Cache Creek Stream Channel in the amount of \$25,000. Nate seconded.** The board said they would encourage the Jackson Hole Land Trust to incorporate stormwater best management practices into the design, the example given was a streamside buffer. If not possible, the board asked that the applicant construct interpretive signage that demonstrates stormwater best management practices. The board asked for TCD logo/recognition on such signage. **The motion carried.**

11. Applicant: Kelsey Ruehling, Graduate Assistant at University of Wyoming  
Project title: Identifying sources of microbial pollution in surface waters for informed management of waterborne pathogens  
Funding Requested: \$3,780.00 Total Project Budget: \$239,515.00 Amount Funded: \$3,780.00  
TCD Budget Line Item: PIC

The board offered support for the research project, but not to contribute funding to housing costs. The board asked if they could contribute funding to the research grant instead. The board asked that Kelsey submit an updated project budget reflecting that change. There was discussion on University of Wyoming (UW) grant overhead. **Dave moved to approve the PIC application submitted by Kelsey Ruehling, Graduate Assistant at University of Wyoming for the**

project titled **Identifying sources of microbial pollution in surface waters for informed management of waterborne pathogens, in the amount of \$3,780 .00, contingent that the funds support overall project research, including research stipend and travel expenses. Nate second.** Carlin clarified that motion was not contingent on UW overhead being waived. The board understood. Kelsey will make an effort to have the overhead waived. **The motion carried 4 to 1. Bob voted against the request.**

12. Applicant: Wyoming Chapter of The Nature Conservancy  
Project title: Fire on the Mountain: Growing Community Resilience to Wildfire  
Funding Requested: \$19,500.00 Total Project Budget: \$80,685.0 Amount Funded: \$19,500.00  
TCD Budget Line Item: Wildlife: Habitat Improvements (\$15,000.00) and Wildlife: Native Plants Projects (\$4,500.00)

**Dave moved to support the PIC application submitted by Wyoming Chapter of The Nature Conservancy for the project titled Fire on the Mountain: Growing Community Resilience to Wildfire, in the amount of \$14,500.00 from the FY 21 Wildlife: Habitat Improvements budget line item. Nate seconded.** There was discussion on how this application relates to past projects that TCD funded, including the National Museum of Wildlife Art's project titled Teton Botanical Garden and Frances Clark's project titled Teton County Native Plant List for Landscapes, Restoration, Highways. Morgan offered clarification that the request before the board does not overlap with Frances Clark's project, but rather builds upon that project to publish a public-facing deliverable of the Native Plant List. Morgan also expressed he was impressed by National Museum of Wildlife Art's Final Report for their previous grant, which was only partially funded by TCD. Morgan offered that vegetation projects have fewer opportunities for financial support compared to other conservation interests. **Dave amended the original motion to fund the project in the total amount of \$19,500.00, with \$15,000.00 in funding from the FY 21 Wildlife: Habitat Improvements budget line item and \$4,500.00 in funding from the FY 21 Wildlife: Native Plants Projects budget line item. Nate seconded. The motion carried.**

13. Applicant: Teton County Wyoming Government  
Project title: Don't Feed the Wildlife Public Awareness Campaign  
Funding Requested: \$5,000.00 Total Project Budget: \$10,000.00 Amount Funded: \$5,000.00  
TCD Budget Line Item: PIC

**Nate moved to support the PIC application submitted by Teton County Wyoming Government for the project titled Don't Feed the Wildlife Public Awareness Campaign in the amount of \$5,000.00. Dave seconded.** Dave expressed support for the project; stating that this type of project is in line with the natural resource conservation work that conservation districts were empowered to do from their founding. There was a clarifying discussion on Teton County Regulations and enforcement by the Code Compliance Officer. **The motion carried.** Bob abstained.

14. Applicant: Wyoming Stargazing  
Project title: Lights Out Challenge JH  
Funding Requested: \$5,064.56 Total Project Budget: \$11,639.56 Amount Funded: \$5,064.56  
TCD Budget Line Item: PIC

**Dave moved to approve the PIC application submitted by Wyoming Stargazing for the project titled Lights Out Challenge JH in the amount of \$5,064.56. Nate seconded.** Dave asked about documented effects of artificial lights on wildlife. He thought this project could serve to amplify Teton County's efforts to address unnecessary night lighting. Dave spoke in favor of the project as a public education experiment. Steve said he was neutral; he supports dark sky initiatives, but was unsure about the efficacy of a one-time event. Nate thought a big educational push to teach people to conserve energy could be beneficial, even if just for one night. Bob did not support the project. **The motion carried 3-2. Nate, Roby, and Dave voted in favor; Bob and Steve opposed.**

15. Applicant: Christian Beckwith  
Project title: Teton County Mapping Project  
Funding Requested: \$9,000.00 Total Project Budget: \$20,500.00

**Nate moved to support the PIC application submitted by Christian Beckwith for the project titled Teton County Mapping Project in the amount of \$9,000.00, contingent that funding be provided as a reimbursement. Dave seconded.** Dave expressed concerns the project would become an orphan document without stronger Teton County and Town of Jackson support and involvement. Nate spoke in support of the project because he felt it could inform planning and public opinion. Roby was in support of the concept, but felt the timeframe of the project was too short for the project to be completed accurately; Roby cited that the Town of Jackson Sewer Capacity and Infill Study would be essential in informing the project and won't be completed until later this year. Roby thought that if TCD were to assist with the Sewer Capacity and Infill Study data presentation in the coming months, there may be a way to incorporate Christian's project, but the request would be better suited coming from Town of Jackson and Teton County to demonstrate their involvement. **The motion failed 4-1. Roby, Steve, Bob and Dave were opposed; Nate was in favor.**

16. Applicant: Jackson Hole Public Art  
Project title: Wild Walls Murals: Climate Change in the GYE  
Funding Requested: \$10,000.00 Total Project Budget: \$34,200.00 Amount Funded: \$3,000.00  
TCD Budget Line Item: PIC

Dave said that he would be willing to support the project at a lesser amount than requested and contribute funding for the physical mural component of the project only, and not contribute funding to the augmented reality (AR) component that was requested. **Dave moved to support the PIC application submitted by Jackson Hole Public Art for the project titled Wild Walls Murals: Climate Change in the GYE in the amount of \$3,000.00. Nate seconded.** Roby said he would like more information on the demographics of people that were downloading the AR app last summer. **Dave amended the motion that the funding would be only for the physical murals created as part of the project. Nate seconded. The motion carried 3-2. Dave, Roby and Nate voted in favor; Bob and Steve opposed.**

**Dave moved to make the unallocated FY 21 PIC funds available for use in Partnering Funds. Roby seconded. The motion carried.**



**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): Information Items: 1) Emily has been working on year-end reporting. 2) Steve commented on the cost savings resulting from reducing TCD's number of phone lines. 3) Emily reported the expected mill levy funds will be exceeded this year. 4) There was brief conversation on stipend provided to staff for cell phones.

Robb Sgroi (Land Resources Specialist): Robb introduced an action item regarding a U.S. Geological Survey (USGS) agreement. **Robb moved to authorize the Chairman to sign the Joint Funding Agreement, Agreement Number 21REJFACO 049, between TCD and USGS, committing to \$2,300.00 to support snowpack chemistry monitoring and staff to conduct the sampling. Dave seconded.** There was clarifying discussion on snowpack column atmospheric deposition and parameters included in the study. Robb offered detail on the logistics of how the samples are taken in the field. **The motion carried.**

Information Items: 1) Robb offered further information on the supplemental material included in the board packet on the Wildfire Risk Reduction Program. The board thanked Robb and Emily Smith for the graphic representation of the program's progress. Robb said he is seeing increased demand for the service, which exceeds staff capacity. Teton Area Wildfire Protection Coalition (TAWPC) partners are exploring the feasibility of hiring a Wildland Urban Interface (WUI) coordinator through Jackson Hole Fire/EMS. 2) There was discussion on the resolution to prohibit wood shake or shingle roofs in the WUI that was recently approved 3-2 by the Teton County Board of County Commissioners.

Morgan Graham (GIS & Wildlife Specialist): Information Items: 1) Morgan reported U.S. Geological Service and Federal Emergency Management Agency have contracted with partners to collect aerial imagery of the entire state. Teton County is slated to be collected this spring as part of the "Natrona North" portion of the project. There was discussion on the cost of the project; Morgan estimated that it will cost \$850,000 to collect aerial imagery for Teton County only. Morgan provided information on considerations between the quality levels (QL) of collection. To upgrade from QL 2 to QL 1 for Teton County would cost about \$200,000. QL1 has greater utility for engineering, infrastructure, stormwater, and flood mitigation efforts, among other activities. Dave and Nate expressed support for contributing funds to upgrade Teton County from QL 2 to QL 1. Because of the timeliness of this project, Morgan will provide further information to the board by email before the March 2021 board meeting. Deadline is May 1, 2021. 2) Morgan mentioned the newly available compiled Winer Closures Map on TCD's website.

Emily Smith (Natural Resources Technician): No discussion.

Carlin Girard (Water Resources Specialist and Associate Director): Information items: 1) Carlin was contacted by an environmental consultant completing the National Environmental Policy Act (NEPA) analysis for the proposed Grand Targhee Resort expansion. They discussed water quality; it was not clear to Carlin who they will be hiring as a hydrogeologist. 2) Carlin reported that the Teton District Board of Health met to discuss a proposed nitrate monitoring system in the Hoback Area; they ultimately decided not to move forward with the proposed system.

Environmental Protection Agency and Wyoming Department of Environmental Quality staff presented at the meeting. 3) Well Test Kits are being distributed. 4) The Wyoming Department of Environmental Quality accepted the 2019 Flat Creek Watershed Management Plan in lieu of a Total Daily Maximum Load (TDL) limit. This is the first time they have accepted a watershed plan in place of TDML. The board congratulated Carlin on his work. 4) Carlin briefly spoke about the release of the Drinking Water Quality Mapping Project.

Phoebe Coburn (Communications Specialist): Information Items: 1) Phoebe asked for board input on the proposed draft Grant Guideline Memo, included in the board packet. The board was supportive and did not provide any specific input. 2) There was discussion on the possibility of installing dog waste signs in Rafter J through the Jackson Hole Clean Water Coalition. The board expressed support. Nate suggested including information on why it's better for dog waste to go to a landfill.

