



Quick Look:

- Lake Level Findings
- Devils Lake Plan Updates
- Communication Plan & Updates

Devils Lake Water Improvement District

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www.DLWID.org

AGENDA 2010 August 5

Regular Meeting: 6 pm, DLWID Office

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|---|-------------------------|
| <p>I. Minutes of the Previous Meetings</p> <p>II. Financial Report</p> <p>III. Public Comment (Agenda Items, Please limit comments to 5 minutes per person)</p> <p>IV. Unfinished Business</p> <ul style="list-style-type: none">a. Lake Levelb. The Devils Lake Plan<ul style="list-style-type: none">i. DEQ 319 Grantii. Native Vegetationiii. Septic Tank Revitalization Program (Seth Lenaerts)iv. Save our Shoreline Campaign (Seth Lenaerts)c. Financial Oversight Committee Report (Randy Weldon)d. Communications Reporte. Safety Reportf. Vegetation Managementg. Thompson Creekh. Sewer<ul style="list-style-type: none">i. Water Quality Updatej. Erosion Study RFPk. Staff Assessment | 6:00 pm |
| <p>V. New Business</p> <ul style="list-style-type: none">a. Printing Costs Reimbursement Proposalb. Dissolved Oxygen Probe/meterc. Oregon Lake Association Annual Conferenced. SOLVe. Vacation Request | (Agenda Support Item B) |
| <p>VI. Non-agenda Items</p> <p>VII. Public Comment (Non-agenda Items, Please limit comments to 5 minutes per person)</p> <p>VIII. Board Comments & Announcements</p> <p>IX. Adjournment</p> | |

Meetings of DLWID are handicapped accessible under the ADA.

If special accommodations are needed, please contact the District Office at (541) 994-5330 prior to the meeting.

OLD Business

Agenda Support Item A

- a. **Lake Level:** In 2009 Water Resources reevaluated our water right with the following findings:
- The cement dam is at 8.03' above MSL, this was calculated at multiple points across the dam.
 - The maximum storage we are allocated (1360 acre-feet) is achieved by impounding an additional 18" above the cement.

This should place the dam at 9.53' above MSL, but the gages at the D River and the one nearer the campground read a fraction lower than that at 9.3'. Greg Beaman of WRD has agreed to survey these two gages Wednesday, 2010-07-28, which should clarify the discrepancy. Additionally, I had the Lake Contractor determine the height of each individual section of the dam to insure we could impound 18" of water. A schematic of his findings and the resulting change are provided below. What ultimately controls the dam height in these summer months is the height of the lowest board as it is at that point where water will spill over. Originally, sections 3 and 4 were slightly lower than the 18" while others were slightly higher. The Lake Contractor adjusted these two sections to bring them up to 18". At this height he measured the water at the dam to be 9.3'

As to the operation of the dam, we have asked Water Resources for an exemption to one clause in the permit which requires us to match the inflows to the outflows during August and September. We have not heard back from them on this officially in writing, but having met with Greg Beaman today it is clear that we will not be granted an exemption. He did though state that Salem has agreed to allow us to use the evaporation calculation we covered in the last meeting. This would consist of insuring the lake level is steadily declining at a rate consistent with evaporation. This evaporation rate can be calculated based on the 25 year average established by a Pan Evaporation Station in Astoria, multiplied by a coefficient of 0.7 to relate the station to a natural system. For August and September the drop should be approximately 5" as presented previously. At our last meeting I also outlined a number of strategies that we could also consider

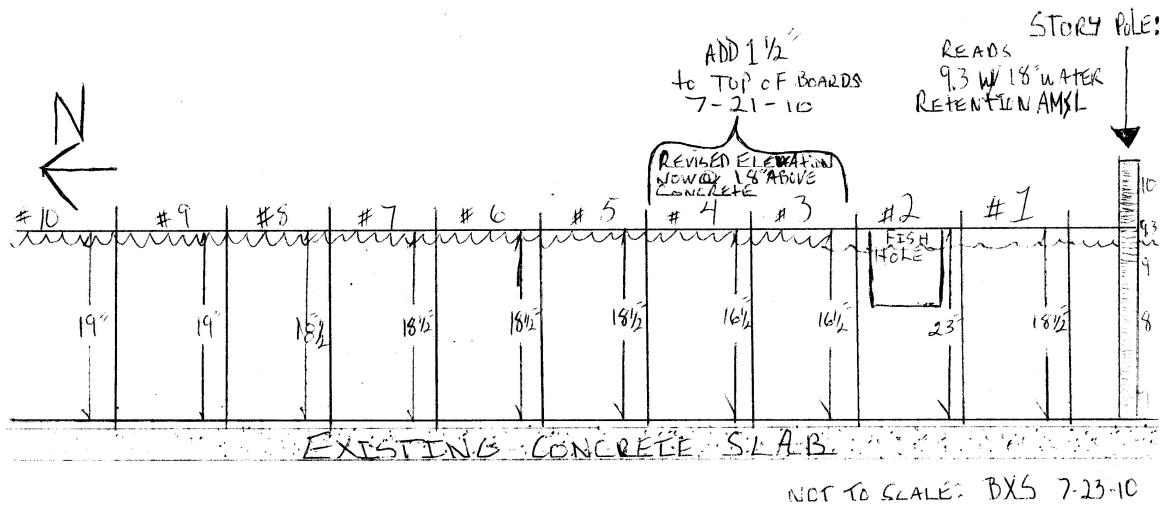
The question of the height of the stage gages is also being resolved, and we shall hear officially by our next meeting. Seemingly though there is clearly a discrepancy where the stage gage reads 9.3' when the actual height of the water is nearer to 9.53'. Greg Beaman and John Unger both from WRD surveyed both staff gages Wednesday, and will provide a full report to us by our August meeting.

