



Quick Look:

- Devils Lake Plan
- SOS: Regatta Grounds RFP
- Lake Steward Nominations

Devils Lake Water Improvement District
Post Office Box 974, 820 SE Hwy 101 Suite D, Lincoln City, Oregon 97367
Phone: (541) 994-5330 Fax: (541) 994-6040
www.DLWID.org

AGENDA 2011 March 3
Regular Meeting: 6 pm, DLWID Office

- I.** Minutes of the Previous Meetings
- II.** Financial Report
- III.** Public Comment (Agenda Items, Please limit comments to 5 minutes per person)
- IV.** Unfinished Business (Agenda Support Item A)
 - a. The Devils Lake Plan Revisions and Adoption
 - i. DEQ 319 Grant
 - ii. Septic Tank Revitalization Program (Seth Lenaerts)
 - iii. Save our Shoreline Campaign (Seth Lenaerts)
 - iv. Vegetation Management
 - v. Sewer (Brian Green)
 - vi. The Café --- Union 50 (Joe Barnes)
 - b. Communications Report
 - c. Safety Report
 - d. Thompson Creek
 - e. Erosion Study
- V.** New Business (Agenda Support Item B)
 - a. Budget Committee
 - b. Lake Steward Award
 - c. Boat Wash Stations
 - d. Staffing Plans
- VI.** Non-agenda Items
- VII.** Public Comment (Non-agenda Items, Please limit comments to 5 minutes per person)
- VIII.** Board Comments & Announcements
- IX.** Adjournment

OLD Business

a. The Devils Lake Plan

i. **DEQ 319 Grant:** The remaining responsibilities as laid out in our grant agreement must be completed by March 31, 2011. This will include a full submission of the Database as well as the tools to use it. The District has already sent in the Quality Assurance Project Plan as well as its new Sampling and Analysis Plan, but we will include those again as well. Additionally the report will contain a Data Quality Compliance Report, and a preliminary lake water quality assessment. Lastly we will have final paperwork to complete which will include the In-Kind reporting and grant expenditures. This will be wrapped up along with the final report and thus we can expect full payment shortly after.

ii. **Septic Tank Revitalization Program** (Seth Lenaerts): No Update

iii. **Save our Shoreline Campaign** (Seth Lenaerts)

Lakescaping for Landscapers: The Lakescaping for Landscapers course will be held from 10am-12pm, March 15. The outline and curriculum have been approved for continuing education hours by the Oregon Landscaper Contractors Board.

I will begin promotion this week. Promotion will consist of a phone call, a direct mailing to all landscaping companies and maintenance crews and a press release.

Regatta Grounds RFP: Bids were due Thursday, February 24. One bid was received as of 2pm on Thursday, February 24. I will send the bids out to the board before the board meeting for review and can make recommendation the meeting once all bids are received.

Seeds: One outreach or promotional item that the Board was in favor of was native seed packets. Sunmark Seeds out of Portland distributes bulk seeds and seed mixes. We ordered two different seed mixes, one lb of a marsh mix and one lb of a native wetland prairie.

Skier down flags: I did a brief (30 mins) search for skier down flags. To get a flag that isn't of poor quality prices were in the \$8-\$12 range with additional costs if we wanted to print DLWID on them.

- Would the board like me to continue to pursue this item?

iv. **Vegetation Management:** See Devils Lake Plan. Version 2.1. This has been provided on the web and to the board. The Board has also received a marked up version of the document to compare changes and to link to specific comments received. All comments received to date are viewable at the District's office. The District may choose to make additional edits or adopt the plan at this meeting.

Grass Carp: I had hoped to have been able to complete a Grass Carp Fact Sheet by our meeting, but have not received any of the remaining documents from ODFW.

v. **The Café --- Union 50** (Joe Barnes)

- b. **Communications Report:** Multiple updates to the website, Facebook and listserv sent. Website updates include the posting of Board Resolution, Index of Resolutions, Ordinances and Policies. Available at: <http://www.dlwid.org/Board%20Directors.html>
- c. **Safety Report:** No Incidents
- d. **Thompson Creek:** Finished letter for Thompson Creek residents. Decided to wait on mailing in hopes of being able to send a customized seed packet along with the letter. Seed packet being developed as part of the SOS program.
- e. **Erosion Study:** Supplemental aerials obtained from Lincoln City and sent to Tetra Tech. Phone conference with Tetra Tech scheduled for March 7, 9:30 am to include specialist from Fort Collins, CO.