Tom Segerstrom (Executive Director): Information Items: 1) Tom reported that initial FY 2022 draft budgeting is underway. 2) Tom mentioned the money saved by not attending the State Convention in person was donated to the Wyoming Natural Resource Foundation.

**Adjournment: Dave moved to adjourn the regular TCD meeting at 4:33 p.m. Roby seconded. The motion carried.**

Submitted by: \_\_\_\_\_  
Phoebe Coburn Date

Supervisor: \_\_\_\_\_  
Date

Supervisor: \_\_\_\_\_  
Date

Supervisor: \_\_\_\_\_  
Date

## Teton Conservation District - Monthly Treasurer's Report

February 28, 2021

**Debits for the month:**Checks written between

February 1 and 28, 2021	\$89,417.44
January credit card charges of	\$7,793.93

**Credits for the month:**regular income sources

Mill Levy from Teton County	\$68,859.61
General Fund Checking Interest from Wells Fargo Bank	\$7.64
Committed Funds Savings Interest - Wells Fargo Bank	\$3.69
Operating Reserve Account Income from First Interstate	\$3.84
Well Test Kit Sales (13 sale)	\$650.59

other income sources

**Total Credits for February** **\$69,525.37**

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	\$1,067.16	0.55%	\$501,067.16
total	\$500,000.00		<b>total</b>	<b>\$501,067.16</b>
<u>Committed Funds Saving Account @ Wells Fargo Bank</u>				
Previous Committed Balance				\$481,014.69
Transfers in or out	Transfer Committed Funds In			\$0.00
	Transfer Committed Funds Out			\$0.00
Interest Income, prev\$+new%			0.03%	\$3.69
			<b>total</b>	<b>\$481,018.38</b>
<b>Total Funds in Investments</b>				<b>\$982,085.54</b>

**Ending Summary and Following Month's Information to Date** as of 2/28/21

<b>General Fund Checking Account Balance</b>	0.01%	<b>\$957,227.76</b>
<b>Outstanding Checks</b>		<b>\$19,222.78</b>
<b>Reconcilled QuickBooks Balance</b>		<b>\$938,004.98</b>
<b>Mill Levy to be collected in March</b>		<b>\$24,306.19</b>
<b>Checks written so far for the month of March</b>		<b>\$76,762.55</b>



Addition to the Treasurer's Report:		FY21 Spent to Date & Income		3/9/2021	67% of FY
<i>Income:</i>	<i>Budgeted:</i>	<i>Income to Date:</i>	<i>Receivables:</i>	<i>Received %</i>	
<b>Regular Income:</b>					
Mill Levy	\$1,599,200.00	\$1,472,580.38	\$126,619.62	92.1%	
Interest Income	\$2,500.00	\$106.73	\$2,393.27	4.3%	
Well Test Kit Sales	\$5,000.00	\$2,429.79	\$2,570.21	48.6%	
WDA Base Funding + WACD WQ	\$8,823.50	\$8,823.50	\$0.00	100.0%	
Unanticipated Income	\$2,500.00	\$2,411.20	\$88.80	96.4%	
<b>Project Grants &amp; Pass Thrus:</b>					
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%	
<b>Total</b>	<b>\$2,034,573.50</b>	<b>\$1,520,925.83</b>	<b>\$513,647.67</b>	<b>74.8%</b>	
<b>Program Expenses:</b>					
<u>Agriculture Assistance-Cropland</u>	\$561,000.00	\$42,543.70	\$518,456.30	7.6%	
<u>Agriculture Assistance-Rangeland</u>	\$62,310.00	\$40,091.34	\$22,218.66	64.3%	
JHWMA Cooperative Project	\$65,000.00	\$50,000.00	\$15,000.00	76.9%	
<u>Mapping Resources &amp; GIS</u>	\$2,000.00	\$7.15	\$1,992.85	0.4%	
<b>Sustainability Projects</b>					
Air Quality	\$2,000.00	\$0.00	\$2,000.00	0.0%	
TAWPC/WUI Program	\$129,400.00	\$85,988.70	\$43,411.30	66.5%	
MOA Partner Funding	\$91,084.00	\$24,479.67	\$66,604.33	26.9%	
<b>PIC Grants and Partnering Funds</b>					
PIC Grant \$ Available in FY 2021	\$100,000.00	\$51,780.00	\$48,220.00	0.0%	
PIC Grant Funds Committed	\$51,780.00	\$5,064.56	\$46,715.44	0.0%	
TCD Partnering \$ Available FY21	\$81,645.51	\$69,593.67	\$12,051.84	85.2%	
TCD Partnering Funds Committed	\$69,593.67	\$19,638.90	\$49,954.77	28.2%	
Project Funds Carried Over from FY20	\$218,980.21	\$83,272.73	\$135,707.48	38.0%	
<u>Communications &amp; Outreach</u>	\$42,500.00	\$17,562.84	\$24,937.16	41.3%	
<b>Water Quality Program</b>					
Water Quality Projects	\$398,250.00	\$102,054.15	\$296,195.85	25.6%	
Flat Crk Water Improvement Dist.	\$25,000.00	\$19,000.00	\$6,000.00	76.0%	
USGS Partnering Projects	\$85,960.00	\$68,355.00	\$17,605.00	79.5%	
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	\$14,620.32	\$20,379.68	41.8%	
<b>Total</b>	<b>\$2,119,020.72</b>	<b>\$721,842.98</b>	<b>\$2,034,806.73</b>	<b>34.1%</b>	
<b>Operation Expenses:</b>					
<u>General Office Expense</u>	\$81,600.00	\$55,811.29	\$25,788.71	68.4%	
<u>Supplies &amp; Equipment</u>	\$49,000.00	\$14,569.37	\$34,430.63	29.7%	
<u>Communications &amp; Travel</u>	\$18,750.00	\$3,587.16	\$15,162.84	19.1%	
<u>Professional Expenses</u>	\$78,400.00	\$42,767.18	\$35,632.82	54.5%	
<u>Payroll Expenses</u>	\$813,650.00	\$495,460.41	\$318,189.59	60.9%	
<u>Meeting Expenses</u>	\$8,600.00	\$3,784.21	\$4,815.79	44.0%	
<b>Total</b>	<b>\$1,050,000.00</b>	<b>\$615,979.62</b>	<b>\$434,020.38</b>	<b>58.7%</b>	



FY 2021- Budget Line Items		Committed Funds Savings Account Items			as of 02/28/20
Line Item Description		Budgeted Amt	Paid Out	Check #	Remaining
<b>Small Water Project Program Projects</b>					
Munger Mountain Project	FY17	\$5,000.00	\$0.00	cancelled	\$5,000.00
Central Pipeline Irrigation	FY18	\$5,000.00	\$5,000.00	19813	\$0.00
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
Spread Creek Project	FY20	\$0.00	\$0.00		\$0.00
Mill Creek Irrigation Project - Phase II	FY21	\$5,000.00	\$0.00		\$5,000.00
Owl Creek Subdivision - Fire Water Storage	FY21	\$5,000.00	\$0.00		\$5,000.00
	<i>subtotal</i>	<b>\$55,000.00</b>	<b>\$5,000.00</b>		<b>\$50,000.00</b>
<b>Project , MOA &amp; PIC Carryover from FY 20 Budget</b>					
Backyards & Barnyards	FY20	\$750.00	\$0.00		\$750.00
Star Valley CD/Haderlie Farm	FY20	\$0.00	\$0.00	canceled	\$0.00
Yellowstone-Teton Clean Cities - FY20 MOA	FY20	\$7,784.00	\$0.00		\$7,784.00
Trout Unlimited - FY20 MOA	FY20	\$24,870.00	\$24,870.00	19629 & 19807	\$0.00
<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
Natn'l Museum of WL Art-Native Plnt Grdn	FY20	\$3,000.00	\$3,000.00	19833	\$0.00
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>Reallocated Funds for Projects</i>	\$3,000.00			\$3,000.00
	<i>subtotal</i>	<b>\$108,071.72</b>	<b>\$39,568.73</b>		<b>\$65,502.99</b>
<b>Reimbursable Grants Carried Over FY20</b>					
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	\$8,000.00	19752	\$0.00
Jim Wilson - Gated Pipe Irrigation Project	FY20	\$19,030.00	\$19,030.00	19555	\$0.00
Elk Ranch - Headgate Project	FY20	\$9,469.07	\$0.00		\$9,469.07
Slow Food in the Tetons-Community Garden	FY20	\$0.00	\$0.00	cancelled	\$0.00
River Meadows Subdivision - Fire Mitigation	FY20	\$924.00	\$0.00		\$924.00
	<i>Reallocated Funds for Projects</i>	\$8,395.50	\$0.00		\$8,395.50
	<i>subtotal</i>	<b>\$50,440.57</b>	<b>\$27,030.00</b>		<b>\$23,410.57</b>