Summary:

- Height of the Dam 8.03' (established by WRD)
- Height of wooden Dam is a minimum of 18" = 1.5' (Bill Sexton and WRD)
- Stage Gage currently reading 9.3' (Bill Sexton & WRD)
- Stage Gages were surveyed Wednesday July 28, 2010. Official word forthcoming.

D-RIVER DAM FISH STRUCTURE

D-RIVER BOARD SPACING & HEIGHTS
DAM ELEVATIONS AS OF 7-20-10



b. The Devils Lake Plan

- i. **DEQ 319 Grant:** We have received 3 bids for the project which I will forward to the board for their review. At the same time I will be reviewing the bids and provide to the board my recommendation at the next meeting. Once we have selected a contractor we will need to prioritize getting them cleared with DEQ and getting them access to the datasets we need worked on. Many of the digital data is already available online, but a lot of paper documents exist only in the office file cabinets. We have a short window to complete the next phase of this database, and thus the first half of August and parts of the next full 2 months will need to be reserved to both work with DEQ and the contractor to see that we meet our own responsibilities for the 319 contract the District has signed.
- ii. **Native Vegetation:** There has been strong interest in our Native Planting Guide from the many facets of the community. Lakefront property owners as well as contractors, nurseries, and governments have all expressed interest in the guide. We only had 20 copies in the first printing, but there is surely interest in additional hard copies. While it is available for free download, additional hard copies would seemingly be easily consumed and thus price quotes have been provided. Funding for this project is available in the Improvement Fund under Native Vegetation or under Vegetation management; SOS also in the Improvement Fund should the board so choose.

Quality Printing Service

By manipulating the file slightly, to accommodate their printer, they have provided this quote for printing and bindery on Recycled paper

- 100 Copies, \$1188.50 about \$12 a copy
- 200 copies for \$1994.00 or \$10 a copy

Imprints is evaluating if their machine can handle the file with their own Tech Support, but are confident they can provide the following quote on Recycled Paper, also folded and stapled.

- 100 copies \$806.00 or about \$8 a copy.

iii. **Septic Tank Revitalization Program** (Seth Lenaerts)

The latest update that was presented to the board was at the Thursday, July 1 meeting. At which time you were told that there may be a draft ordinance as early as mid-August. Again, it does not appear that is going to happen. In the latest email that I received from City Manager, David Hawker, he stated that he is trying to figure out when a draft may be ready and is in the mean time grappling with a few issues. Mr. Hawker is particularly concerned about the following issues and is considering putting the draft ordinance for a few months.

1. Other staffing priorities. The City is looking at passing an ordinance that would require property owners in the Urban Growth Boundary to sign a “consent to annex” agreement. This would require a large amount of staff time to coordinate.
2. Staffing a position to head the septic program. The City will need to recruit and train someone to run this program.
3. Staffing issues at the County. Bill Zekan is no longer with the County leaving the Onsite Department short one full time staff member. (I spoke with County staff before the July meeting and they have assured me they will be able to handle an increased work load if the ordinance passes).
4. The inspections will likely take place in July-Sept for a number of reasons (a) dry ground makes it possible to spot leaky drain fields (b) concentrating the inspections so that the price would be lower and (C) second homeowner convenience. Therefore, it is not a great rush to pass the ordinance in the next few months.

(Points 1-4, are paraphrases from an email I recently received from Mr. Hawker)

Lastly, the City continues to have concerns about including the entire watershed, as opposed to properties that simply border the lake and tributaries. As the board may remember this has been a point of contention between the district and city since we began working together. The District and board were able to reach a tenuous consensus to include the entire watershed but the City has never fully been in favor of that addition.

The basic argument from the City is that it triples the number of properties to be included which means more possible appeals and more staff time, which equates to more problems and cost for the City.

I include this last comment simply for reference and to preview what may be ahead. The original ordinance proposal from the city was to only include properties that bordered the lake and tributaries. Once those properties were inspected the execution of the ordinance could then be evaluated and a determination could be made on whether or not to expand the ordinance.

At this point the City has not asked that the ordinance be limited to only properties that border the lake and or tributaries. But they have made it clear that the provision to include the entire watershed has made moving forward much more complicated from an administrative prospective.

I have included this information on proximity simply to call attention to one aspect of the ordinance that may be a potential point of contention when we finally move forward. At this point no action is necessary, but I thought this information is important for the board to have.

Septic system, inspection priority:

Currently, there are about 680 properties in the Devils Lake watershed that use a septic tank. If a mandatory inspection program begins, most of these 680 properties will be inspected within five years or less. One question that has come up is how to determine which systems will be inspected first.

Several months ago I wrote Mr. Hawker a memo laying out a few possible ways to prioritize these systems based on the information that was collected going through County files. I came up with a few possibilities that based priority of inspection on age of system, tank material, completeness or lack of County record and proximity to the lake.

Recently, Mr.Hawker offered a refined version of how to prioritize systems and I think that what he is proposing makes a lot of sense. It is still based on the criteria of proximity, tank material, age and county record. We are working on coming up with a matrix that would give each of these criteria a score. Then properties will each have a score and this associated score will determine when a system will be inspected.

RFP:

I have made little progress on the septic RFP. I have found that the summer schedule is rather different then winter. In the winter finding a 2-3 hour stretch of time to work on one project uninterrupted was not a problem. For the past 2 months that has not been the case.

iv. Save our Shoreline Campaign (Seth Lenaerts)

DLS Permits:

I have been slowly exchanging emails with Carrie Landrum about necessary permits for planting. It appears that as long as the reason for the planting is shoreline stabilization, the homeowner is only required to submit a general authorization permit. Unlike, other permits, this permit is free, but must be submitted at least 15 calendar days before the planting. It is also possible to include several properties on the same permit as long as the permit is signed by each property owner.

