

Twin Lakes Rathdrum Creek Flood Control District No. 17
Minutes of the February 4, 2021 Meeting

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

Meeting Date, Time and Location:

February 4, 2021 6:00 pm
Twinlow Camp and Retreat Center Office
22787 North Twinlow Road, Rathdrum Idaho 83858

The meeting was **called to order** at 6:05 pm by Chairman Todd Howe.

Present: Chairman Division 1, Todd Howe
Commissioner Division 2, Adam Kremin, via phone
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, Doug Jones, Idaho Department of Water Resources and Dar Schultz.

The Secretary/Treasurer reported a correction to the January 7, 2021 minutes, the net and gross payroll were incorrect. Previously stated net of \$1,190.06 and gross of \$1,450.00 should have been reported as net, \$1,143.88 and gross, \$1,400.00. **Gordon Sylte moved to approve the Corrected Minutes of the January 7, 2021 Meeting.** The motion was seconded by Janet Armstrong and passed unanimously.

Lake Level Report

Laurin Scarcello reported the lake level as at 8.06 feet yesterday and 8.05 today. The gate opening is 6 inches. He reported the grates are clear. Dar Schultz asked to be able to speak to the Commissioners about his concern that the lake level was too high when the wind storm occurred in mid-January. Todd Howe responded that the lake level was not too high, but the storm was sudden and the lake went up 3 ½ inches in the night and that winds reached 50 miles per hour. More discussion followed and Todd Howe thanked Dar for his input.

Payment Authorization and Ratification

The Commissioners were presented with a list that included the following: Ratify—Form 941 payroll taxes for the quarter October through December 2020, \$1,471.48 paid by Electronic Funds Transfer before the due date of February 1, 2021, and Idaho Unemployment taxes for the aforementioned quarter, \$26.77 paid by check prior to the due date of February 1, 2021 and approve payments for Avista, \$34.23 on 2/11/2021 via monthly scheduled electronic funds transfer (EFT), \$100.00 to Twinlow Camp for meeting space; Renee Miller \$12.00 reimbursement for Quickbooks monthly fee; reimburse Todd Howe, \$156.00 for WIX web site renewal that was charged to his personal credit card, normal payroll at \$1,370.57, \$1,672.50 gross; and the IRS penalty of \$98.90 for the late filing and payment of Quarter 2, 2020 payroll taxes. **Gordon Sylte made a motion to ratify the above listed payments and to approve above listed future payments.** The motion was seconded by Janet Armstrong and passed unanimously.

Review of Bank Statements and Financial Records

The Commissioners were provided with a copy of the January 31, 2021, Washington Trust Bank monthly statement that shows the activity of both the checking and savings accounts along account reconciliation statements. The Secretary/Treasurer provided each commissioner with a copy of the Balance Sheets and Net

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Income Statements for the fiscal year October 1, 2019 through September 30, 2020, and the quarter October 1, 2020 through December 31, 2020. General Ledgers for these time periods were passed around. She explained that she used the depreciation schedule obtained from the last CPA firm to prepare statements and brought the balance sheet up to date in the last fiscal year. However, depreciation expense is not part of the expenses that are reported for budget purposes, so the expense was closed to an equity account, Fund Balance in Capital Assets.

The Finance Committee was unable to meet in February as proposed at the January meeting. The Finance Committee consists of two commissioners, Todd Howe and Adam Kremin, and the Secretary/Treasurer. They will discuss internal control and other policies for the District and report back to the full Board at the March meeting. The meeting will be advertised in the Coeur d'Alene Press. The Finance Committee set the meeting time and place as, Wednesday, February 24, 2021, at 6:00 pm at Twinlow Camp Office, 22787 N Twinlow Road, Rathdrum, Idaho.

Correspondence Review

Copies of correspondence since the last meeting were provided to the commissioners in a folder. They included a letter to Janet Armstrong regarding pay, a letter to the Clerk of the District Court providing the fidelity bond certificate and a letter from the Kootenai County Auditor's office requesting the date of our 2021 budget hearing, which will be listed on the next property tax statements that go out to county property owners.

Old Business

ICRMP: The Secretary/Treasurer left a message with Dusty Harris of Paynewest Insurance, our ICRMP broker, requesting a date to review the assets of the District. She noted having received a generic email from ICRMP asking for patience due to the many claims from the wind storm. She gave a copy of the current asset list/depreciation schedule to Laurin Scarcello for his review. There may be assets that should be removed from the schedule. Laurin will work with Steve Neff regarding the assets list.

Grant Writer:

The Commissioners discussed pursuing grants to assist with projects under consideration. Doug Jones gave information about the process of requesting funds from the Idaho Department of Water Resources. He suggested a submission to the Planning and Projects Committee in late February. Adam Kremin would like to review the files of grant applications that have been done in the past.

Public Comments

New Business: None

Janet Armstrong moved to adjourn at 6:53 pm. The motion was seconded by Gordon Sylte and passed unanimously.

Respectfully submitted,
Renee Miller, Secretary/Treasurer