<b>Budget Line Items for FY 2021 Budget</b>					
Leave Liability and Deductibles for FY21	FY21	\$10,000.00	\$0.00		\$10,000.00
Futher Claims and Fees Remaining	FY21	\$467.92	\$467.92	19771	\$0.00
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	\$50,000.00	\$50,000.00	19784	\$0.00
Jackson Hole Wildlife Foundation	FY21	\$25,000.00	\$4,620.32	19782	\$20,379.68
Town of Jackson	FY21	\$89,250.00	\$0.00		\$89,250.00
Integrated Solid Waste & Recycling	FY21	\$27,000.00	\$23,000.00	19748	\$4,000.00
Flat Creek Watershed Improvement District	FY21	\$19,000.00	\$0.00		\$19,000.00
Trout Unlimited	FY21	\$52,250.00	\$0.00		\$52,250.00
Friends of the Teton River	FY21	\$32,831.00	\$27,750.50	19719	\$5,080.50
Grand Teton National Park Foundation	FY21	\$10,000.00	\$0.00		\$10,000.00
<i>Reallocated Funds for Projects</i>		\$21,000.00	\$0.00		\$21,000.00
	<i>subtotal</i>	<b>\$369,882.92</b>	<b>\$105,838.74</b>		<b>\$264,044.18</b>
<b>Partnering Funds Grants</b>	<b>FY21</b>	<b>Beginning Bal.</b>	<b>Committed</b>	<b>Reallocated</b>	<b>Remaining</b>
<b>List to Date</b>		<b>\$81,641.51</b>	<b>\$69,573.67</b>	<b>\$80,615.50</b>	<b>\$92,683.34</b>
WACD Additional Dues	July	\$12,500.00	\$12,500.00	19551	\$0.00
Fish Creek Gaging Station	July	\$1,680.00	\$0.00		\$1,680.00
Airport Drinking Water Project Grant	Aug.	\$30,000.00	\$0.00		\$30,000.00
Wildfire Risk Reduction Program	Oct.	\$10,393.67	\$0.00		\$10,393.67
Septic Effluent Contract Addn'l Monitoring	Jan.	\$15,000.00	pending		pending
	<i>subtotal</i>	<b>\$69,573.67</b>	<b>\$12,500.00</b>		<b>\$42,073.67</b>
<b>Line Item &amp; PIC Grants (Now/ Reimbursed)</b>	<b>FY21</b>				
Slow Food in the Tetons Kid's Camps	July	\$6,000.00	\$0.00		\$6,000.00
Slow Food Sweet Hollow High Tunnel	Sept.	\$6,100.00	\$6,100.00	19753	\$0.00
UW Red Fox Research in GTNP	Oct.	\$10,000.00	\$0.00		\$10,000.00
Mill Creek Pipeline Irrigation Project	Dec.	\$1,954.00	\$0.00		\$1,954.00
Buffalo Bill Center of the West - WL Project	Dec.	\$10,000.00	\$0.00		\$10,000.00
Robinson Wildlife Friendly Fencing Project	Jan.	\$10,743.82	pending		pending
BTNF Black Rock - Invasive Species Mgmt.	Feb.	\$9,277.00	pending	advance	pending
WY Nature Conservancy-Wildfire Resilliance	Feb.	\$19,500.00	pending		pending
<i>FY 2021 PIC Grants</i>					
Grand Teton National Park Big Horn Sheep	FY21	\$5,000.00	pending	advance	pending
Vet Initiative for Endangered Wildlife-Moose	FY21	\$5,000.00	pending		pending
JH Land Trust - Greenspace: Cache Creek	FY21	\$25,000.00	pending		pending
UW/Kelsey Ruehling - Microbial Pollution	FY21	\$3,780.00	pending		pending
Teton County - Don't Feed the Wildlife Prog.	FY21	\$5,000.00	pending	advance	pending
Wyoming Stargazing - Lights Out Program	FY21	\$5,064.56	pending	advance	pending
Jackson Hole Public Arts - Wild Walls Mural	FY21	\$3,000.00	pending	advance	pending
<i>Reallocated Funds for Projects</i>		\$48,220.00	pending		pending
	<i>subtotal</i>	<b>\$173,639.38</b>	<b>\$6,100.00</b>		<b>\$27,954.00</b>

Account Reconciliation		
		<b>\$481,014.69</b>
<i>Transferred budgeted committed funds in</i>	<b>Transfer from checking - in</b>	<b>\$0.00</b>
<i>Transferred accumulated interest or funds out</i>	<b>Transfer to checking - out</b>	<b>\$0.00</b>
		<b>\$0.00</b>
		<b>\$481,014.69</b>
	<b>Previous Interest Accumulated</b>	<b>\$24.76</b>
	<b>New Interest from this month</b>	<b>\$3.69</b>
<b>Reconciled Monthly Balance</b>	<b>Actual Balance 02-28-21</b>	<b>\$481,018.38</b>

409,014.69

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03/08/21

**Teton Conservation District**  
**Deposit Detail**  
**February 2021**

Type	Num	Date	Name	Account	Amount
Deposit		02/01/2021		Wells Fargo Ch...	100.00
			Well Test Kit Pa...	Well Test Kit Sa...	-50.00
			Well Test Kit Pa...	Well Test Kit Sa...	-50.00
TOTAL					-100.00
Deposit		02/04/2021		Wells Fargo Ch...	50.00
			Well Test Kit Pa...	Well Test Kit Sa...	-50.00
TOTAL					-50.00
Deposit		02/08/2021		Wells Fargo Ch...	68,859.61
			Teton County	Mill Levy	-68,859.61
TOTAL					-68,859.61
Deposit		02/08/2021		Wells Fargo Ch...	50.00
			Wells Fargo Bank	Well Test Kit Sa...	-50.00
TOTAL					-50.00
Deposit		02/09/2021		Wells Fargo Ch...	50.00
			Well Test Kit Pa...	Well Test Kit Sa...	-50.00
TOTAL					-50.00
Deposit		02/11/2021		Wells Fargo Ch...	50.00
			Well Test Kit Pa...	Well Test Kit Sa...	-50.00
TOTAL					-50.00
Deposit		02/16/2021		Wells Fargo Ch...	50.00
			Well Test Kit Pa...	Well Test Kit Sa...	-50.00
TOTAL					-50.00
Deposit		02/18/2021		Wells Fargo Ch...	150.59
			Well Test Kit Pa...	Well Test Kit Sa...	-150.59
TOTAL					-150.59
Deposit		02/19/2021		Wells Fargo Ch...	50.00
			Well Test Kit Pa...	Well Test Kit Sa...	-50.00
TOTAL					-50.00



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03/08/21

**Teton Conservation District**  
**Deposit Detail**  
**February 2021**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Deposit		02/24/2021		Wells Fargo Ch...	100.00
			Well Test Kit Pa...	Well Test Kit Sa...	-50.00
			Well Test Kit Pa...	Well Test Kit Sa...	-50.00
TOTAL					-100.00
Deposit		02/26/2021		Wells Fargo Ch...	7.64
			Wells Fargo Bank	Interest Income	-7.64
TOTAL					-7.64
Deposit		02/26/2021		Wells Fargo Sa...	3.69
			Wells Fargo Bank	Interest Income	-3.69
TOTAL					-3.69
Deposit		02/26/2021		First Interstate ...	3.84
			First Interstate ...	Interest Income	-3.84
TOTAL					-3.84

Teton Conservation District

3/8/2021 4:03 PM

Register: Wells Fargo Checking

From 02/01/2021 through 02/28/2021

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/01/2021			-split-	Deposit		X	100.00	958,004.58
02/01/2021	AJE#31 FY21		Payroll Expenses:HSA Employ...		1,308.34	X		956,696.24
02/03/2021	19870	Wyoming Retirement System	WRS Retirement Liability	61	6,349.92	X		950,346.32
02/03/2021	19864	Void Check for Records	Uncashed Aged or Voided Che...	VOID:		X		950,346.32
02/03/2021	19892	MasterCard	-split-	January Credit Card ...	1,556.38	X		948,789.94
02/03/2021	19872	Lisa Morgan	Project/Program Expenses:Proj...	Wildfire Risk Reduct...	402.25	X		948,387.69
02/03/2021	19873	High Country RC & D, Inc.	Dues & Subscriptions	Annual Dues	150.00	X		948,237.69
02/03/2021	19874	Park County Clerk	Miscellaneous Expense	Park County Election...	63.00	X		948,174.69
02/03/2021	19875	Grand Teton National Park ...	Project/Program Expenses:Proj...	Kelly Hayfields Rest...	10,000.00	X		938,174.69
02/03/2021	19876	Nelson Engineering	Project/Program Expenses:Con...	Septic System Project	8,560.21	X		929,614.48
02/03/2021	19877	Teton Media Works, Inc.	-split-	PIC and SWPP	414.90	X		929,199.58
02/03/2021	19878	Paul Cluskey	Rent	March Office Rent	4,697.19	X		924,502.39
02/03/2021	19879	On Board Innovations, LLC	Project/Program Expenses:Adv...	Deposit for White Bo...	1,500.00	X		923,002.39
02/03/2021	19871	Void Check for Records	Uncashed Aged or Voided Che...	VOID:		X		923,002.39
02/04/2021			Well Test Kit Sales	Deposit		X	50.00	923,052.39
02/04/2021	19889	Tom Segerstrom	Administrative Mileage	Mileage Reimbursement	22.78			923,029.61
02/08/2021			Mill Levy	Deposit		X	68,859.61	991,889.22
02/08/2021			Well Test Kit Sales	Deposit		X	50.00	991,939.22
02/08/2021	19890	Hess D'Amours & Krieger, L...	Legal & Accounting Services	SWPP template review	180.00	X		991,759.22
02/08/2021	19891	AlphaGraphics	Project/Program Expenses	TAWPC Postcard M...	319.07	X		991,440.15
02/08/2021	AJE#33 FY21		Bank Service Charges		17.00	X		991,423.15
02/09/2021			Well Test Kit Sales	Deposit		X	50.00	991,473.15
02/11/2021			Well Test Kit Sales	Deposit		X	50.00	991,523.15
02/12/2021	19880	Carlin E Girard	-split-		2,918.07	X		988,605.08
02/12/2021	19881	Emily E Hagedorn	-split-		2,509.83	X		986,095.25
02/12/2021	19882	Emily P Smith	-split-		1,985.75	X		984,109.50
02/12/2021	19883	Morgan W Graham	-split-		1,976.68	X		982,132.82
02/12/2021	19884	Phoebe T Coburn	-split-		2,348.93	X		979,783.89

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Teton Conservation District

3/8/2021 4:03 PM

Register: Wells Fargo Checking

From 02/01/2021 through 02/28/2021

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/12/2021	19885	Robert M Sgroi	-split-		2,532.56	X	977,251.33
02/12/2021	19886	Tom Segerstrom	-split-		3,133.07	X	974,118.26
02/12/2021	19887	Electronic Federal Tax Paym...	-split-	83-0247879	5,524.48	X	968,593.78
02/12/2021	19888	Empower Retirement 457(b)	-split-		890.00	X	967,703.78
02/12/2021	AJE#32 FY21		Payroll Expenses:HSA Employo...		654.17	X	967,049.61
02/16/2021			Well Test Kit Sales	Deposit		X	967,099.61
02/18/2021			Well Test Kit Sales	Deposit		X	967,250.20
02/19/2021			Well Test Kit Sales	Deposit		X	967,300.20
02/24/2021			-split-	Deposit		X	967,400.20
02/25/2021	19893	Blue Cross Blue Shield of W...	Payroll Expenses:Employer Me...	March Health Insura...	5,768.00	X	961,632.20
02/26/2021	AJE#34 FY21		Payroll Expenses:HSA Employo...		654.17	X	960,978.03
02/26/2021			Interest Income	Deposit		X	960,985.67
02/26/2021	19894	VSP of Wyoming	Payroll Expenses:Employer Me...	March Vision Insura...	51.32	X	960,934.35
02/26/2021	19895	Carlin E Girard	-split-		2,918.07	X	958,016.28
02/26/2021	19896	Emily E Hagedorn	-split-		2,509.83	X	955,506.45
02/26/2021	19897	Emily P Smith	-split-		1,985.75	X	953,520.70
02/26/2021	19898	Morgan W Graham	-split-		1,976.68	X	951,544.02
02/26/2021	19899	Phoebe T Coburn	-split-		2,348.93	X	949,195.09
02/26/2021	19900	Robert M Sgroi	-split-		2,532.56	X	946,662.53
02/26/2021	19901	Tom Segerstrom	-split-		3,133.07	X	943,529.46
02/26/2021	19902	Electronic Federal Tax Paym...	-split-	83-0247879	5,524.48	X	938,004.98