I do not believe that a blanket permit covering the lake would be permitted. But I have not received DSL feedback on that issue yet. (I will try to give more information to Paul before the next meeting)

Homeowner Recruitment:

Homeowner recruitment has begun. An initial email was sent out Friday, July 23 to those homeowners who had shown interest since the first round of plantings. We have had a few of those individuals get back to us. An email list email has been prepared and should be going out in the next week.

Medallion:

I have been in touch with Jim Kingston a local metal worker. We have been trading designs for the SOS medallion. As far as cost, he has not been too forthcoming. He says that materials would probably be between \$7-\$10, but that does not include the actual cutting.

I also am talking with Delake Signs. I hope to have a few quotes for the board's consideration for the next meeting.

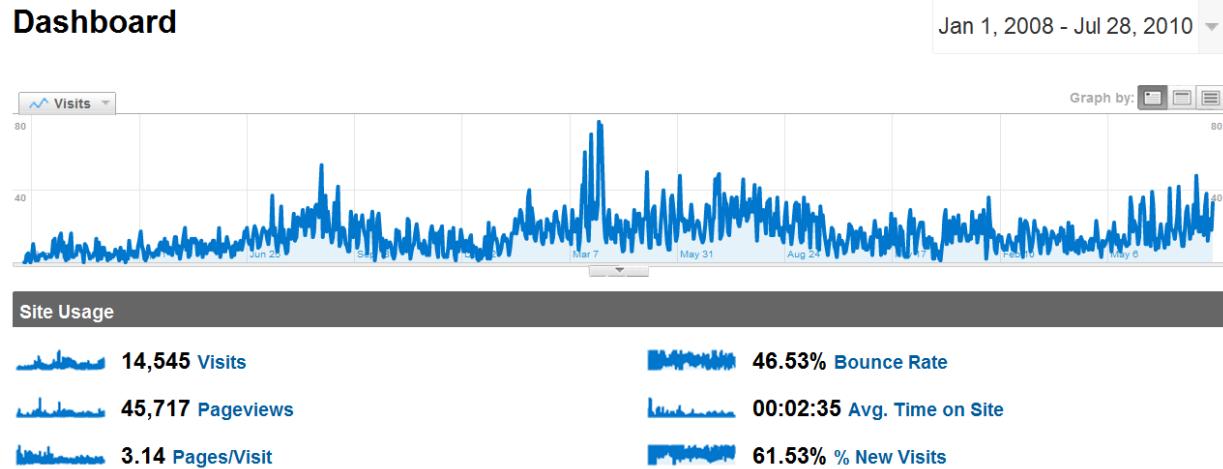
- c. **Financial Oversight Committee Report** (Randy Weldon): I met informally with our Secretary/Treasure regarding the basic suggestions from the auditor that should be implemented to increase the financial security and integrity of the District. While many protections have been put into place, these suggestions come as additional safeguards or Best management Practices from the auditor. We believe that we can through another meeting or so, we can implement these approaches simply, and may have the opportunity to meet as early as next week.

