

Twin Lakes Rathdrum Creek Flood Control District No. 17  
Minutes of the January 5, 2023 Meeting

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

**Meeting Date, Time and Location:**

**January 5, 2023**

**Twinlow Camp and Retreat Center Office**

**22787 North Twinlow Road, Rathdrum Idaho 83858**

The meeting was **called to order** at 6:06 pm by Chairman Todd Howe

**Present:** Chairman Division 1, Todd Howe  
Commissioner Division 2 Adam Kremin  
Commissioner Division 3 Jack Hern  
Commissioner Division 4, Janet Armstrong

**A quorum was established.**

**Others Attending:** Laurin Scarcello, FCD Dam Tender; Michelle Richman, IDWR; and Renee Miller, Secretary/Treasurer.

**Adam Kremin moved to approve the Minutes of the December 1, 2022 meeting. The motion was seconded and passed unanimously.**

**Lake Level Report**

Laurin Scarcello reported the lake level at 7.88 feet with gate opening 3 inches.

**Payment Authorization**

The Commissioners were presented with a list of payables due in January and a folder documenting the various amounts. A discussion of discretionary payments was conducted. **Adam Kremin moved to pay the following amounts:** Avista, \$28.80 via scheduled electronic funds transfer (EFT); Twinlow Camp \$100.00; reimburse Todd Howe \$90.00 for post office box rent and \$192.00 for the renewal of WIX web site hosting; reimburse Renee Miller \$21.60 for recording fee, Kootenai County, Oaths of Office; Twin Lakes Water District 95-C, \$660.00, to pay one half of the Starlink internet connection for dam monitoring through December 2023; Stevens Connect, annual fee for monitoring gate opening at dam; US Treasury, \$1,001.22 (via EFT), Quarter 4 Form 941; Idaho Department of Labor (via EFT) \$15.87, unemployment insurance for Quarter 4; and normal payroll of \$1,196.52 net (\$1,437.50 gross) for December time. **The motion was seconded and passed unanimously.** The Commissioners were also presented with a folder containing times sheets and a QuickBooks recap of the December time. The Secretary/Treasurer reported she believes the domain name renewal should be due in March, but she has not been able to discover who has been paying it, and will continue to research this matter.

**Bank Statements**

The Secretary/Treasurer a folder to the Commissioners containing the bank reconciliations and bank transactions lists through December 31, 2022.

**Financial Report**

Approved

Page 1 of 3

Twin Lakes Rathdrum Creek Flood Control District No. 17  
Minutes of the January 5, 2023 Meeting

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, at the last meeting for their review. **Janet Armstrong moved the financial reports, be published and submitted to IDWR. The motion was seconded and passed unanimously.**

#### **Correspondence Review**

The emails included, from Kootenai County, remittance schedule for 2023 and remittance in the amount of \$614.70 in December. Other informational messages were received from Washington Trust Bank, Avista, Rathdrum Chamber of Commerce, and ICRMP regarding informational webinars and a request for a meeting with ICRMP representative Debbie Ferguson to have an annual review of insurance matters; Idaho Department of Labor providing 2023 Unemployment Rate; and PayneWest Insurance's Annual Compensation Disclosure. Email and telephone call were received from Streamline for Special Districts with an offer of web hosting (an alternative to WIX). They offered a 30 minute Zoom call to explain the service they offer. The Secretary/Treasurer sent a letter to the Clerk of the District Court in accordance with statutory requirement, providing current information regarding the bonds for the Commissioners and the Secretary/Treasurer. A letter to the Kootenai County Recorder's Office resulted in their call directing the Secretary/Treasurer to remit payment for the filing of the Oaths of the Commissioners.

#### **Old Business**

The Aquifer Protection grant and possible Interagency Agreement discussions were tabled.

The Secretary/Treasurer received the Oaths of Office from Janet Armstrong and Adam Kremin and mailed them to the Kootenai County Recorder's Office, as discussed in correspondence.

The Secretary/Treasurer reported on her discussion with the bonding agent, who said the bond is ongoing and no new certificate is issued unless there is a change of the people covered. The bonding agent said that many districts separate the bond of the Secretary/Treasurer from the bond of the Commissions. She could not explain any advantage to doing this, and it would cost more.

Michelle Richman provided the Commissioners with an example contract of a dam tender's job. Todd Howe noted that the job description provided by Lauren Scarcello and the one compiled by Todd, discussed at the last meeting were similar. After discussion of the changes in the job description that will occur upon installation of the Rubicon measuring system at the dam, Laurin agreed that he will learn to operate the gates remotely when appropriate. He also agreed to a change in method of pay to an hourly rate for the work done for the District in lieu of a monthly salary.

#### **New Business**

The Commissioners discussed the operation of the dam gates, both remotely and manually. It was noted that small changes, affected over a few hours appear to result in the best method of gate operation. The effect of extreme cold on gate operation was discussed and recognition was given that manual operation should be required at temperatures under 20 degrees and care should be taken under 25 degrees. There is presently a system at the dam that issues an alert if an attempt is made to move the gates without authorization. The installation of the Rubicon system in the spring will require review of operation systems. **Todd Howe moved authorization to move the dam gates manually be granted to the Chairman, the Vice Chairman, the dam tender and the watermaster of the Twin Lakes Water**

Twin Lakes Rathdrum Creek Flood Control District No. 17  
Minutes of the January 5, 2023 Meeting

**District 95-C and that the dam tender train Commissioner Jack Hern in the manual operation of the gates. The motion was seconded and passed unanimously.**

**Janet Armstrong moved to elect Todd Howe as Chairman and Adam Kremin as Vice Chairman of the District Commission for the year ending in December 2023.**

The Commissioners discussed the need to continue creek clearing for the 2023 IDWR Board grant application and to consider if the District has an infrastructure project that could qualify for a 30% grant match.

**Public Comments**

Michelle Richman informed the Commissioners that they need to prepare a written emergency action plan. She said that she would look for a template for the District to use to begin the process.

**Adam Kremin moved to adjourn at 7:09 pm. The motion was seconded and passed unanimously.**

Respectfully submitted,  
Renee Miller, Secretary/Treasurer