\$ 89,417.44



# Credit Card Record Sheet for the month of February 2021

TS  
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EH  
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PC  
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MG  
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RS  
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	date	item	vendor	project	ref#	\$
	2-11	meeting food	Albertsons	Board Mtng	7390	25.97
	2-11	meeting food	Bubba's BBQ	Board Mtng	3269	62.72
	2-17	meeting food	Albertsons	Board Mtng	4161	23.98
	1-24	Laptop - MG	Factory IT	Computer Sys	9594	3353.06
	2-01	garbage removal	Westbank San.	office clean	2824	35.38
	2-04	paper products	Albertsons	office clean	2041	41.39
	2-09	stamps	USPS	post + ship	7591	55.00
	2-10	software sub.	Factory IT	Computer Sys	9593	29.00
	2-11	monthly IT	Factory IT	Computer Sys	9592	1103.25
	2-14	<sup>MS</sup> Exchange Migration	Factory IT	Computer Sys	9599	2800.00
	2-18	electricity	Lower Valley	office elec.	7364	115.41
	1-26	test charge	Square	misc. exp.	0897	1.00
	2-05	postage	USPS	post + ship	4640	26.35
	2-03	imagery hosting	Amazon Web	GIS + Mapping	9766	0.80
	2-11	software sub.	Adobe Creative	Computer Sys	0838	56.17
	2-05	software	Nat'l Fire	software + supplies	7809	64.45

\$7793.93

### BANK RECONCILIATION

Name of Client: Teton Conservation District	Statement Date: February 28, 2021	DA
Bank: Wells Fargo Bank	Account No: 000-0337175	3/5/2021

Prior Month Reconciled Balance	\$ 911,451.64	Bank Statement Balance As of 2/28/2021	\$ 957,227.76
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Add Debits:	150.00	68,859.61	200.00	300.59	7.64	\$ 69,517.84
Total Debits						\$ 69,517.84
Sub-Total						\$ 980,969.48

Add Deposits in Transit:						
Total Deposits						\$ -
Sub-Total						\$ 957,227.76

Less Credits:	115,970.78					
Total Credits						\$ 115,970.78
Bank Balance - Per General Ledger						\$ 864,998.70

Less Checks Outstanding:						
(See List Below)						\$ 19,222.78
Bank Balance - Per Reconciliation						\$ 938,004.98

Checks Outstanding		
Number	Amount	Name
19677	200.00	
19852	19,000.00	
19889	22.78	
		\$ 19,222.78

page 2 total -

page 3 total -

QuickBooks Reconciliation	
\$ 938,004.98	Month End QB Register Balance
Adjustments to be posted in QuickBooks:	
\$ 938,004.98	Adjusted QB Register Balance
\$ 938,004.98	Reconciled Balance
\$ -	Difference



## 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. Teton County Integrated Solid Waste and Recycling has indicated that it will not be able to use \$4,000 of their approved FY21 Memorandum of Agreement (MoA) Grant funding. In addition, it was discovered that the Yellowstone Teton Clean Cities FY20 MoA carryover amount was double recorded in the budget, both in FY20 carryover line item and in the MoA line-item area for FY21. The amount that was recorded twice was \$7,784.

**Recommended Motion:** *Move to make the \$11,784 in funds that cannot currently be expended for the original FY20 and FY21 Memorandum of Agreement funding grants, available for other projects in the FY21 TCD budget.*

### Information Items:

**Operations Area:** Administration

- **Accounting:** I have been processing a number of grant reimbursement requests, as well as some of the recently approved grants that were awarded with a “pay in advance” status. I am working on updating the Committed Funds account to reflect the many new PIC grants and line-item grants. I've been working on refining the Draft FY22 Budget numbers and having budget discussions with other staff member to anticipate needs.
- **Wyoming Association of Conservation Districts Certification Training:** I listened to the 2021 Certification Training sessions online. One of the things that I noted was that all required records must be kept in the TCD office for inspection by the public during office hours. I was previously under the impression that old records could be stored at the State Archives once they aged out of relevancy. It turns out TCD can keep old records at the State Archives, however, if they are the type of records that TCD is required to retain they need to be kept in the office forever in hard or digital formats. If TCD runs out of space an option is to store the records at the County Clerk's office, if they will take them. A while back, I asked them about storing the Flat Creek Watershed District's records at the County Clerk's office, but they insisted that we keep those records at the TCD office.
- **Records Maintenance:** I'm moving old checks and 3-ring binders of records downstairs to our storage area to make room for the second half of Fiscal Year 2021, and upcoming Fiscal Year 2022 records. There may be options for keeping just electronic copies of these old records at some point. I will review the requirements for keeping different types of records, and come up with a policy and plan to house the electronic versions.

### Upcoming 2021 TCD Calendar of Events:

March 17	Quarterly Joint TCD/FCWID Meeting	12pm via Zoom
March 17	Regular TCD Board Meeting	1pm via Zoom
April 21	Regular TCD Board Meeting	1pm Zoom/Office TBD
May 19	Regular TCD Board Meeting	1pm Zoom/Office TBD





## Robb Sgroi, Land Resources Specialist

### Action Items:

#### **Program Area:** Land

- **Small acreage agriculture:** Slow Food in the Tetons (SFT) has taken over management of the community garden on lands owned by Town of Jackson, at May Park. The primary complaint at the garden is herbivory by deer. This project will develop an exclusionary fence around the garden (See Supplemental Materials) perimeter. Note that SFT has a pending Memorandum of Agreement with TCD and has requested \$43,000 for FY 2022. **Recommended Motion:** *Move to approve the Slow Food in the Tetons line-item funding request titled 'May Park Community Garden Fence', in the amount of \$7,000, from the FY 2021 line-item 'Small Agriculture'.*
- **Livestock Fencing Grant:** Snake River Associates is requesting financial support to replace existing private land pasture boundary fencing with new fence of the same type. Two fence configurations are presented, with different costs. Thanks to Tom Breen, for offering great insight into his experience with fencing. **Recommended Motion:** *Move to approve the line-item request titled 'Fish Creek Road Perimeter Fence', in the amount of xxx, from the FY 2021 line-item 'Livestock Fencing Grant'.*
- **Full Circle Education (FCE), Memorandum of Agreement (MOA):** A MOA was drafted between TCD and FCE. TCD and FCE first discussed a possible agreement in 2016, and FCE's first request for support also was received in 2016. Tom and I discussed partnering opportunities with FCE's Executive Director, and support a MOA as the best mechanism for TCD to provide support. **Recommended Motion:** *Move to authorize the Chairman to sign the Memorandum of Agreement between Teton Conservation District, and Full Circle Education.*
- **Slow Food in the Tetons (SFT), Memorandum of Agreement (MOA):** After meeting with the Director of SFT due to multiple years of requests for funding a MOA was drafted between TCD SFT. SFT's first request for support from TCD was received in 2018, and SFT has subsequently been awarded grants from TCD for numerous activities. **Recommended Motion:** *Move to authorize the Chairman to sign the Memorandum of Agreement between Teton Conservation District, and Slow Food in the Tetons.*

### Information Items:

#### **Program Area:** Land

- **Small Water Project Programs (SWPP):** State legislation signed in 2021 has changed requirements for public noticing of final payments, for a subset of SWPP projects. Elimination of noticing will reduce TCD workload in the long term. In the short term I am working with Wyoming Water Development Office to clarify how the legislation affects numerous draft agreements and noticing of final payments of current projects.
- **Ag Rangeland Projects:** Planning continues amongst several stakeholders on a project that envisions migrating all historical range data for the northern Bridger-Teton National Forest, into Vegetation GIS (VGS) software. I drafted a Scope of Work for stakeholders of the project (Bridger-Teton National Forest, University of Arizona), outlining responsibilities, funding sources, staffing, and training to implement the project.
- **Small Agriculture:** University of Wyoming Haub School is conducting a second phase of its Environmental Solutions Course, in cooperation with TCD. The first phase resulted

in a written report, investigating a local food system in our area, available [here](#). The current, second phase, is led by Korina Anne Moria, a student in the history department, and Rachael Romsa, JD/MA candidate. The project will focus on 1) interviewing selected stakeholders about constraints and opportunities to improve the community food system in our county, 2) research land ownership types and related constraints and opportunities on agricultural uses in those areas, and 3) researching local and statewide regulation related to agriculture, such as building codes and land development regulations. A meeting with all of the stakeholders involved with the multi-district MOA to develop Ecological Site Descriptions for Tall Forb Plan Communities on the Bridger-Teton National Forest will meet toward the end of March 2021 to discuss the project.

**Program Area: Planning and Development**

- **Development Reviews:** TCD received two requests for review of development from Teton County Planning. The first was request for comment on a proponent's request to Teton County, as a landowner, to provide consent for change in a Point of Diversion and Means of Conveyance at Boyles Hill Road. The second was a request from the Association Long Range Planner to review a new type of zoning, and the applicability of that zoning in a specific area (See Carlin's Staff Report). Both requests were atypical in type. Written comments were provided for both. Comments on the former included recommendations to consider impacts on habitat, as well as consideration of the ability to manage additional water inputs into a complex surface water system. Comments on the latter included consideration of how to address wildlife permeability and open space, as well as thoughts on groundwater protection and wastewater management.

**Program Area: Sustainability**

- **Air Quality:** The Wyoming Department of Environmental Quality (DEQ) has successfully upgraded two particulate matter (PM) monitoring instruments that are located along High School Road. The previous instruments provided results approximately two weeks after samples were manually removed and sent to a lab. The new instruments will provide publicly accessible, real time, results. As an update, DEQ has not yet published the final report for the mobile air quality monitoring station that was located on the National Elk Refuge from 2018-2019.



