

**Twin Lakes Rathdrum Creek Flood Control District No. 17**  
**Minutes of the Meeting January 7, 2021**

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

**Meeting Date, Time and Location:**

**January 7, 2021 6:00 pm**  
**Twinlow Camp and Retreat Center Office**  
**22787 North Twinlow Road, Rathdrum Idaho 83858**

The meeting was **called to order** at 6:09 pm by Chairman Todd Howe.

**Present:** Chairman Division 1, Todd Howe  
Commissioner Division 2, Adam Kremin  
Vice Chairman Division 3, Gordon Sylte  
Commissioner Division 4, Janet Armstrong  
Secretary/Treasurer, Renee Miller

**A quorum was established.**

**Others Attending:** Laurin Scarcello, FCD Dam Tender and Steve Neff, Twin Lakes Water District No. 95, Doug Jones, Idaho Department of Water Resources and Debra Andrews, Twin Lakes Improvement Association

**Todd Howe moved to approve the Minutes of December 3, 2020 Meeting.** The motion was seconded by Adam Kremin and passed unanimously.

**Lake Level Report:** Laurin Scarcello reported the lake level as of 3 pm today at 8.88 feet at the staff gauge with a gate opening of 20 inches. He reported the culverts are clear and there is no water in the sump. He spoke to Eric Singer with the City of Rathdrum, who said he is also monitoring the creek flow. The snotel site registers 52 inches of snow, which is enough to fill the lakes.

**Payment Authorization and Ratification**

The Commissioners were presented with a list that included the following: Ratify--Avista, \$34.59 on 1/11/2021 via monthly scheduled electronic funds transfer (EFT) and CNA for security bond per insurance agent replacing RLI as bond provider, \$320.00 on 12/15/2020 by EFT by Todd Howe; and Approve payments of \$100.00 to Twinlow Camp for meeting space; Renee Miller \$12.00 reimbursement for Quickbooks monthly fee; normal payroll at \$1,143.88, \$1,400.00 gross; and WIX web page host annual renewal at \$156.00. **Adam Kremin made a motion to ratify the above listed payments and to approve above listed future payments.** The motion was seconded by Todd Howe and passed unanimously.

Included with the list of payables provided in a packet to the Commissioners were the invoices that document the above expenses and the receipt from Social Security Business Services Online recognizing Renee Miller's registration with the agency regarding Flood District payroll and a copy of the 2019 W-2c, correction that she made through that portal. The Commissioners were advised that this portal can be used to directly report 2020 W-2 information without buying additional software or obtaining red forms. If Quickbooks payroll issues cannot be resolved by the deadline for the W-2 filing, the W-2's can be filed on the Social Security portal. There are only eight W-2's, so the input required is minimal. Quarterly payroll tax reports and payments will be due by the end of January, however, the exact amounts due have not yet been reconciled. The amounts paid will be presented for ratification at the February meeting.

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**Review of Bank Statements and Financial Records**

The Commissioners were provided with a copy of the December 31, 2020, Washington Trust Bank monthly statement that shows the activity of both the checking and savings accounts along with the checking account reconciliation statement. Todd Howe reported success in completing the banking changes to bring the current commissioners onto both bank accounts. He provided the Secretary/Treasurer with copies of documents most recently completed at the bank for the organization's records.

The Commissioners discussed the date for a finance committee meeting consisting of two commissioners and the Secretary/Treasurer to discuss internal control policies and other policies and to review the financials of the last fiscal year and the quarter ended December 31, 2020, for a report back to the full Board at the February meeting. The Secretary/Treasurer reported that she attended a live webinar today put on by the Secretary of State on the topic of the Idaho Open Meeting Law in COVID Restricted times. She said the Attorney General stated that sub-committee meetings that report back to the full Board of Commissioners must be treated like any other public meeting and be advertised appropriately. Considering that the meeting would need to be advertised in the Coeur d'Alene Press, they set the meeting for January 21, 2021, at 6:00 pm at the Twin Lakes Camp office, if available.

*(Note: this meeting was subsequently cancelled and will be re-scheduled at the February meeting.)*

**Correspondence Review**

An email was received from Susan Partyka on January 4, regarding the dam sensors. Todd Howe asked the Secretary/Treasurer to contact the person and let them know that the ability to see the measurements had been temporarily frozen, but is presently in operation. Other correspondence included a Notice of Cancellation from RLI Insurance Company regarding the surety bond, which was expected, a Notice of Reinstatement from State Farm regarding coverage for a vendor the District uses at times and a letter from the Idaho Department of Labor, one providing the 2021 unemployment tax rate of .415% and the second regarding various Idaho employment issues.

**Old Business**

**ICRMP:** The Commissioners discussed the ICRMP Insurance coverage with Steve Neff of the Twin Lakes Water District. Clarification is desired regarding shared assets with the Water District. The Commissioners asked the Secretary/Treasurer to make an appointment with the insurance agent to review the coverage of various equipment at the dam.

**Surety Bond:** The Secretary/Treasurer received an email with a certificate from Western Surety Company, a Public Official Name Scheduled Bond, the one referred to above and paid for to CNA Insurance. The email was forwarded to Doug Jones at the Idaho Department of Water Resources. The Secretary/Treasurer will send a letter and a print out of the bond to the Kootenai County Clerk of the District Court. A call to ask to whom the letter should be addressed in order to comply with the Idaho Statutes has not yet received a reply.

**Grant Writer:** Adam Kremin reported on his attempts to locate a grant writer. The Commissioners discussed some of the large scale, possible future projects such as sandbar removal just above the dam, building a berm in the sump, cover for the dam, and another weather station. Debra Andrews suggested getting a subscription to Grant Station for \$149 annually. She noted that many grants right now are COVID related and we may want to wait to subscribe until closer to the end of the pandemic.

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Inquiry will be made as to whether or not Bob Haynes, retired from the Department of Water Resources does any consulting on grants.

**Public Comments**

Steve Neff asked about the consideration of various types of covers for the dam, at a wide range of prices. Steel Structures has not responded with a bid as yet. Steve asked if other types of covers could be considered, such as a canvas-like arch or carport-like structure.

**New Business: None**

**Todd Howe moved to adjourn at 7:07 pm.** The motion was seconded by Adam Kremin and passed unanimously.

Respectfully submitted,  
Renee Miller, Secretary/Treasurer