



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

Quick Look:

- **Cyano-Watch**
- **Why Lakescape?**
- **Public Records Request Policy**

AGENDA 2012 February 2

Regular Meeting: 6 pm, Lincoln City, Council Chambers
801 SW Hwy 101, 3rd Floor

- I. Consent Agenda** 6pm
- 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. Erosion Study
 - c. Communications Report
 - d. Safety Report
 - e. Cyano-Watch Program
- IV. New Business** (Agenda Support Item B)
- a. Budget
 - b. Public Records Request Policy
- 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)

Update on county records

In order to update our septic records, the District requested that the county search for all onsite waste water treatment systems in the Devils Lake watershed that received a permit from January 2010-present. Below is a summary of that update:

Summary of Permits since January 2010

Total permits Issued	19
Total permits issued to systems that previously did not have a County Record	14
Permit Type	
Minor Repair: Tank Replacement	12
Major Repair	1
Renewal for a repair	1
ATT Repair	2
Alteration	1
Authorization	1
Site Evaluation	1
Total	19

Observations:

The updated records now provide the District with permit information from January 2010-December 2011. Over the two year period, a total of 19 permits were issued by the county. Permits are issued for a number of reasons, including: new construction, repairs, alterations, authorizations, and site evaluations. Notice at this point, that regular maintenance is not monitored. A second note is that when these permits are given, very little data is taken on the system, for example, when a typical tank replacement is done, information on the drain field is not generally collected. Therefore, even when a tank replacement is completed, there still isn't good information on the system as a whole. Having an inspection program around the lake will change that, and assure that property owners have all the information on their systems. They can then use that information to assure that their system is being maintained properly, which will expand the life of the systems and save the homeowner money.

In the watershed there are roughly 220 systems that had no record. In the past two years 15 of those systems interacted with the County so that they now have at least some documentation. It is interesting to note that of the 19 systems that required a county permit, 15 (79%) of those were on previously undocumented systems. Another way to look at this is that in the last two years undocumented systems which make up 32% of the watershed made up 79% of total permits.

Septic System Inspection Ordinance

The ordinance is currently being drafted. An initial draft is expected to be completed sometime in February. If the draft is completed early in February it is possible to have the board review it as early as March, but it is probably more likely the first public review of the document at a Devils Lake Water Improvement District meeting would be April.

One part of this process that the District is taking the lead on is developing the inspection criteria. In order to do this we are organizing a meeting with DEQ, Lincoln County, the City, and local private inspectors. The intention of the meeting is to come up with feasible criteria for a septic inspection. This meeting will allow us to get expert opinions and then put together a reasonable inspection form.

Attached are a couple of example septic inspection forms.



DRAFT

EXISTING SYSTEM REPORT

Owner: _____

Mailing Address: _____

Site Address: _____

Legal Description: _____ Lot Size: _____

Record Review:
 Age of system: _____
 Record of installation: Yes No
 Permit obtained: Yes No
 Type of system: _____
 Design flow: _____
 Gallon per day: _____ (# of bedrooms): _____
 In home business: Yes No Type: _____
 Garbage disposal: Yes No
 # of people living in residence: _____
 Maintenance records available: Yes No
 Washing machine: Yes No
 Any additives: Yes No Type: _____
 Enzyme use: Yes No Type: _____
 Chemical use: Yes No Type: _____
 Check for storm water and foundation drains- Is water diverted away from system? : Yes No
 Water supply: Well Spring Public water supply Other

Septic Tank/ s:
 Size: 500g 750g 1000g 1500g Other _____
 Condition of tank: Good Fair Poor
 Construction: steel fiberglass concrete plastic
 Manufacturer: _____
 Building sewer connection to tank: _____
 Effluent sewer: _____

Risers:
 # of risers: _____ Condition: _____
 Watertight: Yes No
 Cover prevents unauthorized access: Yes No

Septic Tank Liquid Level: High Low Normal
Septic Tank Solids Levels: Sludge _____ Scum _____
Pumping Required: Yes or No

Baffles:
 Inlet: (condition) _____ (construction) _____
 Outlet: (condition) _____ (construction) _____

Drainfield Details:
 Type: _____ Size: _____

Configuration:
 Loop Equal Serial Pressure SF (see pressure)
 Approximate depth of drainfield: _____