**Teton  
Conservation  
District  
Est. 1946**

## Teton Conservation District Grant Application Cover Page & Narrative

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

<b>PROJECT INFORMATION</b> (Section 2 of 4)			
<b>6. Project Title:</b> <i>Please enter a brief project title.</i>			
<b>7. Total Project Budget (\$):</b>			
<b>8. Grant Funding Requested from TCD (\$):</b>			
<b>9. Anticipated Project Start Date:</b>		<b>10. Anticipated Project End Date:</b>	
<b>11. Requested Funding Schedule:</b> <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	
<b>12. Requested Final Report Deadline:</b> <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			
<b>13. Grant Category:</b> <i>Which Teton Conservation District grant category does your proposed project primarily support? <a href="#">Click here to read about the grant categories.</a> Please select one.</i>			
Water	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.**

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

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

**6. Additional information (Optional). 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](mailto: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:*

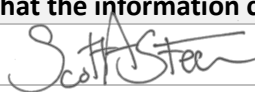
Phoebe Coburn  
Teton Conservation District  
PO Box 1070  
Jackson, WY 83001

*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: **Slow Food in the Tetons**

Date: **1-Feb-21**

Project Name: **May Garden Fence Project**

Application ID: **FY21\_LND\_002**

<b>Project Deliverables</b>	<b>Requested TCD Grant Funds (\$)</b>	<b>Slow Food in the Tetons Applicant (\$)</b>	<b>JH Community Garden Volunteers In-Kind</b>	<b>TOJ/Teton County Parks and Recreation In-Kind</b>	<b>Community Foundation of JH Competitive Grant</b>	<b>Total</b>
Demolition and disposal of existing fence				\$1,656.84		\$ 1,656.84
Project management and contractor oversight for the new fence				\$1,324.56		\$ 1,324.56
Pre/post site prep, clean up and landscaping (60 hours @ \$20/hr)			\$1,200.00			\$ 1,200.00
Materials, labor and construction of 8-ft wildlife perimeter fence and gates (construction estimates explained in narrative)	\$7,000	\$2,000			\$9,000	\$ 18,000.00
						\$ -
<b>TOTAL</b>	\$ 7,000.00	\$ 2,000.00	\$ 1,200.00	\$ 2,981.40	\$ 9,000.00	\$ 22,181.40



Dear Community Foundation of Jackson Hole,

Teton County Parks and Recreation would like to express its support for the May Park Community Garden Fence Project. When this item was removed from our budget last spring due to the COVID-19 pandemic, we understood the negative impact it would have on May Park gardeners. Plant loss due to deer in the area has been an ongoing problem for garden participants, and we were disappointed not to be able to address this issue as planned.

We have worked with Slow Food in the Tetons since that time to discuss alternative, less expensive, temporary solutions and feel confident that they have comprehensively explored these options. We support their decision to proceed in replacing the existing 4-foot fence with an 8-foot wildlife fence around the garden. We expect this new fence to be an acceptable solution to the deer problem and believe it will be both safe and functional and fit within the existing aesthetic at May Park.

In support of this project, Teton County Parks and Recreation is prepared to offer an in-kind donation of labor for the demolition of the existing fence, including dump truck, equipment, staff, and disposal services. In support of the new fence construction, Teton County Parks and Recreation will provide an estimated 28 hours of project management and contractor oversight services.

Teton County Parks and Recreation supports this improvement at May Gardens as a beneficial enhancement for the greater May Park area. We appreciate the research, initiative, and investment that Slow Food in the Tetons is making to bring this project to fruition, and we look forward to working with them in support of this endeavor.

Sincerely,

A handwritten signature in black ink, appearing to read 'A Erskine', is written over a faint, light-colored signature line.

Andy Erskine  
Parks Manager



JACKSON HOLE

WILDLIFE  
FOUNDATION

October 28, 2020

Dear Mari Allan,

We appreciate you asking for our guidance regarding the implementation of ungulate fencing for the community garden at May Park.

The Jackson Hole Wildlife Foundation fully supports the grant proposal for this improvement project. While fencing can serve as a barrier to wildlife movement and migration, “exclusionary” fencing can also be used to the benefit of wildlife. This includes keeping animals off roadways and preventing unwanted access to forage and habituation.

We anticipate the proposed 8 ft exclusionary fencing will be a sufficient structure to prevent deer, elk and moose from accessing the garden and damaging crops. Further, we have no outstanding safety concerns relevant to humans or wildlife with the usage of a well-maintained, exclusionary fence.

Sincerely,

*Kyle Kissock***Kyle Kissock****Communications Manager**





**Teton  
Conservation  
District**  
Est. 1946

## Teton Conservation District Grant Application Cover Page & Narrative

<b>APPLICANT INFORMATION</b> (Section 1 of 4)	
<b>1. Applicant Representative:</b> <i>The name of the person responsible for the grant application, and final reporting if successfully awarded funds.</i>	
Barbara Hauge	
<b>2. Applicant Entity:</b> <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>	
Snake River Associates	
<b>3. Type of Applicant:</b> <i>Please select one or specify.</i>	
<input type="radio"/> Individual/Landowner	<input type="radio"/> Government Agency
<input checked="" type="radio"/> Business	<input type="radio"/> University/School
<input type="radio"/> Nonprofit	
<input type="radio"/> Other (specify):	
<b>4. Phone Number:</b>	307-699-2000
<b>5. Email:</b>	haugebar@cs.com

<b>PROJECT INFORMATION</b> (Section 2 of 4)	
<b>6. Project Title:</b> <i>Please enter a brief project title.</i>	
Fish Creek Road Perimeter Fence	
<b>7. Total Project Budget (\$):</b>	\$17,100 (or \$25,900 with wooden top rail)
<b>8. Grant Funding Requested from TCD (\$):</b>	\$8,250 (or \$17,050 with wooden top rail)
<b>9. Anticipated Project Start Date:</b> May 1, 2021	<b>10. Anticipated Project End Date:</b> May 31, 2021
<b>11. Requested Funding Schedule:</b> <i>If your grant application is approved, grant funding can be distributed as a reimbursement after project completion (TCD's preference) or in-advance of your project start date. Please circle your preferred funding schedule.</i>	
<input checked="" type="radio"/> Reimbursement	<input type="radio"/> In Advance
<b>12. Requested Final Report Deadline:</b> <i>If your grant application is approved, please select an appropriate deadline for grant completion and final reporting. You may only be given one option below. Your Final Report deadline will be confirmed in your grant award letter.</i>	
<input checked="" type="radio"/> February 1, 2022	
<b>13. Grant Category:</b> <i>Which Teton Conservation District grant category does your proposed project primarily support? <a href="#">Click here to read about the grant categories.</a> Please select one.</i>	
<input type="radio"/> Water	<input checked="" type="radio"/> Land
<input type="radio"/> Wildlife	<input type="radio"/> Sustainability
<input type="radio"/> Vegetation	<input type="radio"/> Education
<input type="radio"/> Geographic Information Systems (GIS)	

**NARRATIVE (Section 3 of 4)**

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

The project serves to replace the most worn out sections of Snake River Associates' perimeter fence along Fish Creek Road. These sections of fence contain the 1,518 cattle that graze in summer on a management-intensive schedule that allows Snake River Ranch to harvest forage while also sustaining and improving pasture. We also usually take in horses in the fall to clean up some of the unused forage.

The perimeter fence is designed as a 4-barbed-wire let-down fence that when raised each Spring will be keep cattle off a public road and private property to the west, and when let down each Fall will enable wildlife to travel more safely down from the western mountain slopes to our pastures below and to Fish Creek.

As we have 2 wildlife groups of concern (approx. 200 earlier Fall elk from north of Teton Village, and approx. 200 later Fall elk and deer from Jensen and Phillips Canyon), the project includes a wooden top rail option in case that design is desired by the Teton Conservation District as a model that has a greater acceptance by the public. We let down the fence sometime in the October 25 to November 5 period, when the horses are gone, so a fence is no problem for the later group. Even the northern elk group do not appear to have had a problem with the current fence.

**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.**

TASK	TIME PERIOD	RESPONSIBLE PARTY
Removal of 2 old fence sections	Spring 2021	Rocky Mountain Fence
Construction of new sections of fence	Spring 2021	Rocky Mountain Fence
Project oversight	Spring 2021	Snake River Ranch



**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.**

This project directly supports these components of the 2020-2025 Long Range Plan:

- 1) Land - "Assist in meeting larger agricultural infrastructure needs, including irrigation, fencing and water developments, while including ecological considerations (e.g., wildlife connectivity, chemical inputs, soil erosion, and labor and management costs)." Fencing is basic ranching infrastructure, so partnering on a perimeter fence (in a fence-out state) is reasonable, especially if funds ensure that perimeter fence optimizes wildlife considerations.
- 2) Wildlife: Work with landowners to mitigate hindrances to wildlife movement and habitat connectivity." This project includes a lay-down wire fence that can be easily crossed in the fall by elk descending from mountain slopes to pastures below and Fish Creek. If TCD believes a wooden top rail will ensure safer migration their payment for the top rails will allow the project to meet their goals.

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

If the new fence ensures containment of the 1,518 steers that rotate through pastures bounded by the fence, as well as fall livestock, and elk are also seen on the property in the fall, we can assume the perimeter fence is serving its main purpose, while also allowing safe movement of wildlife.

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

Our lessee, Snake River Ranch is our partner in supervising the installation of the fence, its seasonal management and its ongoing repair and maintenance.  
JH Wildlife Foundation will not be a partner on this project as a stout barbed wire perimeter fence does not meet the specifications that their executive director's policies currently allow.

**6. Additional information (Optional). Note that you may also attach supplemental materials (technical information, photos, maps, diagrams, letters of support, etc.).**

see scan of Teton County aerial map, with fence sections marked as well as bids from well-established fence company, Rocky Mountain Fence.