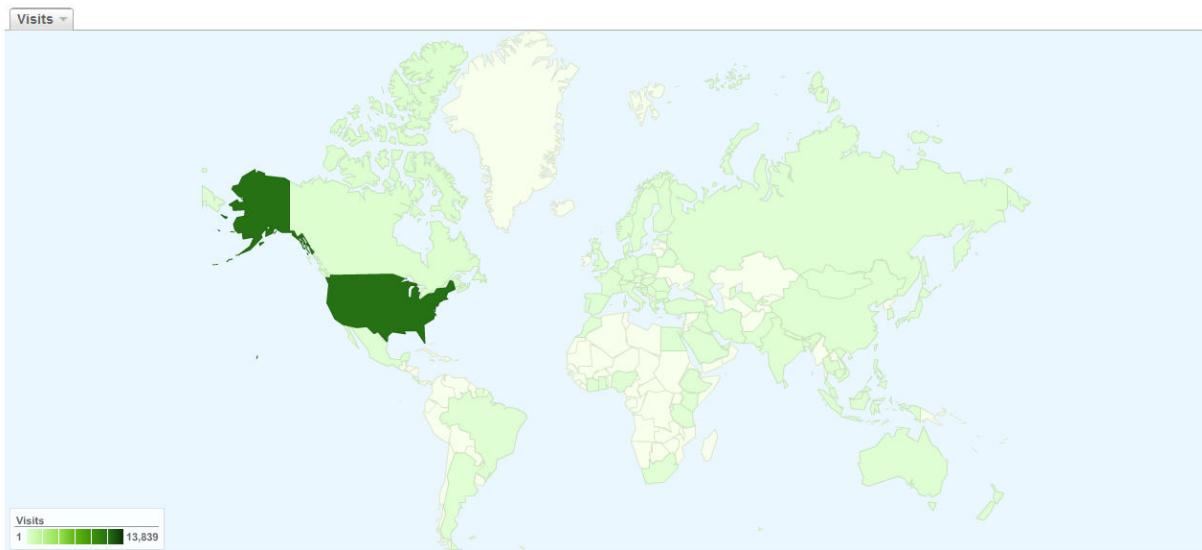
- d. **Communications Report:**

CYANO-Watch: Last month I provided a report on the Cyano-Watch Postings from 2005 to date with a suggestion for 2010. Additional discussion was held over until the August Meeting. I will provide a presentation of this document at our next meeting. The report and 2010 suggestions were coupled with three other documents showing typical signage in neighboring states and others across the US. We have developed a pretty substantial program which serves to provide the timeliest data to the public with the most understandable language. Improvements can be made however, something we have done year to year as we have responded to the public's need. For example in 2009 we debuted the new map which showed all 12 sites being sampled. The new format also had a color-coded table based on the risk associated with varying levels of toxins and cell counts as determined by the State's epidemiologist. With these changes to the new format we heard almost 100% praise. It seems like it has been a successful means of relaying the data. There were some shortcomings in the way risk was identified though, which we have remedied in the 2010 approach provided. As suggested by the board the exact language used by the State of Washington has been included in our new proposed postings. Additionally the Stoplight includes additional information about the 8ppb. The 2010 reporting design thus incorporates much of the positives in last year's design with a few specific improvements.

Updates on Campaigns and Communication Plan: While not officially adopted, many of the campaigns and ideas included in the Communication Plan are underway and ongoing. We currently have 270 active contacts on our listserv. Weekly water quality updates are sent, monthly board notices, and quarterly general interest emails. We have also used the email listserv to target specific interest in the SOS program.

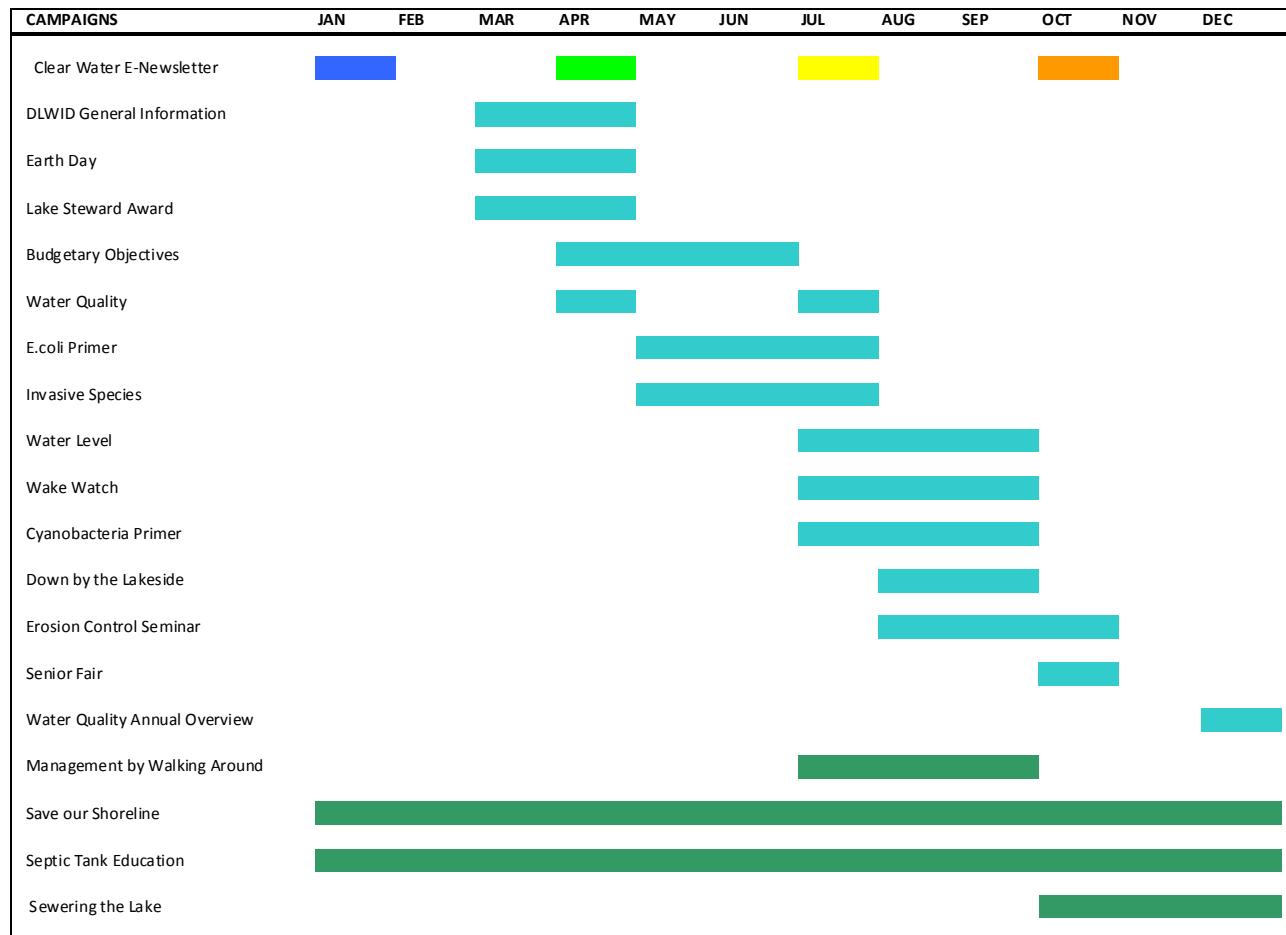
The Website also continues to serve the District well, and is an integral part of the listserv as it houses files and web pages linked from the listserv emails. We started the website in January of 2008, and have seen tremendous use ever since. We have had nearly 15,000 visits and over 45,000 pageviews. Just in the last 30 days we have had 706 visits, 63% from new individuals. Below are some summary statistics:



**14,545 visits came from 79 countries/territories**

Visits 13,839 % of Site Total: 95.15%	Pages/Visit 3.19 Site Avg: 3.14 (1.48%)	Avg. Time on Site 00:02:39 Site Avg: 00:02:35 (2.42%)	% New Visits 60.13% Site Avg: 61.53% (-2.28%)	Bounce Rate 45.61% Site Avg: 46.53% (-1.98%)
Detail Level: Region ▾				
1. Oregon		Visits ↓ 9,666	Pages/Visit 3.21	Avg. Time on Site 00:02:55
2. Washington		1,125	3.58	00:02:20
3. California		681	4.15	00:03:18
4. Wisconsin		194	1.43	00:00:31
5. North Dakota		163	1.77	00:00:39
6. Minnesota		144	2.58	00:00:57
7. Texas		122	3.25	00:01:38

- These tools have been effective means of ongoing communication with the public, which bolster our efforts in reaching out with the campaigns presented in the Communications Plan. Below is a copy of the Campaign Calendar for a look at what is and has been scheduled. Individual summaries of these campaigns are listed below:



CAMPAIGNS

- Clear Water E-Newsletter: The first edition of this quarterly newsletter was sent out in early June. It featured recreation including boating fees, fish stocking information and regulations, stand up paddle board races, and an intro to the water quality monitoring.
- DLWID General Information: We sent out a mailer to all people in the District who receive City Water Bills. This was over 6,000 individual homes and businesses in the area.
- Earth Day: Event was changed just weeks prior to a day that we had a conflict and thus Seth, nor I were available to participate.
- Lake Steward Award: In its 5th year we awarded it to Bill Sexton. He was honored at the annual Community Days Banquet in front of a crowd of 200 or so people for the area. Bill was also featured in the News Guard along with the photos of the Woman, Man, Business, etc, of the year.
- Budgetary Objectives: We met the budget objectives again for at least the fifth straight year. The budget has also recently been made available online as has the annual audit.

- Water Quality: We are actively releasing the most timely data online and to the media, with a follow listserv going out on Thursday. The News Guard regularly publishes the E.Coli data. Information is also update in the field at the eight sign kiosk we have.
- E.coli Primer: An education piece about water quality has gone out twice in the Water Quality email. Information is also available online. We have been interviewed on the radio a number of times as well.
- Invasive Species: We have implemented a very novel approach to invasive species messaging, the Devils Lake Radio. This is the first of its kind to my knowledge in the State of Oregon. A series of recorded messages cycle on the frequency 1610 am which can be heard at Regatta Grounds and at East Devils Lake State Park. As changing the message frequently is good, I have asked the Oregon Marine Board for some additional audio we can place on the station, but have in the mean time been able to locate and upload some audio PSAs from other jurisdictions around the nation.
- Water Level: a great deal of interest has revolved around lake level, and as a result it seems clear that most have had the chance to educated themselves about the dam and its operation. Staff reports have been dominated by this topic for well over a year, and a special section on the website was created. A link to the lake level is also sent out in each of the weekly water quality updates.
- Wake Watch: Signs are posted and in good repair.
- Cyanobacteria Primer: Forthcoming
- Down by the Lakeside: Date was changed to fall.
- Erosion Control Seminar: Fall
- Senior Fair: Fall
- Water Quality Annual Overview: winter
- Management by Walking Around: In July I attended the Open Swim event and Stand Up Paddle Board event. Met with many individuals (30-40) and spoke mostly about water quality as that seemed to be of the most interest. My business cards are water proof and have a map of the lake on the back, so it always makes for a memorable introduction for folks. This is something I had designed into the cards in 2006. I believe we had 1000 cards printed, which I am nearing the end of with this increased awareness building through the Management by Walking Around having likely handed out a solid hundred plus in the last two months alone. We also have published a brochure about Devils Lake that we have been handing out to people we have met on the lake. This began in the July weekend both Seth and I spent on the Lake. We actually went out Friday afternoon and Saturday afternoons by boat, and trolled the shoreline for people on their docks we met with many different people each day. We also continue to make acquaintances and share information with the many hundreds of people we seek throughout the summer do water quality sampling.
- Save our Shoreline: The SOS program has been featured in a number of emails, meeting announcements, and is currently airing on Devils Lake Radio am 1610. Additionally it has been the discussion item at many interviews on KBCH and I recently had Seth introduce the program at the Lincoln City Chamber.

- Septic Tank Education: We have been waiting a draft ordinance, which I understand is potential now forthcoming. The District will hold a special hearing at its next available meeting and subsequent public information meetings should the board deem it necessary. The last instruction was to gauge the outcome of the 1st meeting to decide if another was necessary as many hours of public testimony has already occurred and will still occur both at the District and at City Hall.
- Sewering the Lake: Winter

End of Communication Report

- e. **Safety Report:** No actual incidents to report, however I was nearly side-swiped in the truck by a vehicle illegally changing lanes in an intersection on Highway 101. Other news: hands-on training being provided to staff on new sampling prep work for DNA analysis. The 10% Chlorine solution is a significant skin, eye, and throat irritant, and exposure should be limited. We have poor ventilation in the lab which if this program is considerable expanded, should be remedied with a vented, hooded enclosure or the like.
- f. **Vegetation Management:** Revisions and updates to the Devils Lake Plan have been made, additional work is expected as these are the first changes since 2008. The Board asked for a bare-bones approach to this iteration, focusing on the strategies we will seek which I have provided. Supporting chapters such as an expanded introduction, then have been excluded from this review. Details will continue to be added as this document evolves. Input and review by the Board, by outside agencies and by staff will be required. I foresee that we will want to have multiple special meetings on this prior to a finished product. The end goal through is to provide the District with a comprehensive management strategy that supports among other things, the vegetation management strategies currently being sought.