Distribution box: (shall be exposed for inspection)
 Condition _____ Construction: _____
 Size: # of outlets: _____
 Evidence of sludge or scum flow-through: Yes No
 Header pipe:
 Condition: _____ Construction: _____

Comments/Observations:

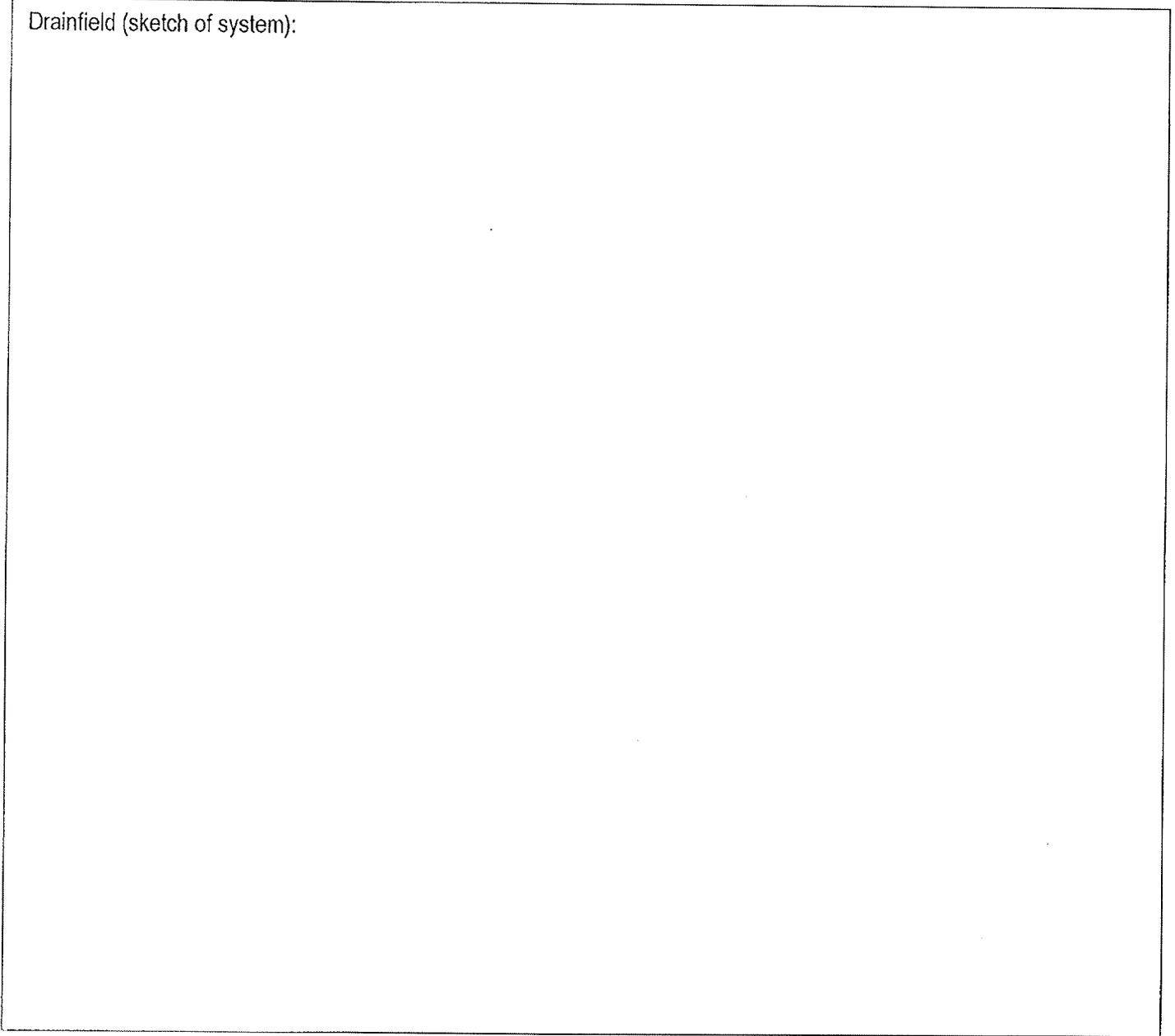
Pressure Distribution System:
 (ie: Pumps, Alarms, Filters, Electrical connections, Alarm/Control Panel)