**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](mailto: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

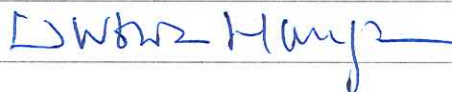
*If mailing by UPS or FedEx:*

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:

Barbara Hauge



Date:

2 March 2021

**Teton Conservation District (TCD) Grant Application Budget**

Applicant Entity: Snake River Associates  
 Project Name: Fish Creek Road Fence

Date: 2-Mar-21  
 Application ID: [Leave Blank]

Project Deliverables	Requested TCD Grant Funds (\$)	Applicant (\$)	Applicant (In-Kind)	[Partner 1] Match (\$ or In-Kind)	[Partner 2] Match (\$ or In-Kind)	Total
Project Oversight		\$ 600.00				\$ 600.00
Removal of 2 sections of old 4-wire fence	\$ 1,100.00	\$ 1,100.00				\$ 2,200.00
Construction of new 4-wire fence	\$ 7,150.00	\$ 7,150.00				\$ 14,300.00
Wooden top rail (if funded)	\$ 8,800.00					\$ 8,800.00
						\$ -
<b>TOTAL</b>	\$ 17,050.00	\$ 8,850.00	\$ -	\$ -	\$ -	\$ 25,900.00



**SNAKE RIVER ASSOCIATES**  
5700 Snake River Ranch Road  
Wilson, WY 83014  
307-699-2000

March 1, 2021

Re: PIC Grant Application Authorization

Teton Conservation District  
Jackson, WY

This letter authorizes Barbara Hauge to apply for a PIC Grant for support for the replacement of the most tired sections of our perimeter fence along Fish Creek Road.

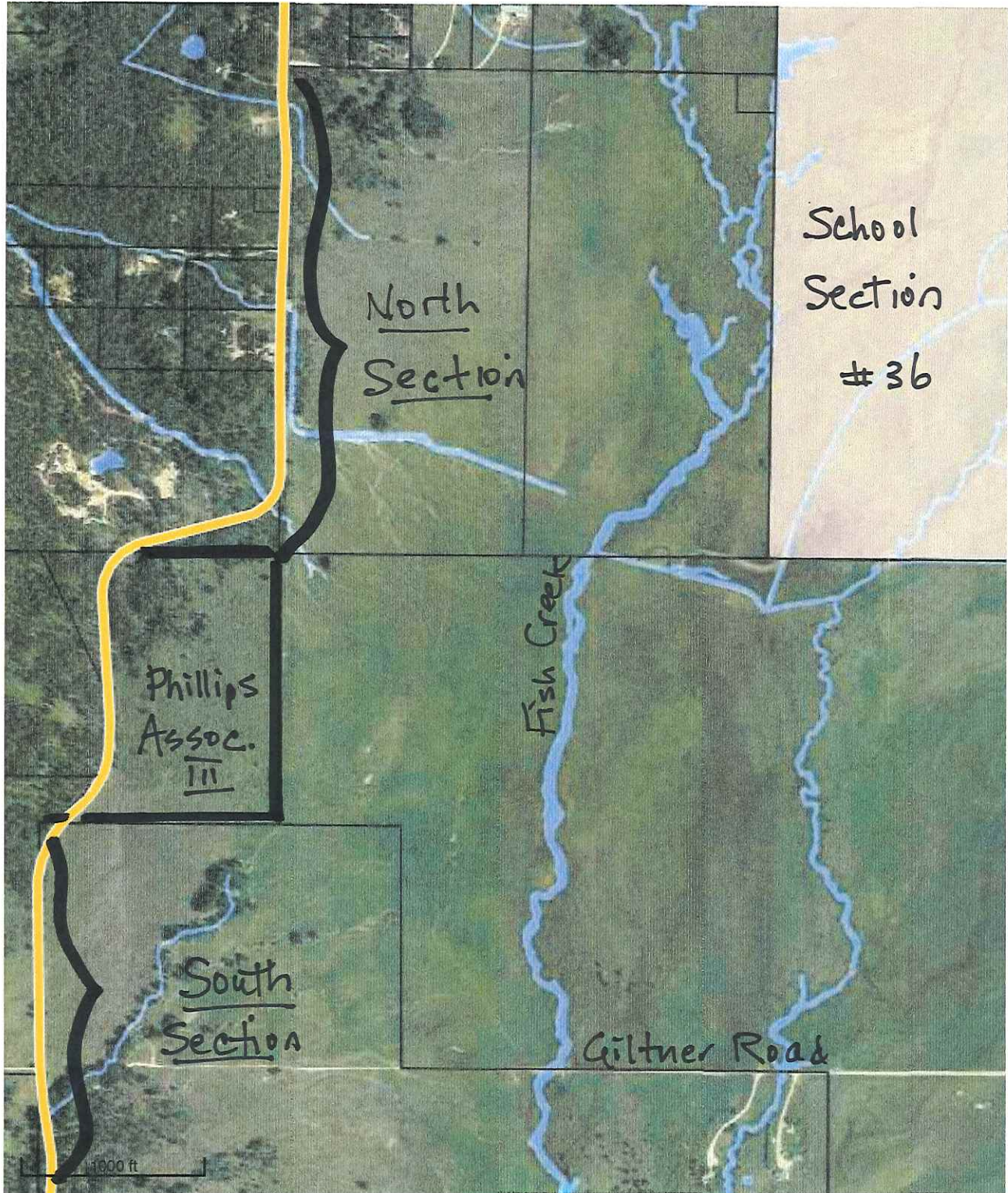
Sincerely,







Barbara Hauge  
Manager



# Teton County Wyoming MapServer



-  Town of Jackson Corporate Limits
-  River, Creeks, Lakes
-  Public Parks
-  BLM

North + South sections of  
 Fish Creek Road fence proposed for replacement.  
 SNARE RIVER ASSOCIATES





Photo shows an internal 4-wire let-down fence elsewhere on Snake River Ranch in the process of being let down in the Fall. The purpose of the photo is simply to show anyone unfamiliar with the idea of a let-down fence how a wire fence can be separate from permanent posts so it can be let down in winter.

Proposed perimeter fence, per the attached bid, would consist of 4 strands of barbed wire (or 3 strands if a wooden top rail were funded) strung between posts set 15 feet apart. The wires would be spaced at 12", 24" 36" and 48" from ground level. The Ranch manager prefers a 12" bottom wire, but would consider a 16" bottom wire to qualify for funding. As shown in the photo above, the stays not only support the wires but also enable the fence to be let down.

Rocky Mountain Fence  
 PO Box 1241  
 Pinedale, WY 82941 US  
 +1 3077744274  
 rmu@wyoming.com

## Estimate



**ADDRESS:**

Snake River Ranch  
 Fish Creek road section

ESTIMATE #	DATE
1057	09/29/2020

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Sales	Treated top rail fence with 3 wires, wildlife freindly design	4,400	5.75	25,300.00

Estimate includes all materials, labor, and equipment required to complete above listed project. Any additional work will be billed separately. Final invoice will reflect actual measurement for fence installed. Owner is responsible for fence location. A 50% deposit is required prior to scheduling. Thank you for the opportunity.

**TOTAL**

**\$25,300.00**

Accepted By

Accepted Date





## Morgan Graham, GIS Wildlife Specialist

### Information Items:

#### **Operations Area:** Grants

- **Partners in Conservation (PIC):** Closeout of FY20 PIC grants.
- **Memorandums of Agreement (MOA):** Follow up and budgeting with MOA partners Jackson Hole Wildlife Foundation, Jackson Hole Weed Management Association, and Grand Teton National Park Foundation.

#### **Operations Area:** Communications

- **Social Media:** Assisted Phoebe with posts on wildlife feeding and winter closures.

#### **Program Area:** Geographic Information Systems

- **Lidar:** Responded to two data requests. Attended [webinar](#) lead by University of Wisconsin-Madison graduate student Kristin Braziunas detailing utility of lidar derived topography, fuels, and canopy data for fire behavior modelling. Assessment and outreach for potential partners in purchasing Quality Level 1 data upgrade (See Supplemental Materials).
- **Winter Wildlife Closures:** Assisted Jackson Hole Conservation Alliance with formatting of winter closure images for hard-copy brochure. Clarified Teton County closures with Office of State Lands and Investments.
- **Surface Water Inventory (SWI):** The SWI has been added to the Teton County Mapserver administered by Greenwood Mapping.

#### **Program Area:** Wildlife

- **Greater Sage-grouse:** The Wyoming Game and Fish Department (WGFD) determined that translocation of grouse into the Gros Ventre drainage, which was recommended by the Local Sage Grouse Technical Team and the Local Sage Grouse Working Groups when populations decline reached threshold levels, will not occur in spring of 2021. Instead WGFD committed to aerial surveys of hard-to-reach areas of the Gros Ventre to detect additional leks.
- **Denizens of the Steep:** FY2020 PIC grant recipients Josh Metten and Zach Montes premiered their [film](#) highlighting the impacts of backcountry recreation on bighorn sheep. In the first three weeks of its release, the film has received 3,700 views on YouTube. Trailers and social media posts by partners have received over 10,000 interactions.
- **Human-Wildlife Coexistence:** Continued data acquisition and development. Outreach to Italian research group leveraging Strava data for estimating impacts to Eurasian brown bears.

#### **Program Area:** Vegetation

- **Native Plant Society - Native Plant List Revision:** Revised list has been delivered by Frances Clark. Will continue to work with Teton Plants to refine derivative products.
- **Jackson Hole Weed Management Association:** Attended spring partner meeting. Discussed potential of TCD support for biocontrol research through the Wyoming Biological Control Steering Committee.

- **Pollinator Collaboration:** Phoebe and I met with the National Elk Refuge Environmental Education Specialist begin collaboration on a Schoolyard Habitat Program promoting pollinators to 4<sup>th</sup> grade students in Teton County.



## Opportunity for Lidar Upgrade on Teton County, WY Private Lands March 10<sup>th</sup>, 2021

### SCOPE:

The United States Geological Survey's 3D Elevation Program (USGS 3DEP), Federal Emergency Management Agency (FEMA), and partners are collecting Quality Level (QL)2 lidar data for the entirety of Wyoming.

In Teton County, this QL2 capture represents approximately \$650k worth of data and services that will be available to the public at no cost. QL1 data collected at USGS specifications is 4x the density of QL2 data (8 pulses/m<sup>2</sup> vs 2 pulses/meter<sup>2</sup>). The benefit of QL1 data is realized in particularly flat or varied areas). Next opportunity to leverage USGS 3DEP would likely be in 10 – 12 years.

Initial estimate to upgrade to QL1 on private lands (Main block, Alta, Buffalo Valley) in Teton County, WY is \$175 – 200k. 1 ft. contours can be generated in-house or added on for additional \$30 – 50k. Teton Conservation District is assessing interest from partnering agencies.

### DELIVERABLES:

- Lidar Point Cloud (LPC) classified as 'Ground', 'Noise', and 'Unclassified'
- Bare-earth Hydro-Flattened Digital Elevation Models (DEMs)
- Intensity Imagery (Figure 1)
- Metadata



Figure 1: Lidar intensity imagery (ESRI).