- a. **Budget Committee:** Currently still two vacancies. I contacted Jim Park by email about possibly rejoining, but have yet to hear a response. Budget committee application available online or through the office. We will hold open the position until filled, or until the beginning of the budget committee meetings.
- b. **Lake Steward Award:** We have received two nominations to date. I will forward on the nominations separately to the board.

Action: We need to make a selection at our March Meeting in time to order the award.

- c. **Boat Wash Stations:** Hope to be able to meet with stakeholders for developing a boat wash station at Regatta Grounds next week, and will provide an update at our meeting if possible. The retirement of LC Park and Rec Director Ron Ploger at the end of February may slow down this process through considerably.
- d. **Staffing Plans:**

Summer Intern (See complete posting sent separately)

Duties:

Water quality monitoring: 8 -16 hours weekly

- pH, DO, EC, Turbidity and *E coli* sampling weekly.
- Water quality Updates, listserv and web weekly
- Cyano-Watch Program, biweekly monitoring during blooms. Full day of sampling, analysis and posting.

Database Maintenance: 2 - 4 hours weekly

Outreach: 16 -24 hours weekly

- Direct Outreach to lakefront property owners
 - Grass Carp
 - Lakescaping
 - Pesticides
- Develop Invasive species outreach
- Get the Lead Out PSA
- Website improvements

*Assist as required with projects: Erosion Study, Vegetation Survey, etc.

Timeframe: Late May, early June to Late August, Early September

Cost: Typically cost the District \$10,000 annually although may be unfunded or provided through a small stipend of \$1,000 for example.

Project Manager

Duties: Dependent on possible Internship

Water quality monitoring: 8 -16 hours weekly/summer

- pH, DO, EC, Turbidity and *E coli* sampling weekly.
- Water quality Updates, listserv and web weekly
- Cyano-Watch Program, biweekly monitoring during blooms. Full day of sampling, analysis and posting.

Database Maintenance: 2 - 4 hours weekly

Outreach:

- Direct Outreach to lakefront property owners
 - Grass Carp
 - Lakescaping
 - Pesticides
- Develop Invasive species Outreach
- Get the Lead Out PSA
- 4 quarterly E-Newsletters
- Monthly Meeting Announcements
- Boater Safety Outreach
- Videos, similar to SOS Highlight Film

Projects

- SOS, continue with State Park Project
- SOS, New projects as enlisted
- Sewer, seek willing partners for new LIDs
- Stormwater, per Devils Lake Plan

Events:

- Lake Event --- Summer 2011
- Erosion and Sediment Control Seminar --- Fall 2011
- SOLV --- Fall 2011

Education:

- Develop partnership in the K-12 system
- Possibly obtain digital microscope as tool in curriculum
- Visit school 1-2 hours weekly for education and outreach related to water quality

Timeframe: Continuance of current position starting July 1, 2011 --- June 30, 2011

Cost: Currently salaried at \$36,000, but would consider range for a possible merit raise. This is based on a 40 hour work week. We must also add on DLWID's taxes as estimated below. Health Care costs would increase over last year as it is currently subsidized by the University of Oregon. Currently we pay \$139.21/monthly for the Project Manager's insurance, but that would triple approximately under SDAO to \$435.64/month using last years rates. This could add 5,300 approximately to the annual cost of the position. Should the District elect to not have a paid intern in 2011, then \$10,000 could be essentially utilized for this position with the rest coming from reserve.

Estimated cost to the District based on two salary scenarios.

Devils Lake Water Improvement District
Payroll Cost Projections

Hours 40 hours per week for 52 weeks per year				
Salary			\$ 36,000.00	\$ 38,000.00
	Rate	Limit		
Social Security	0.062	\$ 106,800.00	2,232.00	2,356.00
Medicare	0.0145	\$ 106,800.00	522.00	551.00
Unemployment	0.018	\$ 32,100.00	577.80	577.80
Worker Benefit Fund	0.014	Hours	29.12	29.12
Projected Employer Cost			\$ 39,360.92	\$ 41,513.92

Projections use rates effective July 1, 2010

Decisions:

Do we want to have an intern? If so, Paid or Unpaid?

Do we want to have a Project Manager funded out of the Improvement Fund?