For example, grass carp have been identified by the board as a mechanism it wants to continue to explore. Currently as you know they are illegal in the State of Oregon for most applications. We previously made an application which was categorically denied on many fronts. It is my intent that through The Devils Lake Plan, a wider viewpoint of water quality improvements and lake management will be evident to the agencies that would have to approve the District's appeal to the grass carp ruling. The same is true for Native Vegetation, a project that has been temporarily shelved as we seek to retool our approach. ODFW objected strongly to our previous methods, and thus we must and are developing a strategy that will protect juvenile, native Coho populations from predation from non-native fish like small mouth bass. The larger context of watershed management is again critical in this endeavor.

Key changes to the Devils Lake Plan is the inclusion of invasive species prevention. A copy of the current draft of the Devils Lake Plan has been distributed to the board.

- g. **Thompson Creek:** DLWID is embarking on its first Bacterial Source Tracking program to determine the types of warm-blooded animals contributing to the fecal matter entering the Thompson Creek. In no small endeavor, in the last month we have been able to source all of the sampling and preparation materials necessary to begin this program. This has included sourcing from multiple vendors as well as coordinating with OSU. DLWID will collect and prepare the samples and then ship them to OSU for analysis. We do not have control of the

analytical dates and times, but anticipate a 6-12 week turnaround from the time we batch ship them the samples. To create these batches of samples, the project will see the sampling of multiple points up the stream corridor, on multiple days. The full extent of the program will be determined after the first sets of data are available. *E. coli* samples will be analyzed ahead of the DNA work to target the days of greatest contamination for analysis.

The cost of the DNA analysis is \$75 per sample for the general marker and one source, plus an additional \$10 per sample for additional sources.

Markers available include:

- 2 Human
- 2 Ruminant (Cows and Elk)
- 1 Gull
- 1 Avian (Birds generally)
- 1 Horse
- 1 Dog

For all markers, the cost per sample is then assumingly \$145, although for this system the value of including gulls may be marginal as we move forward. What the results should be able to provide is a semi-quantitative look as to proportionately which organisms are contributing the greatest load. Currently the Lincoln Soil and Water Conservation District has pin pointed through their work the lowest end of the system to have the greatest contamination from *E.coli*. We will dovetail their work in subsequent samples, but also do our own upstream evaluations. Sampling is to begin in the next days.

Cost for the program based on six samples sites, sampled three days plus a minimal number of blanks, replicates and splits for quality control for each day is outlined in the Table below:

Bacterial Source Tracking

	<u># of Units</u>	<u>Cost of package</u>	<u># of items or uses/package</u>	<u>Cost per item</u>	<u>Total Cost</u>
Capitol Costs					
Vacuum Pump	1	309.00	1	309.00	309.00
Side arm flasks	2	58.00	1	58.00	116.00
Filter Assembly	1	156.00	1	156.00	156.00
Forceps	2	15.75	1	15.75	31.50
Water Trap for Pump	1	20.45	1	20.45	20.45
Stoppers	1	53.00	20	2.65	53.00
Spray Bottles DI Water & SH	1	43.98	6	7.33	43.98
Vacuum Tubing (10')	1	100.00	1	100.00	100.00
Pipe adapters	1	15.75	5	3.15	15.75
Storage Containers	2	3.69	1	3.69	7.38
Storage Tray	2	4.00	1	4.00	8.00
Storage Tray	2	1.09	1	1.09	2.18
Storage basket	1	1.99	1	1.99	1.99
Plastic Wash Basin	1	3.79	1	3.79	3.79
Drying Rack and Drain board	1	6.59	1	6.59	6.59
Foam wrapping protect glass	1	2.99	1	2.99	2.99
Subtotal					878.60
Consumables					
Sterile Filters & SH	1	167.28	200	0.84	167.28
Buffer AL (216 ml) & SH	1	93.24	216	0.43	93.24
Cryogenic Vial (10 ml)	1 OSU		50	0.47	0.00
Sample Bottles (250ml)	10 In Stock		10	1.00	0.00
Paper Towels	1	2.99	50	0.06	2.99
Bleach	3	1.96	5	0.39	5.88
Bottle Brushes	1	6.99	100	0.07	6.99
Wash Clothes	1	4.99	100	0.05	4.99
Subtotal				3.31	281.37
Shipping					
Overnight to OSU	1	60.00	20	3.00	60.00
Subtotal					60.00
DNA Analysis per Sample/Blank/Split/Replicate					
1st Marker	27	75.00			2,025.00
Additional markers 8 Available	216	10.00			2,160.00
Subtotal					4,185.00
E. coli Samples					
Consumables	27	2.00	1	2.00	54.00
Analysis	27	6.50	1	6.50	175.50
Number of Samples, Blanks, Splits, and Replicates	27	Cost Per Sample 208.68		Total Cost	5,634.47