### SCHEDULE:

- Data collection begins May – July 2021. Final data received in Fall 2021. Monthly invoicing begins when survey/acquisition has begun (May 2021) and will track project phases thereafter. Contract in place no later than May 1<sup>st</sup>, 2021.

*Teton Conservation District is a local government entity whose mission is to work with the community in the conservation of natural resources for the health and benefit of people and the environment.*



BENEFITS:

- QL1 resolution DEMs are 0.5 meter resolution vs. 1.0 meter resolution for QL2 (Figure 2).
- Yellowstone NP upgraded to QL1 for road infrastructure, geology, hydro/veg inventory.
- Survey-grade data for infrastructure planning (materials estimates)
- Elevation-derived hydrography
- Flood mitigation, stormwater management, erosion control
- Geologic fault, landslide, earthquake hazards
- Water storage and treatment planning
- Wildland fire planning (hazard analysis + fuels reduction)
- Forest road assessment and maintenance
- Timber survey (Height, canopy closure, type classification)
- Vegetation inventory (Especially conifer forests where leaf-off is not possible)
- Wildlife habitat assessments
- Archeological and cultural inventories
- Town of Jackson interests: Right-of-way, hillside regulations, sewer/water, sidewalks, standardizing private land elevations.

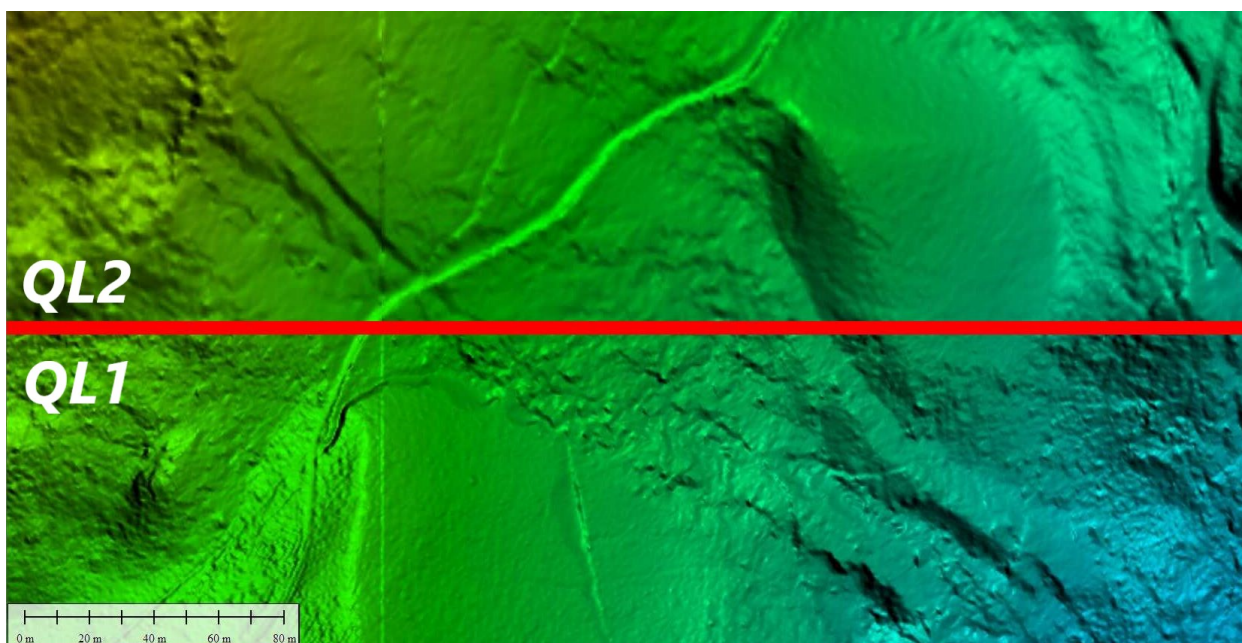


Figure 2: QL2 DEM (1 m) vs. QL1 DEM (0.5 m)

Case STUDIES:

[Investing in the Forest Service with Lidar Data](#)  
[Washoe County, NV QL1 vs QL2](#)

CONTACT:

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 GIS & Wildlife Specialist  
 Teton Conservation District  
 307-413-5635  
[morgan@tetonconservation.org](mailto:morgan@tetonconservation.org)

## **Emily Smith, Natural Resources Technician**

### Information Items:

#### **Program Area: Water Wyoming Association of Conservation Districts Training:**

Participated in and received a certification of completion for Principles of Water Quality training. This training covered a wide range of water quality topics including watershed hydrology and management, soil and groundwater, runoff, stream water, snow science as well as the basics of water chemistry.

#### **Program Area: Vegetation**

- **Wildfire Risk Reduction Program (WRRP):** 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. The spreadsheet now has the landowner hours completed for projects where the information was available. It came out to 2,316.05 landowner hours for 2014 through 2020 over 118 projects. The year 2020 saw the highest number of projects and a significantly higher number of landowner hours, coming to 820.75 hours over 45 projects. A corresponding ArcMap shapefile and Google Earth kmz file were created with the updated property and project information.
- **Neighborhood Road Corridor and Common Space Treatments:** I updated the ArcMap shapefile and Google Earth kmz file for lands participating in these kinds of TCD cost-share treatments. These files illustrate the road sections that have participated in the program, working to improve safety of ingress and egress along roadways. A total of four projects have been completed, one in 2018 and three in 2020. Coinciding with updating the ArcMap shapefile and Google Earth kmz file, I created a simple metadata to help explain the information included. Additionally, I created a workflow so that others could easily update the ArcMap shapefile and Google Earth kmz file as needed in the future.

#### **Program Area: Land**

- **Rangeland Data Management Training:** I participated in training hosted by the Society of Rangeland Management for the Vegetation GIS (VGS) software created and managed by the University of Arizona. This software is designed to assist with rangeland surveys, organization of data stored locally or in the cloud, as well as comparing data for a specific allotment over the years. This training was in preparation for an upcoming project in partnership with the Bridger-Teton National Forest to input data.

#### **Program Area: Geographic Information Systems**

- **Wyoming State Geological Survey:** I assisted Morgan in inputting edits and cleaning-up maps illustrating water well locations, with their corresponding permit numbers and elevations, along Hoback Canyon in southern Teton County.



## Carlin Girard, Water Resource Specialist and Associate Director

### Action Items:

#### **Program Area:** Water Resources

- **Wyoming Department of Agriculture Intent to Use Lab Funds:** Each year the Wyoming Department of Agriculture allocates grants to Conservation Districts for laboratory costs. In order for TCD to claim these funds, the Board must approve the signature of the Intent to Use Lab Funds form (see Supplemental Materials). Analytical costs from the Septic System Effluent Monitoring Project are a great place to allocate these reimbursement funds.

**Recommended Motion:** *Move to approve the Board Chair to sign the Wyoming Department of Agriculture Intent to Use Lab Funds form.*

### Information Items:

#### **Program Area:** Water

- **Trout Unlimited Memorandum of Agreement:** Trout Unlimited's MOA request for FY22 includes carry over of last year's project funds (\$50,850), as well as the addition of \$50,000 for the Spread Creek Diversion Project and \$1,000 for Adopt-A-Trout Programs.
- **Water Quality Mapping:** 1) I presented the Drinking Water Mapping Project to the Teton County Board of County Commissioners. They asked good questions. 2) I completed a radio interview for KHOL on water quality and drinking water mapping.
- **Hoback District Formation:** Continued progress is being made by stakeholders, in what is now being referred to as the Hoback Clean Water Initiative.
- **Septic Effluent Monitoring Study:** Monitoring continues, and it appears that freezing conditions in the leach fields have decreased and lysimeters are functioning again.
- **Wyoming Department of Environmental Quality (WDEQ):** Dave Adams and I met with department heads from WDEQ to discuss a range of issues that TCD and WDEQ are both working on in Teton County, WY. A major focus of the conversation was future inclusion of Town of Jackson and Teton County in the conversation.
- **E. coli Source Tracking:** I have been working extensively with Kelsey Ruehling, the graduate student completing the E. coli source tracking study this summer. As possible, I am assisting with sampling site identification and contacts, housing, and lab space.

#### **Program Area:** Communications

- I presented on the topic of water quality to a group of 6<sup>th</sup> and 7<sup>th</sup> graders, and presented to a high school science class, on a separate occasion.

#### **Program Area:** Administration

- **Associate Director Responsibilities:** In Tom's absence, I played an administrative role to keep TCD programs moving forward.

#### **Program Area:** Planning and Development

- **Highway 390 Rezoning Letter:** I worked extensively drafting a letter to Teton County, which they requested, following their proposal to rezone the residential neighborhood east of Hwy 390 in the vicinity of the Calico Restaurant. TCD comments focused on the topics of wildlife permeability and sewer requirements, which are elements of the new zone's land development regulations.





The Wyoming Department of Agriculture is dedicated to the promotion and enhancement of Wyoming's agriculture, natural resources and quality of life.

### Intent to Use Lab Funds Statement 21-22 Biennium

Please complete this form by February 8, 2021 and email to michelle.macdonald@wyo.gov.

Please check one of the following:

\_\_\_\_\_ plans to use the lab fund allocation of \$3882.  
(Name of District)

\_\_\_\_\_ will not use the lab fund allocation of \$3882 this biennium and  
(Name of District) it may be distributed among the other districts for their use.