Pumps functioning? Yes No
 Float switches functioning? Yes No
 Electrical panel adequate? Yes No
 Alarms functioning? Yes No

Sand filter: *The owner of a sand filter must provide evidence that the major components of the system haven inspected within the last 3 years for sludge accumulation, pump calibration, and cleaning of the laterals.*****

Pressure test squirt height: _____

Drainfield (sketch of system):



Comments and recommendations:

A&B SEPTIC SERVICE

**P.O. BOX 444
ALBANY, OR 97321**

INFORMATION FORM FOR EWEB PROJECT

**1-866-927-1156
FAX 541-917-1861**

PROPERTY OWNER _____

TOWNSHIP _____ RANGE _____ SECTION _____ TAX LOT _____

PROPERTY ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ CELL PHONE _____ E-MAIL _____

BILLING ADDRESS IF OTHER THAN EWEB _____

CITY _____ STATE _____ ZIP _____

TYPE OF USE: PERMANENT, RENTAL OR SEASONAL IF SEASONAL, NUMBER OF MONTHS USED

NUMBER OF BEDROOMS _____ NUMBER OF OCCUPENTS _____ NUMBER OF ACRES _____

ANY RESIDENT USING LONG TERM MEDICATION YES NO WHIRPOOL TUB YES NO

SYSTEM INSTALLED _____ TYPE OF SYSTEM _____ TANK LAST PUMPED _____ #GALLONS _____

NUMBER OF TANKS ON SITE _____ LOCATION OF TANK(S) _____

HAS IT BACKED UP IN HOUSE YES NO DESCRIBE _____

HAVE THERE BEEN ANY REPAIRS YES NO LIST _____

HAVE ASBUILT YES NO EXPOSED YES NO ELECT. AVAILABLE YES NO WATER YES NO

WATER CONSERVING FIXTURES OR APPLIANCES USED YES NO LIST _____

GARBAGE DISPOSAL USED YES NO TIMES A DAY _____ DISHWASHER USED YES NO TIMES A DAY _____

LAUNDRY LOADS PER DAY _____ CONSECUTIVE LOADS: YES NO DOES LAUNDRY WATER GO SOMEWHERE

ELSE THAN INTO THE SEPTIC YES NO DO YOU HAVE A WATER SOFTENER YES NO

WATER SUPPLY PRIVATE WELL OTHER DEPTH _____ LOCATION _____

DO WE HAVE TO CROSS A PRIVATE BRIDGE TO GET TO YOUR TANK YES NO IF YES IT HAS TO HAVE AN
ENGINEERED RATING, WHAT IS THE RATING _____

HAVE YOU SIGNED YOUR PARTICIPATION FORM YET YES NO

DIRECTIONS TO JOB SITE _____

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

Why Lakescape?

The District began offering a course about lakescaping and the associated benefits last spring. The first was Lakescaping for Landscapers and the second was Why Lakescape?, which focused on shoreline property owners. I plan on offering the Why Lakescape? course again on a Saturday in Mid March, most likely the 10th or 17th. The free course runs from 10am-12pm and includes lunch. As a way to promote this course I would like to send out a mailer to all shoreline property owners, advertising the course, but also, the Save our Shorelines program in general.

Course topics include:

- History of Devils Lake and Land Use
- Benefits to lakescaping
- Native plants and plant selection
- Design
- Maintenance
- Save our Shoreline and other incentives

Budget:

Lunch: \$80
Mailers: \$600
Total: \$680

Board Action: Approve the Why Lakescape? course.

Reprinting the Shoreline Planting Guide

We are out of Shoreline Planting Guides. Each guide costs about \$10.

Board Action: Approve \$1,000 for the printing 100 additional copies of the Shore Planting Guide.

Additional updates:

- We put in a request for plants from NORP.
- Submitted a letter of support on behalf of SDCWC's National Fish and Wildlife Foundation grant.
- Secured a ten person team of Americorps members to do site maintenance at our two rain gardens and additional invasive species removal and prevention at East Devils Lake State Recreation Area. February 14. Thanks to Katie Arhangelsky at OPRD

iii. **Vegetation Management:** I have completed the assemblage, renaming, and organization of the files received from ODFW and have sent those to the consultant. Others from ODFW are still pending and a revised Public records Request estimate is to be sent to the District, which I would preemptively request the District to authorize me to pay as soon as it is received. I will be meeting with the consultant, and ODFW staff in February, and have a separate meeting with the consultant in February as part of a planned trip to the Special District's Association Meeting in Central Oregon.

