



Quick Look:

- Erosion Study Postponed
- Septics Workshop
- Grass Carp Lead
- Excavation RFP

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 November 3

Regular Meeting: 6 pm, Lincoln City, Council Chambers

801 SW Hwy 101, 3rd Floor

- I. Consent Agenda**
 - a. Minutes of the Previous Meetings
 - b. Financial Report

- II. Public Comment** (Please limit comments to 5 minutes per person or as outlined by Chair)

- III. Unfinished Business** (Agenda Support Item A)
 - a. The Devils Lake Plan
 - i. Septic Tank Revitalization Program (Seth Lenaerts)
 - ii. Save our Shoreline Campaign (Seth Lenaerts)
 - iii. Vegetation Management
 - iv. Sewer (Brian Green)
 - b. Communications Report
 - c. Safety Report
 - d. Erosion Study
 - e. DNA Bacterial Source Tracking
 - f. Audit

- IV. New Business** (Agenda Support Item B)
 - a. Internship Request – Winter Term
 - b. SDAO - Rate Lock Agreement

- V. Non-agenda Items**
- VI. Public Comment**
- VII. Board Comments & Announcements**
- VIII. Adjournment**

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.

Unfinished Business

a. The Devils Lake Plan

i. Septic Tank Revitalization Program (Seth Lenaerts)

At the Monday, October 10, City Council meeting, Council decided that they would like to hold a workshop focused on both the feasibility of a sewer around Devils Lake and having regular inspections on septic systems.

The main issues to be discussed on sewer include

- Local Improvement District (LID) formation
- Scope of work to add sewer
- Cost
- Options to accelerate sewer

The workshop will also focus on a septic system inspection ordinance. A lot of work has been done on this thus far. At this point, the concept is that systems in the watershed would be required to have an inspection as a condition of continued water service.

Inspections would be based on a number of criteria, including, age of system, tank material, proximity to lake, and water use. Inspections would take place over a number of years and City Council will have the ability to designate when systems are to be inspected.

The workshop will take place on Monday, November 7. DLWID board members and staff have been invited to participate. All board members are encouraged to attend.

ii. Save our Shoreline Campaign (Seth Lenaerts)

East Devils Lake State Recreation Area

RFP and Floodplain work permit

The site preparation request for proposal was released October 12. Submittals are due Wednesday, November 2. This will allow the board to select the contractor. Staff will email the submittals after the RFP submittal period is closed. I will also prepare a matrix to compare to the RFP's for the board's review and make a recommendation at the November 3, meeting.

After the RFP was released, the County informed us that we would need to acquire a Flood Plain Permit before we can complete this project. I will work with our contractor to submit the permit. The permit cost is \$200. The permit does not require much time to get and will not delay the project.

State Historical Preservation Office

DLWID staff met with, State Parks staff, and the State archeologist on Wednesday, October 12. The archeologist reviewed the location for the project and the RFP. According to her documents and maps, the area that we are planting, does not contain any known historical artifacts. Therefore,

we have the go ahead to begin work on the project. The state archeologist however will be on hand to monitor excavation and will have the right to monitor the work. Should something of historical or cultural significance be discovered, the work plan will have to be altered.

Work schedule

Site preparation for this project is scheduled for Monday, November 14, the earliest day the archeologist is available. We will again be working Spiro Landscapes for landscape design and plant materials. Planting will take place November 16-18.

- iii. **Vegetation Management:** We received two responses to our RFP. Copies of both responses were sent to the board. A matrix comparing those responses will be sent to the board separately. I would like to appoint a special interview panel consisting of two board members and myself to interview each of the applicants. This panel can then make its recommendation to the full board as to the best candidate and best value for this position. This would be done by our December meeting at which time we could award the bid. If this is acceptable to the board, then I will proceed to make further contact with the responders and establish interview times.

- iv. **Sewer** (Brian Green)

- b. **Communications Report:** The District board meeting from October 2011 has been airing on Charter Cable Government Access Channel 4 daily since our live broadcast. I have been working with IT to get a special banner to run periodically during the rebroadcasts indicating the District's name, logo, website and meeting date.

- c. **Safety Report:** No incidents.

