

NEWMAN LAKE FLOOD CONTROL ZONE DISTRICT (NLFCZD)

Advisory Board Members and NL Community

March 12th, 2018

PRESENT

- Advisory Board (AB) Members Present - Lorne Burley, Suzanne O'Connell, Dennis Rewinkel, Lee Tate, Karen Stebbins, Karen Taff
- Community - Tom Stebbins

MEETING ROLES

- Chair - Karen Stebbins
- Minutes - Suzanne O'Connell

Abbreviations:

AB - Advisory Board

District - Newman Lake Flood Control Zone District

MOTIONS MADE

Motion description, result of motion vote, and how each voting member voted.

Motion #1 - New process for AB Meeting Minutes: use Word Track Changes in order to keep track of whom is making editions, emphasis on accuracy over time minutes are posted, minutes will be not be posted on the website until AB has had opportunity to review/discuss edits by AB members and County Staff, then once approved by AB, AB Chair will send to Colleen to be posted on the website.

- Result: Approved
- Vote: Unanimous

Motion #2 - AB will meet every 2 weeks beginning March 12, 2018 until there is noticeable improvement on list of projects that need to be completed and the backlog of open items is brought under control.

- Result: Approved
- Vote: Unanimous

Motion #3 - That AB adopts the first 12 additions to the Advisory Board Bylaws, which are to be placed in the appendix of the P & P Manual, that Lee Tate presented to the AB to discuss. This also includes that community members who attend meetings will have the opportunity to express their thoughts for items discussed once AB have shared their thoughts.

- Result: Approved
- Vote: Unanimous

Motion #4 - AB Minutes have to state what has been said/discussed at the meeting and not reflect updates in status since the meeting or editorial positions.

- Result: Approved
- Vote: Unanimous

Motion #5 - Form a temporary subcommittee, comprised of AB members, Dennis and Lee, Newman Lake Community Members, Kim Jones and John Black to provide recommendations as to what AB should request for changes in future WSU's Annual Lake Report.

Recommendations due to AB in 6 weeks.

- Result: Approved
- Vote: Unanimous

ACTIONS TAKEN

Actions agreed upon, to whom assigned, and due date for action if defined (in this meeting).

#	Description	Assignee	Due
1	Maintenance and repair issues rated by priority with estimated costs keeping Flood Control and Water Quality issue in separate categories.	Randy & Colleen	March, 2018
2	Provide final budget numbers for 2017 including reserve balance for start of 2018.	Colleen	March, 2018
3	Complete Policy and Procedures Manual updates.	AB & Colleen	End of 2018
4	Meet in summer of 2018 for a low-key, in-person, conversation with one property owner regarding water withdrawal habits, to better ascertain when they will be drawing water out, and to encourage them to lower their intake for their pump system to draw water at a lower elevation within the channel.	Randy	Summer 2018
5	AB completed grouping topics and setting priorities to all topics brought to the meeting by members.	AB	Complete
6	**Read and bring to March 26, 2018 AB meeting the handout provided at this meeting pertaining to II.C. Advisory Board. Discussion will take place as to whether AB wants to use these for both inclusion to bylaws and as ADVICE to staff for the P&P manual. Accept email vote from last year or take new vote.	AB	3/26/18
7	Constituency discussion: Develop specific plan to create a constituency for the AB at next meeting, March 26, 2018.	AB	3/26/18
8	Develop a basic list of additional AB by-laws including basic/official duties that need to be included and 12 adopted at	Dennis/Lee	4 weeks

	this meeting.		
9	Lee and Tom Stebbins assigned to complete budget process for community review and comments. This was assigned to Eric at last 2017 AB meeting.	Lee	4 weeks
10	Submit a list of proposed changes/corrections to the 2017 State of the Lake Report. List is to include comments to existing report but not yet address long term changes addressed in Motion #5.	Dennis	Next Meeting

Running list of action items >>

DISCUSSION TOPICS

Topics of old business that were discussed, but not the full detail of those discussions.

- **New process for editing of AB Minutes.** Concern that the Feb. 22, 2018 AB minutes were placed on the website before the AB had opportunity to view edits made by County Staff. The following is the process that should be followed in writing up the AB Minutes:
 1. AB has final approval of minutes before they are placed on the website.
 2. Should only contain information discussed at that AB meeting.
 3. AB Chair, Karen S., will email final AB minutes with AB edits from recorder, to County Staff, Colleen for review. Staff does not edit AB minutes.
 4. Recorder may need to contact AB members or County Staff if any clarifications are required about what is being asked to be placed in minutes and the proposed changes.
 5. Accuracy of the minutes is top concern.
- **NLFCZD AB meetings** - Due to amount of tasks that still need to be completed Dennis suggested we meet every 2 weeks until we determine what we are doing, then return to monthly meetings. Karen S. will check with Fire Commissioners to obtain dates when we can use the facility. At this time our next meeting is scheduled for Monday, March 26, 2018, 3-6:00pm. See Motion 2.
- **Roberts Rules** - Discussion not needed due to AB already created a plan on how they will implement those rules.
- **By-laws** - Brief discussion took place pertaining to the handouts provided by Ron to give AB ideas. Dennis thought that the Spokane County Housing & Community Development Citizens Advisory Committee By-laws were the most similar to what the AB is looking for. Lee discussed 12 additions that he would like placed as the first 12 by-laws in the P&P manual's appendix. See Motion 3 above. These 12 by-laws can be viewed at end of minutes. Also discussed was handout pertaining to II.C Advisory Board. **See Action Taken #6 above.** Dennis and Lee volunteered to create a basic list of AB By-Laws including needed actions i.e., Lee's 12, duties, purpose, etc. **See Action Taken #8.**
- **Communication to Staff** – County has concern that AB emails to Staff are taking too much of Staff's time and at times consist of inappropriate questions being asked of the

Staff. Dennis suggested keeping track of AB emails to staff by placing a number and date on each of the emails sent. The AB agreed to use the following procedure pertaining to any email for Staff. An email that AB member wants to send to Staff will first be sent to Chair, Karen S. Karen will forward the received email to rest of AB members. Members have 2 days in which to reply to Karen S. pertaining to their agreement/disagreement. If 3 voting members' agreements are received Karen will forward this email to Colleen. If no response is received from any member this means AB member agrees with the email. If the email is not approved by AB members, Karen will notify AB members.