Action: Authorize Lake Manager to make payment of Public Records Request once received.

iv. **Sewer** (Brian Green)

b. Erosion Study: A delay in this project has occurred as a result of leave for bereavement within Tetra Tech. The initial goal was to have received a copy of the changes to the document by January 23rd. An update will be provided at the meeting as available.

c. Communications Report: (Seth Lenaerts & Paul Robertson) With the high water and significant rain events, the District has made significant effort over the last few weeks to alert property owners as to the height of lake, and the status of the D River. While this is not something the District has permanently obligated itself to do, when it can, it has been able to make significant outreach through the social media components of the Communication Plan (Facebook and Twitter). This District has also been active in updating its website including adding audio from the last meeting, and has issued the monthly meeting announcement on the listserv.

d. Safety Report: Safety is no accident! No incidents.

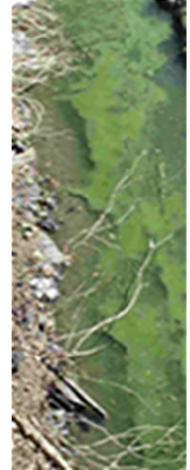
Cyano-Watch Program: With the help of Director/Treasurer Weldon an overhaul of the posting has been completed. The proposed GREEN, YELLOW and RED signs are attached. The most significant change is the rebranding of the program to HABs or Harmful Algal Bloom Surveillance. This is the name the state uses. New logos have been developed to reflect the change. Additional changes in the language from “*Cyanobacteria (aka Blue-Green Algae)*” to “*Blue-Green Algae* and/or their toxins*” followed later in the posting with “**Scientifically known as Cyanobacteria*”. Other changes to the GREEN sheet clarify what the HABs program is and swapping out of cyanobacteria for blue-green algae throughout most of the text.

Changes to the YELLOW and RED sheets were minor and included the language edits and logo changes to reflect the HABs program and to provide the clearest messaging to the public. Should the state be able to provide ample permanent signage, the District will utilize these sign boards in place of the RED Water Contact Advisory. Changes to the website are also coming forward. I will continue to work with Treasurer Weldon on this endeavor.

Actions: Review and potentially adopt recommendations for GREEN, YELLOW and RED signage.

Harmful Algal Bloom Surveillance?

The Harmful Algal Bloom Surveillance (HABS) program is a water quality monitoring system for blue-green algae and algal toxins. Blue-green algae, scientifically known as cyanobacteria, are small, mostly microscopic, photosynthetic organisms. Some blue-green algae naturally produce toxins, which is why they can be a concern. In nutrient rich water they can reproduce rapidly into what are known as Harmful Algal Blooms (HABs).



What do blue-green algae blooms look like?

A bloom can look green, blue-green, white, or brown and can form a scum on the surface of the water. They can often be found in large concentrations near the shore.

When do blooms occur?

Blooms can occur anytime of the year, but are most common between June and September when water temperatures are typically higher.

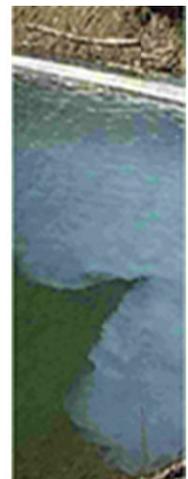
What should I do if I see a bloom?

- Avoid swimming and waterskiing, where blooms are present.
- Keep pets away.
- If you or your pet have contacted the affected water, wash thoroughly with a clean source of water.
- Do **not** use for drinking or cooking. Toxins **cannot** be removed with filtration, boiling or chemical treatments.
- Activities near the water such as camping, picnicking, biking, and hiking are safe.
- Boating at slower speeds is safe provided excessive spray is not created and thus inhaled.



How do I know if a bloom is toxic?