- h. **Sewer:** No Staff Update as this is but a placeholder for me right now until winter, but Brian Green may have some comments on the work being considered near Regatta Grounds.
- i. **Water Quality Update:** *E. coli* has remained low for the lake proper and Rock Creek for all of the 9 weeks to date. However, Thompson Creek met the standards only twice this season. As to the Cyano-Watch program, the water clarity remains good, and the temperatures haven't gone above 20C, but the typical season is still very much upon us when we see large cyanobacteria blooms nearly lakewide. We will continue the *E coli* sampling on Mondays followed by Cyanobacteria work on Wednesdays given the initiation of a bloom has occurred. The summertime work is a major activity for the District currently.
- j. **Erosion Study RFP:** The Devils Lake Water Improvement District is seeking an erosion study to determine if and how the lake level impacts erosion on properties surrounding Devils Lake. Impacts to shoreline may include the loss of shoreline to inundation, loss or change in plant community along the shore which may lead to erosion or shoreline loss, impacts to wetlands and wetland hydrology, impacts to structures, direct erosion of the shoreline, plus others. Considerations should include how wave energy, both natural and anthropogenic, impact the shoreline as a result of having the lake held at 9.53' (full exercise of water right), at 9.0' (partial exercise of water right), and if the lake was to be allowed a natural hydrology without impoundment. Considerations of potential changes in plant communities should bear in mind the presence of herbivorous Chinese Grass Carp in the lake, and the potential impact of the tendency of plant distributions to migrate as a result of inundated shorelines in a reservoir hydrology. Additional consideration should include real and/or likely impacts to the varying soil types that make up the shoreline. These considerations shall include both impacts recorded or expected during summer and wintertime as a result of the summertime impoundment. The full RFP is available on the website, and was released to known limnologists working in Oregon, to the Oregon Lakes Listserv, and to 20-30 engineering firms listed in a trade organization for Oregon. Submittals are due no later than 4:00 pm on Wednesday, August 25th 2010, which will be forward on to the board for their review. We have had a few inquires to date.
- k. **Project Management Specialist:** We advertised this position through local, regional and national means: local newspaper, Oregon Employment Division, Oregon Lakes Association, and the North American Lake Management Society. We received only two applications for this position, both of whom though are local and highly qualified. The District has budgeted \$35,000 for a 10 ½ month position to cover wages, taxes, insurance and other benefits. Typically the District has offered medical, dental, vision, life, short term disability, and long term disability insurance, holiday, vacation, and personal days plus a wellness program which has been a gym membership. There are a number of scenarios to consider which could be a flat salary with no overtime, or an hourly wage with overtime but with a dollar cap. If an hourly was chosen, the following example could be considered: \$15/hour * 40 hours/week*45 weeks = \$27,000 in wages. A further sample matrix has been provided below. I have interviews scheduled for both candidates Tuesday, and will provide my recommendation to the board shortly following those interviews.

Estimated Costs and Examples: Payroll Calculations provided by Teresa Kronstedt. Customizable spreadsheet available.

Salary or Wage Cap	25,000	27,000	30,000
Taxes	2,392	2,581	2,864
Insurance, estimate based on \$480/month*10.5	5,040	5,040	5,040
Wellness	280	280	280
Holidays	Included	Included	Included
Vacation	Included	Included	Included
Total Estimated Cost to the District	32,712	34,901	38,184

X. New Business

(Agenda Support Item B)

- a. **Printing Costs Reimbursement Proposal:** The District Board members receive by email monthly packets which include staff reports, minutes, and financials. Using email is a significant savings for the District in a number of ways, but this amounts to approximately 25 pages on an average month that each board member must print on their own. Additional information is also sent which can amount to well over 500 printings a year. Savings to the District include the cost of printing, the time in printing, the time in assembling packets, and the time and costs associated with mailing. Easily this is over an hour of time each month the District saves, a savings on printing of some 125 sheets a month, and a savings on postage from \$2-5 per member per month. The printing costs however are absorbed by the board members which are eligible for reimbursement. To seek reimbursement a board member can simply provide an enumerated expense list. This could include a printer cartridge, paper, and potentially even a printer, a computer to make the printer work, and an internet connection to receive the documents. This is more than what might be reasonable and brings into the question if items are exclusively for District benefit, (e.g. every sheet of paper, every drop of ink, or what fraction of hardware and software use is specific to the District, etc.) or if some of those materials get used for personal use. However, I do believe that the cost of printing should be reimbursed on some level. What I am proposing is that any board member, committee member or staff member printing materials for the District be eligible to submit based on a standard agreed upon rate consistent with the commercial cost of printing here locally. This would be on a per sheet basis printing from a file that a board member could email to the printer or have on a disk. I have collected to price quotes, one from Halls and the other from Imprints both here in Lincoln City with a suggested reimbursement rate.

	Imprints	Halls	DLWID Suggested
B/W	0.10	0.10	0.10
Color	0.49	0.70	0.50

- b. **Dissolved Oxygen Probe/meter:** We have a YSI 58 which is a very reliable, long-lasting machine. The purchase date of this machine is however unknown as it predates my time at the District and the rigorous record keeping and inventory I implemented in the first year years. The meter itself often provides up to 15 years of service, with probes lasting anywhere from 2-5 years generally from my experience. Unfortunately, our meter and probe have been unreliable for the last month, and no effort that we have taken has remedied the situation. The meter is actually due for its annual cleaning which should establish if the meter is working normally. The technician provides a known electrical signal which mimics 100% saturation and 25C. If the machine passes this test it would point to the need for a new probe which is less than \$500. Should a new meter be required as well however, costs can easily be upwards of \$2,000. One website listing has been provided in full with other links pasted below:

As this is a fundamental water quality parameter that we measure at every sample site an operational machine is paramount. I would ask the District move \$2,300 from contingency to Capitol Outlay should the ultimate requirement of replacing this machine be required. It is my instinct to replace the machine with the same make and model as it is a proven industry workhorse. I actually spoke with John Jacobson of Viking Instruments who services many instruments and he said without question, do not waste your money on any other make or model. DLWID actually had a YSI Model 55 at one time which quickly became unstable and unusable. I also asked him about the longevity of the probes and the machines, and he said 12 months and 5 years respectively. I suggested I have seen them and heard of them operating much longer, which he acknowledged as

being reasonable, but said that 99% of the problems are with the probes and that even in 12 months they can become unstable.