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Date

Lab funds and this subsequent decision was discussed at the meeting held on \_\_\_\_\_  
(Date)

Approved by WACD: June 9, 2010  
Approved by BOA: July 14, 2010

*Equal Opportunity in Employment and Services*

**BOARD MEMBERS**

Jana Ginter, District 1 • James Rogers, District 2 • Shaun Sims, District 3 • Amanda Hulet, District 4 • Mike Riley, District 5  
Bryan Brost, District 6 • Larry Krause., District 7

**YOUTH BOARD MEMBERS**

Landon Hoffer, Southeast • Jared Boardman, Northwest • Hadley Pape, Southwest • Cameron Smith, Northeast





## Phoebe Coburn, Communications Specialist

### Action Items:

#### **Operation Area:** Grants

- **Partners in Conservation Grant Guidelines:** Please consider the final draft Partners in Conservation (PIC) and Line-Item Request (LIR) Grant Guidelines included in Supplemental Materials. Adjustments have been made since the last board meeting.  
**Recommended Motion:** *Move to adopt the Grant Guidelines Memo dated March 10, 2021.*

### Information Items:

#### **Operations Area:** Grants

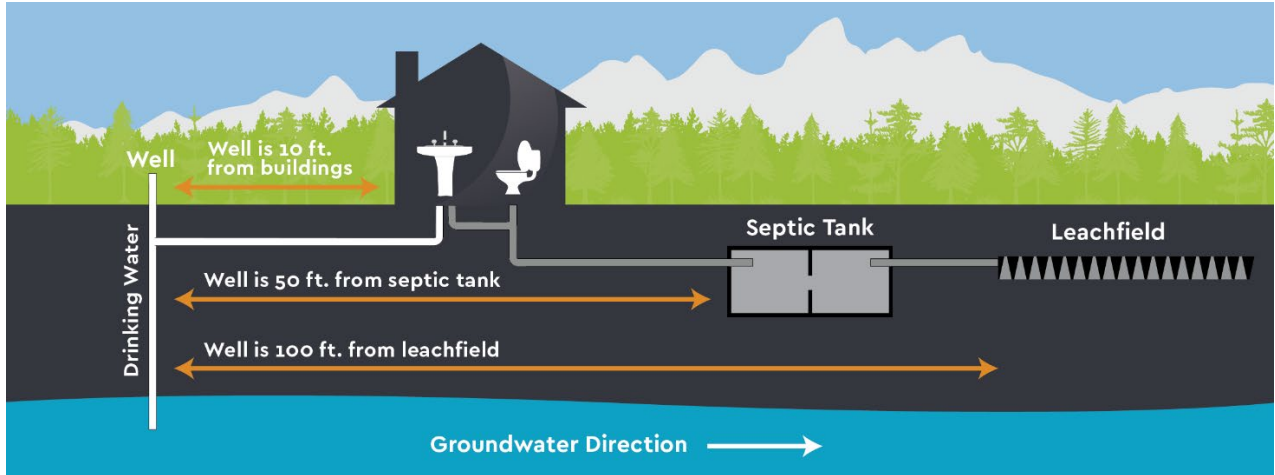
- **Partners in Conservation (PIC) Grants:** I completed all award and decline letters for PIC grant application and continue to complete administrative duties associated with tracking PIC and Line-Item grants, including Final Reports etc.
- **MOA Grants:** I have begun to build out a system for receiving, tracking, etc. MOA grants. This work will continue for the next few weeks.

#### **Program Area:** Wildlife

- **Being Wild Jackson Hole Website:** We contributed initial content and will continue to contribute content to Jackson Hole Wildlife Foundations new campaign, Being Wild Jackson Hole: <https://beingwildjh.com/>

#### **Program Area:** Water

- **Jackson Hole Clean Water Coalition (JHCWC):** 1) The Rafter J HOA will be making a decision on whether or not JHCWC can move ahead with the dog waste sign project at their March 23, 2021 meeting. In the meantime, I've gathered quotes for fabrication and design. The project is expected to cost roughly \$2,000. TCD has \$4,000 set aside in the FY21 budget for dog waste signage. The tentative plan (pending Rafter J approval) is that TCD will own the signs and have the option to move them to other areas of the valley in the future, if desirable. This tentative arrangement also gives Rafter J the option to ask us to remove the signs if they are not favorable for whatever reason. 2) Planning has begun for the 2021 Trout Friendly Landscaper & Business Certification Event. The event is tentatively scheduled for 9:00-11:00 a.m. on April 20, 2021. A survey is being sent to the 2020 Certified Landscapers to gather their input on how to improve the program in 2021.
- **Karns Meadow Sign:** 1) I have been working with Katie Christiansen (the artist TCD hired) to design and fabricate the Karns Meadow sign. The tentative completion date for the project is mid-August, ahead of the National Association of Conservation Districts Convention in Jackson, scheduled for late August. We're hoping to incorporate a visit to the sign as part of a field trip offered at the convention. 2) I submitted our Yearly Plan of Work to the Wyoming Department of Agriculture for the \$6,000 grant we received from them for this project.
- **Know Your Well Day:** Know Your Well Day is March 13, 2021. I've been working with Carlin to create a graphic (see next page), and we're planning a sponsored post in Buckrail on March 12, 2021.





**Teton  
Conservation  
District  
Est. 1946**

## MEMORANDUM

**TO:** Tom Segerstrom, Executive Director & Teton Conservation District Board of Supervisors  
**FROM:** Phoebe Coburn  
**DATE:** 03/10/2021  
**SUBJECT:** Partners in Conservation (PIC) and Line-Item Request (LIR) Grant Guidelines

The purpose of this memo is to outline a few draft guidelines for Teton Conservation District (TCD) staff in administering Partners in Conservation (PIC) and Line-Item Requests (LIR) grants. These guidelines are intended to remain circumstantially flexible.

1. **Final Report Deadline Grace Period:** PIC and LIR grantees will be offered a grace period of one month after their assigned Final Report Deadline to submit a Final Report. If an entity submits a Final Report late, it may be noted in the staff review of future grant requests.
2. **Extension Requests:**
  - a. PIC and LIR grantees will be allowed one Extension Request per grant. If a second Extension is needed, awarded funds will be returned or released for other uses and the grant shall close. The grantee may be encouraged to apply again.
3. **Grant Timelines:**
  - a. **Multi-Year Projects:** Special consideration for large-scale, multi-year projects can be considered. However, TCD may encourage applicants with multi-year projects to apply for funding only for a discrete portion of the project that falls within a shorter timeframe. For example, academic research projects often take multiple years to complete. TCD may encourage such applicants to request funding for a finite portion of their project by defining grant deliverables that can be completed within approximately one year (or two years, with an Extension Request). Following the completion of the stated grant deliverables, the Final Grant Report will be submitted, and the grant will be considered closed, even if the overarching project is ongoing. The goal of this guideline is to limit administrative burden associated with multi-year grants. The grantee is still responsible for providing the final research results or project outcomes upon completion.
  - b. **Final Report Deadline Dates:** For PIC and LIR grant requests, the preferred Final Report deadline is February 1 of each year. The alternate deadline, based on the project timeline or other factors, is June 1 of each year. Other exceptions can be made. This means that most, but not all, grants will have a timeline of 10 to 16 months, without an Extension Request.
4. **Budget Adjustments:** All TCD grants shall adhere to the Wyoming Department of Agriculture grant policy that if more than 15% of the total project amount is being moved from one budget line item to another, written permission by TCD is required. For adjustments of less than 15% from one budget line item to another, permission from TCD is not required, though open communication is recommended. There is a limit of one adjustment per project.



## Tom Segerstrom, Executive Director

### Information Items:

#### **Operations Area:** Administration

- **FY 2022 2nd Draft Budget:** The Second Draft of the TCD Budget will be distributed following Board input on the Initial Draft that was distributed in February 2021.
- **Memorandums of Agreements (MOA's):** Two new MOAs were developed and reviewed as a preferable funding process for traditionally annual funding requests that generally are approved by the Board. Multiple MOA requests for funds in FY 2022 were refined for inclusion in the upcoming FY 2022 TCD 2<sup>nd</sup> Draft Budget.
- **National Association of Conservation Districts Convention:** The National Convention will occur in Jackson on August 30-31, 2021. It will be held at Snow King Resort with an expected attendance of 150 people. The Wyoming Association of Conservation Districts will be the host, but TCD (Staff and Board) will be encouraged to be in attendance. TCD is expected to create, arrange, and implement tours and activities for participants and families on the second day. Examples are float trips, bus tours, fishing guides, wildlife tours, etc.

#### **Program Area:** Planning and Development

- **Town and County Environmental Staffing:** I spoke to Luther Propst and Jonathan Schechter regarding cost-share funding by TCD in FY 2022 for the initial funding a Town Environmental Stewardship Coordinator Senior Level Position and a County Water Quality, Senior Level Position. It is anticipated that these staffing positions will lead to reductions in requests for TCD development reviews and the advancement of the Natural Resource Protection Land Development Regulations and the Natural Resource Overlay.
  - For the Town, cost-share funding is the factor that is key to instigating the position. As shown in the FY 2022 TCD 2nd Draft Budget, \$60,000 was included for consideration in what will be a \$144,000 Full Time Equivalent for a Department Head with \$36,000 in office support. It is anticipated that 2-3 years of such support is needed. As other outside funding sources are discerned, TCD may also be asked to serve as a pass-through entity.
  - For the County, a Water Quality Full Time Position as a senior member of Public Works Department is more of an issue of political will than lack of funding. Demonstrable waste and drinking water planning needs further focuses the political direction.
  - TCD Board support for both positions would best be communicated in Letters of support to both the Town Council and the County Commissioners in mid-April 2021 and personal Board-Board conversations. Two draft letters will be provided for TCD board input at the board meeting.

#### **Program Area:** Vegetation

- **Town and County Wildfire Coordinator Staffing:** Robb has included a line-item for cost-share funding of a Teton County Fire and Emergency Medical Services (FireEMS), Wildfire Coordinator Position. The amount currently in the FY 2022 TCD, 2nd Draft Budget is \$50,000. It is anticipated that the position would bring FireEMS into a more direct role in wildfire risk deduction and thereby expand the efficacy of the TCD Wildfire Risk Reduction Program in shared roles.

**Program Area: Sustainability**

- **Integrated Solid Waste and Recycling (ISWR):** Food waste composting from the public will begin this spring with Terra Firma as the contractor. Avoiding all contamination is imperative so only 100% “Clean” food waste can be accepted. No plastic of any kind, produce labels, glass or bones can be incorporated, no shellfish, coffee filters, compostable dinner ware or composable plastic bags are allowed. No sorting or screening will be conducted. Bags will be opened and inspected before acceptance. Recycling of volumes of small propane canisters and pepper spray canisters as other than hazardous waste was the topic of a subcommittee that I was asked to participate in. Ironically, small propane canisters simply need to be drained of gas (preferably captured, but no one does so) and then punctured to prove that it is empty then it is recyclable steel. The cheapest way to do this is to shoot them as targets. They do not explode with no open flame to ignite the gas. Getting to recyclable materials within pepper spray canister is much more difficult. The noxious materials must be contained, and the materials washed as they cannot be practically neutralized. No private sector mechanism exists for these processes. A Request for Proposals is being drafted by ISWR as a means of searching for local, private sector solutions.