Blue-green algae blooms cannot be determined toxic just by looking at them. Testing is required. Devils Lake is monitored from Memorial Day to Labor Day. To find out if a bloom is toxic, look for signage at lake access points, sign-up for our email service, and/or visit our website www.DLWID.org for water quality updates. If in doubt...stay out!



How dangerous are these algal toxins?

Skin contact can cause rashes or irritation. Significant Ingestion or inhalation can lead to diarrhea, nausea, cramps, fainting, numbness, dizziness, tingling, and in rare cases, paralysis and death. Children and pets are most at risk.

What about fishing?

Eating fish caught during a bloom can pose an unknown health risk. Thoroughly cleaning a fish of its guts, skin and head before cooking reduces the risk. For additional information about fish consumption contact the Oregon Health Authority.



Devils Lake Water
Improvement District

www.DLWID.org
(541)994-5330

Oregon
Health
Authority

www.oregon.gov/OHA
(971)673-0440

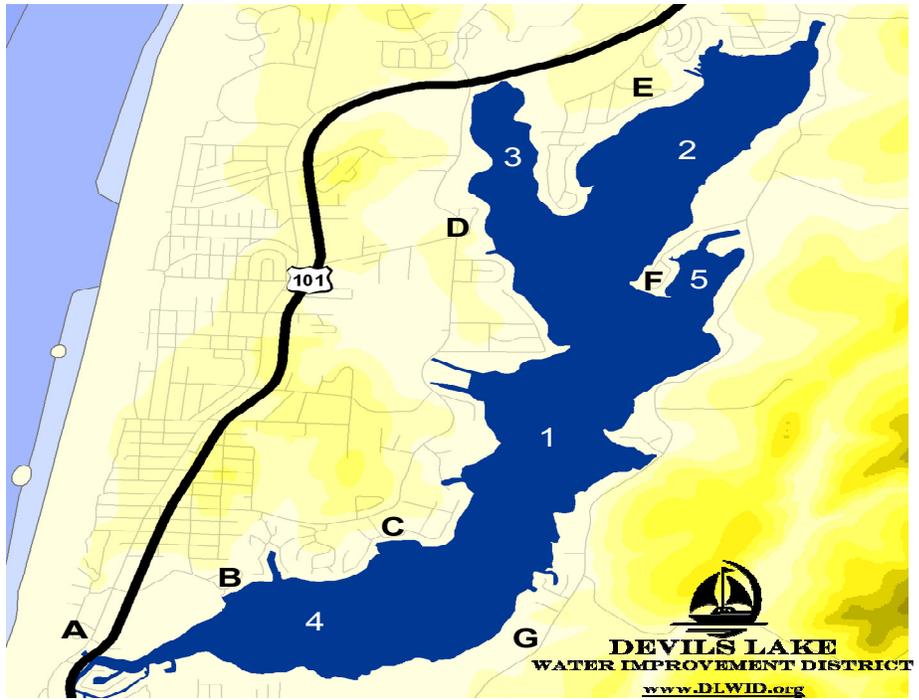
Blue-Green Algae*

and/or their toxins are often found in Devils Lake at this time of year.

Watch for Scummy Water!

Keep Children and Pets clear, if present.

*Scientifically known as Cyanobacteria



Highest Risk

Water contact not advised.

Microcystin > 8 ppb Scum or high cell counts.

Moderate Risk

Caution advised.

Toxins or blue-green algae known to be present.

Water quality may change quickly.

Lowest Risk

Blue-Green Algae not present in significant numbers at time of sampling.

MAP ID	Station	Microcystin	Observations - Cell Counts
A	D River	< 0.75	No Visible Presence - Not Applicable
B	Campground	< 0.75	Visible & Some Scum - Moderate
C	Regatta Grounds	< 0.75	Visible & Obvious Scum - Moderate
D	Holmes Road Park	< 0.75	Visible in Water Column - Low
E	Neotsu, K Street	< 0.75	Visible & Obvious Scum - Moderate
F	Sand Point	< 0.75	Visible & Obvious Scum - Moderate
G	East D.L. State Park	= 0.80	Visible & Obvious Scum - Moderate
1	Mid Lake	< 0.75	Visible & Patchy Scum - Moderate
2	NE Arm	< 0.75	Visible in Water Column - Low
3	NW Arm	< 0.75	Visible in Water Column - Low
4	Southern End	< 0.75	Visible in Water Column - Low
5	East Thumb	< 0.75	Visible in Water Column - Low