Update on meter/probe: 2010-07-30 Meter checks out fine. Probe is likely culprit. We should replace the probe as soon as possible and may want to consider increasing our servicing frequency to every 6 months, and at the same time plan for the eventual full replacement of the machine as well.

YSI Model 58 Field DO Meter



[click to enlarge](#)

EW-05510-00
YSI® field dissolved
oxygen meter, 115
VAC, model 58
(each)

Qty:

[Add to Cart](#)

\$2053.00 / each (USD) In stock.

YSI® field dissolved
oxygen meter, 115
VAC,...

Product Rating

(1 Rating)

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■ Long battery life makes it ideal for everyday use

- Broad range and resolution options work well with super-saturated water
- Recorder output to print readings
- Secondary battery compartment powers optional field stirrer to maximize fresh sample flow over the sensor

Meter is ideal for everyday uses in waste waters, ponds, and chemically compatible aqueous fluids. Manual salinity compensation allows direct determination of DO in oceanic or estuarine waters. Field probe has an ABS plastic body and EPR O-ring (sold separately below right). Operate meter from an AC power source using a line adapter or with four D batteries (adapter and batteries are included).

- http://www.pollardwater.com/pages_product/YSI58.asp
YSI 58 DO Meter \$1724.25
#5239 Probe with 25 Feet of Attached Cable \$475.00
- http://www.fondriest.com/products/ysi_58.htm \$1687.00
http://www.fondriest.com/products/ysi_5239-25.htm# \$467 .00

- Cole-Parmer \$2,053.00 - YSI field dissolved oxygen meter, 115 VAC, model 58
- YSI Distributer Contact in Oregon: **Randy Hadland**, rhadland@ysi.com, 360-915-7331

c. **Oregon Lakes Association:** OLA 2010 is coming next month, and will be held in Corvallis. The District as a founding member of this statewide organization has consistently attended the conference and other functions put on by the association. Last year the conference was hosted by DLWID and the Lake Manager was one of many of the presenters. The Lake Manager continues to serve on the Board of Directors of this organization as many past lake managers have done for DLWID. OLA continues to provide access to a network of resources beyond Lincoln County.

As to the conference, this year the topic is “Land Use and Lake Reflections”, and will be held September 10-11. While the cost of the event has not been released, generally the registration costs are modest and under \$50. At the annual meeting the annual membership dues are also collected, which for a government or not for profit were \$35 last year. With the land use focus I would see that it is appropriate that the District send both the Lake Manager and the Project Management Specialist to the event as it would serve both staff members well. Hotel costs are usually approximately \$70 a night, and a per diem of \$40 has been adequate for meals in past conferences. I can provide more accurate data when the conference details come out, but for now I would hope to provide two RSVPs prior to our September Meeting.

d. **SOLV:** Our Down by the Lakeside event was postponed in April to an undetermined date. SOLV, the non-profit that ran the 13 year old program without warning to us at least, dropped the event in favor of combining it with another event into the fall. This event now rebranded as the SOLV Beach and Riverside Cleanup features clean ups, invasive species pulls and habitat restoration. When we last considered this and effectively cancelled the preparations for the Down by the Lakeside, SOLV had not put a date on the calendar however. When I spoke with the coordinator a few months later they said that they would have a week long event Monday September 20 – Saturday September 25. As the lake is generally still under a Cyanobacteria Watch, and the water is generally of poor visibility, I thought we might consider a shoreline planting project as we seek to ramp up our SOS program. I personally have a conflict on that weekend, so I was hoping to do this event early to mid week, and likely even over the course of few days. What I have learned today however is that they not only have closed the registration, but changed the program again to only include Saturday the 25th. Normally SOLV is really good with their communications, but I think that with the merging of the events, and the number of people this has affected who generally run programs with them, something got lost again as it did in the spring. I can take some responsibility too, but given that we are still two months out, I was shocked to find out that that had closed registration so early.

Where does that leave for us? We can still have a planting day/week or other event; we just won’t be listed on their website. We rarely if at all have gotten any additional people as a result of being listed, so I wouldn’t anticipate any reduction in participation based on that. We do miss a small opportunity for some statewide recognition, but we already have been on the cover of their Down by the Riverside brochure just a few years ago, so I doubt our event would be chosen again for

such a fame. We can be flexible in the timing as well. I mentioned that I have a personal conflict planned long before SOLV decided to drop the May event, let alone shorten the weeklong event, so I would prefer to do something mid week or the weekend prior. That being said, the District may have a Project Management Specialist on staff at this time, and thus it chooses to do a SOS type program, it would be a good opportunity for that staff member to create and run an event. An SOS event would provide the District an opportunity to spotlight the program as well as the Native Planting Guide. We could have additional copies printed for participants and provide effectively training on how to plant at the same time. The timing of the event would also be good in preparation for the fall rains that will nourish the young transplants. This is my recommendation.

- e. **Vacation Request:** September 24 and 27.

Non Agenda Items:

Thanks!

I can't believe that I am writing this, but I am actually sorry that I can't make the meeting tonight. My RARE internship will be completed in mid-august and this meeting has the potential to be my last.

I would like to thank Devils Lake Water Improvement District, Paul and District members for hosting me this past year. It has been a pleasure working for this board, DLWID staff and district members. I have gained a lot this year both professionally and personally and I thank you for participating in the RARE program and Americorps. In return I hope that you have found the work that I have done meaningful and helpful to the District.

I wish you all and DLWID the best of luck. This District has the benefit of having a thoughtful and intelligent board, talented staff and community members who are engaged and passionate. This is a great mix and I look forward to seeing the positive results.

Again, thank you for this opportunity, I certainly won't forget it.

Seth