

Twin Lakes Rathdrum Creek Flood Control District No. 17  
Minutes of the February 2, 2023 Meeting

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

**Meeting Date, Time and Location:**

**February 2, 2023**

**Twinlow Camp and Retreat Center Office**

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

The meeting was **called to order** at 6:02 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 water master and Renee Miller, Secretary/Treasurer.

**Janet Armstrong moved to approve the Minutes of the January 5, 2023 meeting. The motion was seconded and passed unanimously.**

**Lake Level Report**

Laurin Scarcello reported the lake level at 8.00 feet with gate opening 3 inches. The grates are clean.

**Payment Authorization**

The Commissioners were presented with a list of payables due in February and a folder documenting the various amounts. A discussion of membership in the Rathdrum Chamber of Commerce was held. **Todd Howe moved to retain the membership in the Chamber. The motion was seconded and passed unanimously. Janet Armstrong moved to pay the following amounts: Avista, \$26.99 via scheduled electronic funds transfer (EFT); Twinlow Camp \$100.00; Hague Law Offices, \$649.00; Rathdrum Chamber \$100.00; and normal payroll of \$1,170.98 net (\$1,425.00 gross) for January time. The motion was seconded and passed unanimously.** The Commissioners were also presented with a folder containing times sheets and a QuickBooks Payroll Summary for the payment of January time.

**Bank Statements**

The Secretary/Treasurer provided the Commissioners with a copies of bank activity in January and a folder was presented containing the bank reconciliations for January 2023.

**Financial Report**

The Commissioners were provided folders with the final financial reports for the fiscal year ended September 30, 2022, including Balance Sheet and Statement of Receipts and Expenses as provided to the Idaho Department of Water Resources, through email to Michelle Richman. This page containing both the statements will be provided to the Coeur d Alene Press next week for publication in the legal notices.

Approved

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Also provided to the Commissioners were the QuickBooks report Balance Sheet as of January 31, 2023, and the QuickBooks "Profit and Loss" Statement for the period October 1, 2022 through January 31, 2023. Additionally, a report showing the budget for the current year in comparison to the Receipts and Expenses through January 31, 2023, was provided.

**Correspondence Review**

The commissioners were provided a list of correspondence received since the last meeting. The emails received from Kootenai County were the remittance statement showing property tax revenue in the amount of \$19,419.55 in January and a request of information regarding the date of the District's budget hearing for the 2023-2024 budget year. Other informational messages were received from Washington Trust Bank, Avista, Rathdrum Chamber of Commerce, and ICRMP. Other emails were received regarding payroll tax filings and Stevens Connect. Emails were exchanged with IDWR regarding the payment of the grant. Michelle Richman at IDWR sent pdf files of examples of two dam emergency response plans. The Idaho Tax Commission announced a quarterly property tax presentation. Emails also included a thread wherein the commissioners monitor the weather and lake levels. Mail included the grant check from IDWR and a Form 1099INT from the District's bank.

**Old Business**

Streamline for Special Districts presented a 30 minute Zoom presentation of their offering of web hosting for the District's web site to the Secretary/Treasurer. The cost of their service would be \$720 per year compared to \$192 just paid to WIX to renew their annual hosting. One result of the presentation was that the Secretary/Treasurer has begun to review the current web site for compliance with federal, state and local laws. WIX does address this issue and has a tool to evaluate the web site for compliance, although they recommend obtaining a consultation with a local professional to assure compliance with laws in our area.

The Secretary/Treasurer provided the Commissioners with a report on some of criteria that make up an Emergency Plan. Included on this report were the names and telephone numbers of the primary people who should be contacted in the event of flood emergencies, some of whom were recommended by the Kootenai County Emergency Management Office. The formalization of a plan will continue to be developed. Renee Miller will attend the Kootenai County Emergency Management Office's "Flood Response meeting on February 22 and their next Local Emergency Planning Committee meeting in April on a date to be announced. During the discussion the Commissioners agreed that emergency communication to outside parties be conducted by the Chairman and if unavailable, then the Vice Chairman, either of whom may delegate duties to other Commissioner, the dam tender and the Secretary/Treasurer, as needed.

Steve Neff reported that fabrication by Rubicon is underway and on schedule. He agreed to write a summary for the Lauren Scarcello to take to the next meeting of the Aquifer Protection Board.

The completion of a written description of the dam tender duties as well as a description of dam operation is ongoing.

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**New Business**

Debbie Ferguson of ICRMP, met with the Secretary/Treasurer to review the insurance coverage they provide the District. In order to continue to interact with ICRMP via the internet, ICRMP requires a resolution from the Commissioners to accept giving ICRMP consent for the delivery of all ICRMP communications via email or through a portal on their web site. **Adam Kremin moved the Commissioners accept by Resolution the “Consent to Electronic Communications” as presented by ICRMP. The motion was seconded and passed unanimously.**

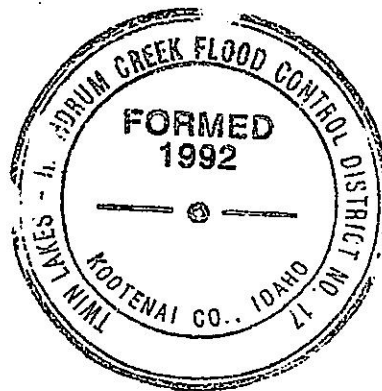
The Secretary/Treasurer presented the questionnaire and required attachments that are needed for the ICRMP renewal process. In reviewing the assets covered, the question arose about possible coverage of the dam structure. The representative stated the District can write a letter requesting additional coverage and then make a decision about such additional coverage upon receiving a quote. The amount of additional coverage would depend of the cost to replace the dam. The Secretary/Treasurer will contact the engineering firm that designed the dam for assistance with this matter. Steve Neff noted that Swoffer flow meter listed is out of service and obsolete for the District’s purposes.

The Commissioners discussed the need to continue creek clearing for the 2023 IDWR Board grant application. Steve Neff, Adam Kremin and Colton of All Terrain will visit areas under consideration and soon as the snow melt permits. They will also be looking for a possible infrastructure project that could qualify for a 30% grant match.

The current SNOTEL reading is 15.6.” This statistic will be added to the Lake Level report during the winter.

**Adam Kremin moved to adjourn at 7:28 pm. The motion was seconded and passed unanimously.**

Respectfully submitted,  
Renee Miller, Secretary/Treasurer



Approved