Recreational Water Quality Standards

Parameter	Value	Regulatory Agency
Anatoxin-a	Toxin must not be detected in any samples	Oregon Health Authority
Microcystin	Toxin must be less than 8 ppb (parts per billion)	Oregon Health Authority
Cells / ml	Must be fewer than 40,000 cells of <i>Microcystis</i> or <i>Planktothrix</i>	Oregon Health Authority
Cells / ml	Must be fewer than 100,000 cells of all potentially toxic species	Oregon Health Authority
Scum Formation	Must not have toxic species in scum	Oregon Health Authority
Cells / ml	Must be less than 20,000 cells of all potentially toxic species	World Health Organization

Note: Testing for Anatoxin-a is done only if cell counts exceed limit for blue-green algae which are known to produce it. Microcystin is monitored more regularly. These tests results are only a snap-shot in time and are provided for guidance only. Conditions may change quickly, and other toxins may exist.

What are the health risks? Skin Irritation or rash is the most commonly reported health effect. Other symptoms include diarrhea, cramps, vomiting, fainting, numbness, tingling, and paralysis. Severe cases are associated with swallowing lots of water. Pets are particularly vulnerable! Chronic effects to low level exposures are being studied.

When might you be at risk? Highest risk of exposure is associated with full water contact recreational activity such as swimming, wading, waterskiing, or jet skiing in which ingestion or inhalation is likely. Moderate exposure may be seen in activities such as consuming fish/shellfish, canoeing, sailing, kayaking, or motor boating with the primary concerns being inhalation or skin contact. Little or no risk is associated with Catch and release fishing, hiking, picnicking, or sightseeing.

Water Contact ADVISORY

Blue-Green Algae* and/or their toxins
have recently been found in this section of Devils Lake

While this sign is posted:

- **Do not drink lake water.**
 - No beba agua del lago.
- **Avoid swimming or waterskiing in areas of scum.**
 - Evite nadar o esquí acuático en las zonas de espuma.
- **Keep pets away.**
 - Mantenga a las mascotas de distancia.
- **Clean fish well and discard guts.**
 - Limpiar bien las tripas de pescado y deseche.
- **Avoid areas of scum when boating.**
 - Evite las áreas de escoria al navegar.



*Scientifically known
as cyanobacteria

**Call your doctor or veterinarian if you or your animals have
sudden or unexplained sickness or signs of poisoning.**

Posting Date: _____



Devils Lake
Water Improvement District
www.DLWID.org
(541) 994-5330

HABS
Harmful Algal Bloom
Surveillance

Oregon
Health
Authority

www.oregon.gov/OHA
(971) 673-0440

CYANO-WATCH

Cyanobacteria (aka blue-green algae)

DLWID sampling season runs from Memorial Day to Labor Day only.

What are cyanobacteria?

Cyanobacteria (aka blue-green algae) are small, microscopic, photosynthetic organisms that are often mistakenly thought to be algae. Some cyanobacteria naturally produce toxins, which is why they can be a concern. In nutrient rich water they can multiply rapidly into what is known as a bloom.



What does a cyanobacteria bloom look like?

A bloom can look green, blue-green, white, or brown and can form a scum on the surface of the water. They can often be found in large concentrations near the shore.

When do blooms occur?

Blooms can occur anytime of the year, but are most common between June and September when water temperatures are typically higher.

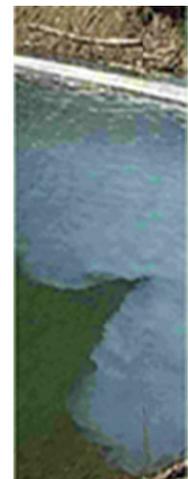
What should I do if I see a bloom?

- Avoid swimming and waterskiing, where blooms are present.
- Keep pets away.
- If you or your pet have contacted the affected water, wash thoroughly with a clean source of water.
- Do **not** use for drinking or cooking. Toxins **cannot** be removed with filtration, boiling or chemical treatments.
- Activities near the water such as camping, picnicking, biking, and hiking are safe.
- Boating at slower speeds is safe provided excessive spray is not created and thus inhaled.



How do I know if a bloom is toxic?