- **Advice to Staff** – This topic has been solved by Lee's By-Law #8: Advice is defined as any passed motion that could affect Staff decisions in the ZD.
- **2017 Annual Lake Report** – This report was received by AB members the night before the 02/22/18 AB meeting with Staff. Barry went through this report during the meeting. Dennis asked if this report is a draft or final. Barry shared that it can be whichever you want. This report has already been issued to the Department of Ecology. Dennis shared his Open Letter to the NLFCZD Advisory Board and the Newman Lake Community Members regarding this 2017 Annual Report on Implementation of the Newman Lake Watershed Comprehensive Plan of Development for Stormwater Control. He strongly urged the AB to decide what we want this report to do. Dennis felt that this report should be providing the community more useful analysis to guide future actions. The creation of a long term plan by the AB is needed. Lee felt that our vendor is capable of providing the AB with the information that the AB requests. Dennis asked that we are told in this report what the readings from last year tell us, an analysis of indications whether we are gaining ground or not, and recommendations on what we need to do in the future. Lorne commented that he would like the AB to receive a draft of this report so we are able to review it before it goes out to the DOE. Karen S. stated that this goes back to our communication or lack of it. She feels that the AB needs to jump on this quickly, tell Barry what we think about it, and what the AB would like to see in it. A motion was approved, Motion #5 above, to begin this work.
- **Prioritize Open Items List - Discussion took place with Lee's 4 Groups**
 - Group 1: urgent/important**
 1. AB by-laws, guidelines: were discussed today so being taking care of.
 2. What constitutes advice from the AB to Staff? Taken care of.
 3. **URGENT** Create/revise equipment system documentation for O2 and ALUM Injection – manual, dwgs, procedures, etc.
 4. **URGENT** Randy's equipment maintenance list – improve sensors, gages, dust control, Nitrogen vent, etc.
 5. Milfoil program/grants: Lee stated we need to help Karen Kruger with this. Dennis suggested that the program is long overdue to bring the District and Community together in a coordinated effort and that relying on visual surveys from a boat for milfoil is ineffective.
 6. Budget generation and approval procedure including community input.

Tom Stebbins shared that AB should be deciding priorities for budget, not County. It was suggested possibly to have an Open House for the community before the Summer meeting to obtain ideas on budget. Lee shared that a process needs to be created for developing the budget and get community buy-in. Lee and Tom Stebbins will take on this task.

7. Actively support and participate in Honeymoon Bay sewer study.
Lee states it is important for AB to take a stand to support this. Karen T. shared that a grant was obtained to do a feasibility study and what occurs at Honeymoon Bay will affect the rest of the lake. Dennis stated this study should be looking at what other similar lakes have used successfully and provide Honeymoon Bay a better understanding of the alternatives that we can take back to the community. It is urgent for AB to show support to the Honeymoon Bay community in the tasks they have taken on. Needs resolved at next AB meeting.

Group 2: non-urgent/important

1. AB training manual
2. Reduce County staff costs
3. Reduce Data collection (WSU) cost – Lee stated that after AB gets through priority list, would like to spend a great deal of time on reducing county staff costs and data collection costs by WSU.

Group 3: urgent/not important

1. Fill vacancies on AB – Karen S. received an email from Colleen stating AB input will be a part of the process.
2. Working Group & Commissioners evaluation relation to AB – Lee shared the 5 members represent the community and a diverse group of businesses. Members are John Black, Kim Jones, Rick Odegard, Dennis, and Lee. County Commissioners are pushing hard to have the AB become supportive of the Working Group. Working Group does not want decision authority from the District or the AB in their process. Working Group must represent the community and an entity similar to the AB may eventually perform this function. AB gets to drive what the relationship is like. Key ingredient is representation.
3. Lake Book – needs to be recreated, updated.

Group 4: not urgent/not important

1. List ZD assets – Dennis would like to know exactly what is included in this? What does the ZD own.
2. Water rights validation, how to handle requests – Randy is on the Action Taken list, #4 above. Karen S. stated need information on exactly what this is and bring it up to date. Need to know what

- “claims” and “rights” are valid and what is not valid. Dennis commented this needs to be solved for this year’s watering season.
3. Policies and Procedure Manual update – Has been discussed as to updating tech information in selected sections, including tech drawings.
 4. Dam – Dennis and Mike Frasco have been monitoring what is urgent as delegated by the AB. Have attended all their meetings and participated in all the telecoms for the past 2 years. At the last telecom the only viable option offered at that time was to decommission our dam, but we do not know what that means. Dennis shared that we need to start educating the community and that what is being talked about directly impacts our lake.
 5. Erosion control efforts – Need to have District develop a total scope of work for the district, to better understand what is within the district responsibilities.

NEW TOPICS

Any new topics brought to the board by any attendee (that don't fall under the previous sections).

- For next AB meeting, March 26, 2018, place the following on the agenda:
 1. II.C. ADVISORY BOARD - Use Dennis’s non-red version.
AB members are asked to be prepared to discuss this handout and agree as to what should be placed in the P & P Manual.
 2. Start work on Priority List – i.e. Zone District’s scope of work.
 3. Constituency – Develop a specific plan to create a constituency for AB.