

Twin Lakes Rathdrum Creek Flood Control District No. 17
Minutes of the December 1, 2022 Meeting

Public Agency: Flood Control 17, Kootenai County, Idaho
Governing Body: Board of Commissioners, Flood Control District

Meeting Date, Time and Location:

December 1, 2022

Twinlow Camp and Retreat Center Office

22787 North Twinlow Road, Rathdrum Idaho 83858

The meeting was **called to order** at 6:07 pm by Chairman Todd Howe

Present: Chairman Division 1, Todd Howe
Commissioner Division 2 Adam Kremin (via phone)
Commissioner Division 4, Janet Armstrong

A quorum was established.

Others Attending: Laurin Scarcello, FCD Dam Tender; Michelle Richman, IDWR; Steve Neff, Twin Lakes Water District 95-C Watermaster, Renee Miller, Secretary/Treasurer and Jeff Hite.

Adam Kremin moved to approve the Minutes of the November 3, 2022 meeting. The motion was seconded and passed unanimously.

Lake Level Report

Laurin Scarcello reported the lake level at 7.6 feet with gate opening 2 1/4 inches. He reported that he shoveled snow at the dam.

Payment Authorization

The Commissioners were presented with a list of payables due in December and a folder documenting various amounts. The payables were as follows: Avista, \$32.01 via scheduled electronic funds transfer (EFT); Twinlow Camp \$100.00; Twin Lakes Water District 95-C, \$623.98, to reimburse one half of the fees for the past year for internet connection for dam monitoring (through December); State Insurance Fund, \$24.00, additional for Workers' compensation premium post their review of actual payroll; US Treasury, \$23.24, estimated, for late 941 of Quarter 1 2020; and normal payroll of \$1,065.55 net (\$1,300.00 gross) for November time. The Commissioners were also presented with a folder containing times sheets and a QuickBooks recap of the November time. **Janet Armstrong made a motion to pay the listed amounts.** The motion was seconded and passed unanimously.

Bank Statements

The Secretary/Treasurer a folder to the Commissioners containing the bank reconciliations and bank transactions lists through November 30. The bank statements were not yet posted to the account.

Financial Report

The Commissioners were provided folders with the final financial reports for the fiscal year ended September 30, 2022, including Balance Sheet, Income Statement and Income comparison to budget. Also included was detailed depreciation and annual payroll reports. The Commissioners were asked to review the materials in preparation for publishing the financial reports and providing to IDWR by February 1.

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Correspondence Review

The emails included, from Kootenai County, remittance in the amount of \$1,012.82 in November. Other informational messages were received from Washington Trust Bank, Avista, Rathdrum Chamber of Commerce, and ICRMP regarding informational webinars. An email was received from Neeley Miller at IDWR noting receipt of the letter of project completion and his instruction to apply for reimbursement to the payable department. The Secretary/Treasurer submitted the reimbursement request as directed via email. Emails were received regarding participating in a report to the US Census Bureau. The Census was completed by the Secretary/Treasurer and email confirmation of receipt was received. An email was received from Michelle Richman of IDWR regarding procedures for approval of dam modifications that may be required prior to installation of the monitoring device planned under the Aquifer Protection grant. Additionally emails were received from Michelle Richman and Jennifer Locke, Assistant Clerk of Kootenai regarding the oath of office for new commissioners. USPS mail included notification from the IRS of forgiveness of the penalties for late filing and late paying the 941 payroll tax liability of Quarter 1, 2020. Future correspondence will provide the bill for interest which will not be forgiven. Other mail included notification of insurance coverage held by a vendor and request to complete US Census Bureau report.

Old Business

Steve Neff was told by Kootenai County that invoices for reimbursement under the Aquifer Protection Board grant are to be dated between October 1, 2022 and September 30, 2023. Rubicon still plans to install the new equipment in April or May 2023. Steve Neff would like the new measuring device to be installed on the west gate Laurin Scarcello confirmed the center gate would be available for release control during the installation. Concrete and a crane will be required. The expenditures for concrete, crane and any Rubicon in excess of the grant will be shared equally with the Water District 95-C. The estimate of the Flood District's share is between \$1,500 and \$2,500.

The creek cleanup project was completed and as noted in correspondence, the letter of completion from Todd Howe was sent to IDWR. Adam Kremin requested an agenda item for next month to review potential creek cleaning projects for next year's grant.

New Business

Resolution to Re-Appoint Secretary/Treasurer: Adam Kremin moved the Commissioners pass a Resolution to Reappoint Renee Miller as Secretary/Treasurer for the year ending December 31, 2023. The motion was seconded and passed unanimously.

Job Duties, Dam Operations: Laurin Scarcello and Todd Howe both brought lists of duties of the dam tender to the meeting. The position was discussed, considering changes that have occurred over the past few years with Commissioners assuming some of the duties the dam tender had previously performed. A proposal of a change in the reimbursement arrangement was offered and Laurin agreed to consider the proposed changes and respond at a future date.

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Inter-Agency Agreement with Water District 95-C: Todd Howe reported on his discussion with an attorney concerning a possible inter-agency agreement with the Twin Lakes Water District 95-C for their work together, monitoring the dam and the recent grant. **Todd Howe moved that no formal Inter-agency Agreement be entered into at this time.** The motion was seconded and passed unanimously.

Commissioners' Renewal Appointment: The Secretary/Treasurer will continue to work on the easiest method for Adam Kremin and Janet Armstrong to take their oath of office. Adam Kremin noted he plans to be in town on December 5th and 6th.

Other: Additional report relative to the topic of the Lake Level Report, Laurin Scarcello reported that Gordon Sylte said the stream is not flowing through his property at this time. The commissioners asked that a flush be initiated that will also accomplish washing debris out at the dam. They would like to follow the traditional fill curve chart and return the gate opening to 2 ½ inches.

A guest, Jeff Hite, attended the meeting and complimented the Commissioners upon their handling of the lake in recent times.

Janet Armstrong moved to adjourn at 7:04 pm. The motion was seconded and passed unanimously.

Respectfully submitted,
Renee Miller, Secretary/Treasurer