Cyanobacteria blooms cannot be determined toxic just by looking at them. Testing is required. Devils Lake is monitored from Memorial Day to Labor Day. To find out if a bloom is toxic, look for signage at lake access points, sign-up for our email service, and/or visit our website www.DLWID.org for water quality updates.



How dangerous are these cyano-toxins?

Skin contact can cause rashes or irritation. Ingestion or inhalation can lead to diarrhea, nausea, cramps, fainting, numbness, dizziness, tingling, and in rare cases, paralysis and death. Children and pets are at greatest risk.

What about fishing?

Eating fish caught during a bloom can pose an unknown health risk. Thoroughly cleaning a fish of its guts, skin and head before cooking reduces the risk. For additional information about fish consumption contact the Oregon Health Authority.



Devils Lake Water
Improvement District

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(541)994-5330

Oregon
Health
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www.oregon.gov/OHA
(971)673-0440

CYANO-WATCH for Thursday, September 08, 2011

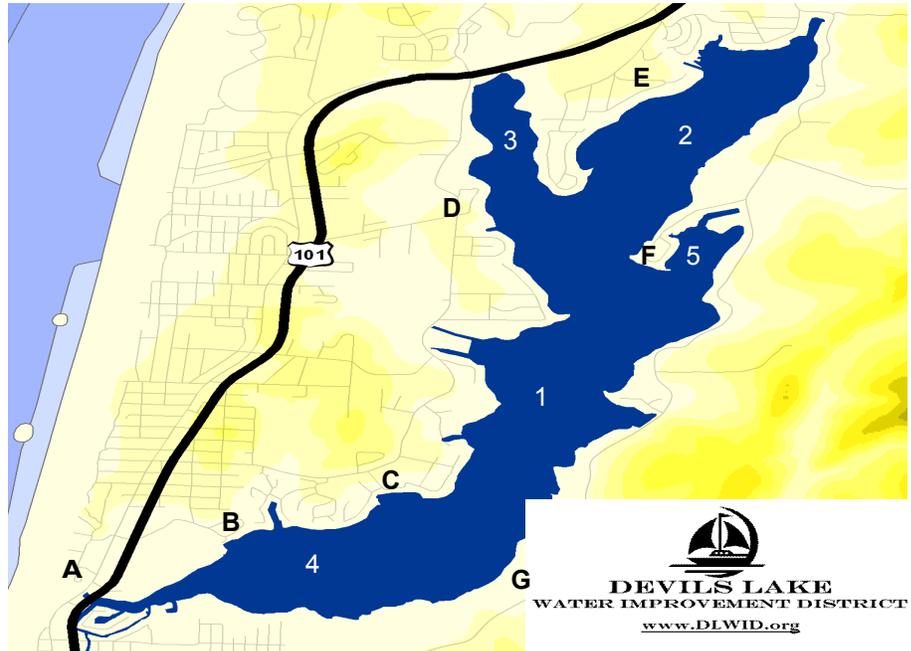
Cyanobacteria

a.k.a.

Blue-Green Algae

are often found in Devils Lake at this time of year.

**Watch for Scummy Water!
Keep Children and Pets clear, if present.**



DEVILS LAKE
WATER IMPROVEMENT DISTRICT
www.DLWID.org

Highest Risk

Water contact not advised.

Microcystin > 8 ppb
Scum or high cell counts.

Moderate Risk

Caution advised.

Toxins or cyanobacteria known to be present.

Water quality may change quickly.

Lowest Risk

Cyanobacteria not present in significant numbers at time of sampling.

MAP ID	Station	Microcystin	Cyanobacteria Presence - Cell Counts
A	D River	< 0.75	No Visible Presence - Not Applicable
B	Campground	< 0.75	Visible & Some Scum - Moderate
C	Regatta Grounds	< 0.75	Visible & Obvious Scum - Moderate
D	Holmes Road Park	< 0.75	Visible in Water Column - Low
E	Neotsu, K Street	< 0.75	Visible & Obvious Scum - Moderate
F	Sand Point	< 0.75	Visible & Obvious Scum - Moderate
G	East D.L. State Park	= 0.80	Visible & Obvious Scum - Moderate
1	Mid Lake	< 0.75	Visible & Patchy Scum - Moderate
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3	NW Arm	< 0.75	Visible in Water Column - Low
4	Southern End	< 0.75	Visible in Water Column - Low
5	East Thumb	< 0.75	Visible in Water Column - Low

