# *Twin Lakes Rathdrum Creek Flood Control 17*

# *Regular Meeting Minutes*

Public Agency: **Flood Control 17, Kootenai County, Idaho**

Governing Body: **Board of Flood Control District Commissioners**

Meeting Date, Time, and Location:

**December 5, 2019, 7:00 pm**

**Twinlow Camp**

**22787 North Twinlow Rd. Rathdrum Idaho 83858**

The meeting was called to order by Chairman Todd Howe at 7:06 pm.

**Present**: Chairman Division 1 Todd Howe

   Commissioner Division 2 Adam Kremin

  Commissioner Division 3 Gordon Sylte

  Commissioner Division 4 Janet Armstrong

  Secretary/Treasurer Kathryn Cronin

 **A quorum was established**

**Public:** Don Ellis – Chairman, Water District 95C

 Susan Ellis – Secretary, Water District 95C

 Doug Jones - IDWR

              Laurin Scarcello – FCD Dam Tender

 Steve Neff - Watermaster

**Meeting Changes:** No Changes to the agenda

**Approval of minutes:** Adam Kremin moved to approve the minutes from November’s regular meeting and special meeting. Janet Armstrong seconded the motion.  Motion passed unanimously.

**Lake level Report:** Laurin Scarcello – Dam tenderstated the lake level is at 7.56’ with a 1.75 inch opening. The gate was briefly opened to 2.2 inches The lake level should continue to rise slowly. No logs, docks, or other debris around the dam. Todd Howe mentioned the Stephens Connect readings still appear to be off slightly. Some discussion followed about the conversion rate and how it was displayed on the Steven’s Connect. Steve Neff mentioned past discussions that at lower levels the rocks and debris can affect readings. It is incredibly accurate when the lake is higher, at 10 CFS. Steve Neff brought up the snow can throw off the calculation, and there had been discussion in the past of installing a pipe to offset the snow. Laurin Scarcello said it could be as simple as installing a funnel so the laser can get through, and he would look into it. Todd Howe confirmed with Laurin Scarcello the goal is to get the lake to 8ft by January.

This prompted discussion by Gordon Sylte. He had concerns about making sure his water rights were going to be met. If not, the gate level should be adjusted accordingly. Todd Howe said water rights are not the concern of the Flood District, and Gordon would need to go to the watermaster, Steve Neff, and communicate if his water rights were not being met. Steve Neff would then communicate to the Flood Control District. However, it is not the purpose of the Flood Control District to dispense water rights. More discussion followed, which led into the business of establishing communication around raising and lowering the gate. See below under new business.

**Payment Authorization:**

Kathryn Cronin presented the following bills for payment.

Commissioner’s annual paychecks ($20 per meeting, $20 per hour worked outside of meetings): Gordon Sylte - $221.64; Janet Armstrong - $258.58; Todd Howe - $446.87, which includes reimbursement of the $59.00 renewal fee for the PO Box. Laurin Scarcello - December Payroll $429.97, Kathryn Cronin - November Payroll $419.03, State Insurance Fund - Worker’s Comp Premium $300, Frontier - Phone $29.96, Avista - Utilities $24.71, CDA Press - Overdue Fees $3.10.

Todd Howe made a motion to authorize payments. Janet Armstrong seconded the motion. The motion passed unanimously.

**Review of bank Statements & Financial records.**

November’s bank statement was reviewed by all of the commissioners. The reconciled bank account statements for Checking and Savings from QuickBooks were also reviewed.

**Correspondence review**

Last month, Gordon Sylte brought an email from the Idaho State Central Registry. This email was forwarded to the Secretary/Treasurer Kathryn Cronin so she could update the Flood Control District’s information by December 1st. She submitted last year’s budget, total expenditures from the last fiscal year according to what was documented in QuickBooks by the last secretary, and the current 2019-2020 budget.

An official change of address is required for IDWR, with a signature from the chairman. Kathryn Cronin connected with Doug Jones about the paperwork and presented it for Todd Howe to sign. She will send in the paperwork and a copy of the minutes where Todd Howe was elected as chairman.

State Farm sent letters saying the policy was about to expire and had been renewed with no lapse in coverage. They also sent a copy of the policy coverage.

**Old Business:**

**Weather Station at the Dam (Gordon Sylte)**

Gordon Sylte talked to Dan Park and he did not have any of the bids or numbers on the weather station. Gordon had suggested to Kathryn Cronin the information could be in previous minutes. Kathryn looked into all of last year’s minutes to try and find information, with no luck. Gordon said it may have been in previous years, and the information should be accessible through BigFoot. Todd Howe mentioned Gordon Stephensen had reached out and suggested getting in contact with Tim Guy from BigFoot about a bid for a weather station. A few questions arose about what kind of weather station would be put in, the best location for one, and when would be the best season to construct it.

Don Ellis has not polled the advisory board of the Water District yet, but he suggested the cost could be shared between the two districts. Steve Neff volunteered to call Tim Guy of BigFoot. Todd Howe asked Steve to get Tim Guy to document something or relay information to Steve about the cost and timeline of a weather station. Steve Neff said Tim Guy would not know or have information about the best location to place the weather station. Todd Howe said a consultant may be necessary to determine the best location, and asked Doug Jones to ask at IDWR.