- d. **Erosion Study:** Postponed until December. I have consulted with Tetra Tech throughout much of the last month on this project. I had two additional face to face meetings regarding the project over the course of the last week. Due to some staff scheduling, Tetra Tech is unable to provide a full report by our November meeting. Having consulted with a few members of the board it seemed prudent to go ahead and postpone their presentation until next month. I have already scheduled their attendance for our December 1st meeting. I anticipate having the full report available and placed online well ahead of the Thanksgiving break.

- e. **DNA Bacterial Source Tracking:** Shipped the vacuum pump back, but have not heard yet as to the turnaround time for a replacement. I will make a final decision about the reasonability of conducting the storm sampling as intended once we have the pump in hand.

- f. **Audit:** Grimstad and Associates did provide a discounted offer to their original bid, but with the condition of being only interested in contracting for 3 years. The proposal stipulates that only reviews would be completed, and that there would not be a presentation to the board.

Original: \$3,600, \$3,800, & \$4,000
2nd Offer: \$3,300, \$3,600 & \$3,800

Reasons given for the increase and comments about the RFP are quoted as follows:

Standards for audits and reviews have increased over time as well as the cost for the additional required continuing education to maintain a municipal license. Every year now I pay for a third party to review a sample report and every three years, under peer review, I hire an auditor to audit my practice. The increased costs have not been fully reflected in the fees charged your District which were \$1,600 in 1993 to \$3,300 in 2013, as I have not fully passed on cost to long time local municipal clients.

The RFP did not have any additional requirements other than those already required in performing a review or audit. The fee is not based on your tax base but on time and costs required to meet governmental and Oregon Municipal Minimum Standards. On the time required to respond to the RFP, yes it was a bit much for a small District proposal.

I have sent an email relaying the limits of my authority to contract for one year, and that unless they needed a signed contract immediately, that the Board could reevaluate the proposals and make a decision at our next meeting. The period for work quoted in the original bid was to occur in the month of December, so I anticipate this updated timeline will be acceptable to all parties.

Action Needed: Determine contract preferences and authorize staff to enact as motioned.

a) Internship Request – Winter Term

We have been asked if we could provide a non-paid college internship for a local student (Taft High graduate) currently finishing a degree in Environmental Science at Oregon State University. Having grown up here this potential intern is very much interested in Devils Lake.

Excerpt of introductory email:

.....currently looking for some kind of work in environmental quality research and management as I need internship credit to graduate. So if there is any possibility of me being able to help out with a certain project or be involved in some way I would really enjoy it. I would be perfectly happy with volunteering my time as I have a personal interest in the quality of the lake as I have lived in Lincoln City my whole life (when im not in school) and enjoy spending time fishing and playing on the lake. I understand that there may not be a whole lot of work going on in the winter months as the lake is busiest during the summer, but I just wanted to say that I could be available to try and help you guys out in whatever way possibly needed if there was a place for me.

I suggested that we could possibly provide such an internship given the current desire to do some desktop research into alternative forms of vegetation management, but that I would have to consult with the Board. Basically as I understand he has 2-3 credit hours of internship required as part of his Bachelor's Degree. This would be between 60-90 hours of work. There would be only a minimal amount of paperwork on our end, and his requirement to OSU would be show in a report or other form an evaluation of the work completed. Overall I see this a real WIN-WIN, as the District would get some additional work, gain additional recognition with OSU, and provide one of our own a much needed internship. Given the go ahead, this internship could begin as early as Winter Break.

Staff Recommendation: Authorize staff to establish winter internship for interested student.

b) SDAO - Rate Lock

Special Districts Association of Oregon has offered a reimbursement of \$181 a year for two years should we authorize a rate lock and stay in Special District's Insurance Services Property and Liability Program from Jan 1, 2012 to Dec 31, 2013. The Rate Lock would be for a maximum increase of 5%, provided we do not exceed a loss ratio of 1:2. While I did not have time to research the specifics of our prior agreements, SDAO has consistently provided us good rates, has been our insurance carrier for most of our history, and I see no reason why we shouldn't take advantage of the credit as it is unlikely we will find better rates outside of the Special Districts pool.

Staff Recommendation: Authorize staff to sign off on rate lock and get the \$362 refund over two years.