**Rathdrum Creek Debris Clearing – Update**

No work has been done yet on clearing debris from the Rathdrum Creek. Laurin Scarcello will get in contact with Colton Kemmer of All Terrain Specialties and see when he can start work on clearing the creek. If Colton Kemmer can start work by next week, the debris clearing will continue as planned through his business. If not, Laurin will connect with the commissioners and find another business to take on the work.

Also discussed was contracting All Terrain Specialties consistently in the spring and fall for the creek cleanup, problem spots along the creek where debris catches, and the proper disposal of the removed debris. Steve Neff and Todd Howe talked about creating an agenda, listing out the problem areas along the creek and, when time and money permits, tackling those spots.

**Temporary Roof Over Sensors (Laurin Scarcello)**

Laurin Scarcello said he had not gotten around to getting the temporary roof up, but he planned on completing it in the next two weeks.

**Dam Tender Job Description (Laurin Scarcello)**

Last meeting, Todd Howe had asked Laurin Scarcello to create a job description for the Dam Tender position. While Laurin didn’t create a specific job description, he did go on to list his credentials, skills, and his job responsibilities. Some of these included his work with previous dam operators, his experience with welding, 5 years of dam operation experience, list of agencies and entities he collaborates with, and knowledge of the area (weather patterns, drainage, etc.).

A list of duties as the Dam Tender include:

* Check the dam several times a week
* Check thoroughfare for debris
* Check gates and outer fence
* Check dam gate and adjust opening as needed
* In the summer, spray for weeds and mow grass
* In the winter, shovel snow and chip ice off dam gates and the platform
* Grease and service chains and gear boxes
* Check for vandalism and damage
* Check creeks above and below the dam for potential issues
* Act as liaison for property owners and water right holders
* Coordinate with contractors and IDWR during projects
* Work with the Flood District commissioners on establishing and maintaining flows
* Monitor weather and soil conditions that may affect lake and creek levels

*See Laurin Scarcello’s attached notes for more.*

**Executive Session**

Todd Howe motioned to enter into executive session to consider personnel matters in accordance with Idaho Code 72-206 (1) (a) for the purpose of discussing wage increase. Executive session convened at 8:26pm. The commissioners adjourned at 8:35pm and came out of executive session. The regular FCD meeting resumed.

Todd Howe made a motion to increase Laurin Scarcello’s salary to $700 per month. Adam Kremin seconded the motion. Motion passed unanimously.

Todd Howe asked for a motion to increase the commissioner’s pay to $50 per meeting and $25 per hour for work outside of the meetings. Adam Kremin made a motion. Janet Armstrong seconded the motion. Motion passed unanimously.

**New Business:**

**Create Procedure to Raise and Lower Dam Gate**

Todd Howe recommended more communication around the raising and lowering of the dam gate, especially when it is the responsibility of the Flood Control District. He wanted to establish a line of communication so all commissioners and responsible parties are aware and part of the decision to raise and lower the dam gate. An email and text message chain will be created with the following individuals included: Todd Howe, Adam Kremin, Janet Armstrong, Gordon Sylte, Steve Neff, Doug Jones, Laurin Scarcello (via text only, no email), and the secretary, Kathryn Cronin.

Adam Kremin made a motion. Todd Howe seconded the motion. Motion passed unanimously.

**Commissioner Division 2 & 4 Appointment**

Todd Howe officially welcomed Adam Kremin to the Flood Control District board. Adam Kremin has been appointed as the Commissioner Division 2 and Janet Armstrong has been reappointed as the Commissioner Division 4. Adam Kremin brought in his notarized oath. Janet Armstrong will be getting her oath notarized in the next couple days and will deliver it to Kathryn Cronin so she can bring both to the district clerk’s office.

**Budget and Levy Workshop**

Todd Howe asked for a motion to send secretary Kathryn Cronin to the Budget and Levy Workshop on April 29th, hosted by JoAnn Conner and the State Tax Commission. Adam Kremin made a motion. Janet Armstrong seconded the motion. The motion passed unanimously.

**Resolution 2020 Meeting Times**

Kathryn Cronin brought up meeting dates and times for next year. Discussion followed around the necessity for meetings in the summer, so some research into the statutes is necessary. For now, Kathryn Cronin will publish a legal notice in the CDA Press about the Flood Control District Meetings from January to June, the first Thursday of the month at 6pm at Twinlow Camp and Retreat Center.

Todd Howe made a motion. Janet Armstron seconded the motion. The motion passed unanimously.

**Bank Change and Signers**

Todd Howe asked for a motion to add Adam Kremin and Kathryn Cronin as signers on the Washington Trust Bank account. Gordon Sylte motioned. Janet Armstrong seconded the motion. The motion passed unanimously.

**Adjournment**

Todd Howe motioned to adjourn. Adam Kremin seconded the motion.  The motion passed unanimously.

*The secretary, Kathryn Cronin, can make a recording of the full meeting available, if asked.*

Respectfully submitted,

Kathryn Cronin