Cyanobacteria Recreational Water Quality Standards

Parameter	Value	Regulatory Agency
Anatoxin	Must not be detected in any samples	Oregon Health Authority
Microcystin	Must be less than 8 ppb (parts per billion)	Oregon Health Authority
Cells / ml	Must be fewer than 40,000 cells of <i>Microcystis</i> or <i>Planktothrix</i>	Oregon Health Authority
Cells / ml	Must be fewer than 100,000 cells of all potentially toxic species	Oregon Health Authority
Scum Formation	Must not have toxic species in scum	Oregon Health Authority
Cells / ml	Must be less than 20,000 cells of all potentially toxic species	World Health Organization

Note: Microcystin is only one of the many toxins produced by cyanobacteria. These tests results are only a snap-shot in time and are provided for guidance only. Conditions may change quickly.

What are the health risks? Skin Irritation or rash is the most commonly reported health effect. Other symptoms include diarrhea, cramps, vomiting, fainting, numbness, tingling, and paralysis. Severe cases are associated with swallowing lots of water. Pets are particularly vulnerable! Chronic effects to low level exposures are being studied.

When might you be at risk? Highest risk of exposure is associated with full water contact recreational activity such as swimming, wading, waterskiing, or jet skiing in which ingestion or inhalation is likely. Moderate exposure may be seen in activities such as consuming fish/shellfish, canoeing, sailing, kayaking, or motor boating with the primary concerns being inhalation or skin contact. Little or no risk is associated with Catch and release fishing, hiking, picnicking, or sightseeing.

Water Contact ADVISORY

Cyanobacteria (AKA Blue-Green Algae) and their toxins have recently been found in this section of Devils Lake.

While this sign is posted:

- **Do not drink lake water.**
 - No beba agua del lago.
- **Avoid swimming or waterskiing in areas of scum.**
 - Evite nadar o esquí acuático en las zonas de espuma.
- **Keep pets away.**
 - Mantenga a las mascotas de distancia.
- **Clean fish well and discard guts.**
 - Limpiar bien las tripas de pescado y deseche.
- **Avoid areas of scum when boating.**
 - Evite las áreas de escoria al navegar.



Call your doctor or veterinarian if you or your animals have sudden or unexplained sickness or signs of poisoning.

Posting Date: _____



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www.DLWID.org



DHS Environmental Health
1-(971) 673-0440

<http://www.oregon.gov/DHS/ph/hab/index.shtm>

a) **Budget:** The District will hold its annual Budget Committee meeting at City Hall this year from 10 am – 1 pm on May 4, 2012. I have spoken with all five of the committee members and all at this time are available for the meeting. Thus no appointments are needed this year. Budget Committee members and their terms are as follows:

Don Sell	Position 1	August 31, 2013
Jim Hoover	Position 2	August 31, 2012
Alex Ward	Position 3	August 31, 2013
Jim Park	Position 4	August 31, 2013
Douglas Pirie	Position 5	August 31, 2013

The committee meeting will be televised and aired on Channel 4. The public is welcome to attend, and will have a short period during the meeting to provide public comment. The actual Budget Hearing will take place on June 7th, 6pm as part of our regular meeting. The proposed calendar follows:

February 2	Appoint Budget Officer (ORS 294.331)
February 2	Establish Budget Calendar
February 2	Appoint Budget Committee (ORS 294.336)
March - April	Budget Officer Prepares Budget (ORS 294.331)
April 11	Publish 1 st Budget Committee Meeting Notice (ORS 294.401)
April 18	Publish 2 nd Budget Committee Meeting Notice (ORS 294.401)
April 27	Proposed Budget Available (ORS 294.401 (6), (8))
May 4	Budget Committee Meets (ORS 294.401)
May 4	Budget Committee Approves Budget (ORS 294.40(6))
May 16	Publish Budget Summary & Hearing Notice (ORS 294.416)
June 7	Budget Hearing Held (ORS 294.430)
June 7	Budget Adopted, Appropriations Made, Taxes Declared and Categorized (ORS 294.435)
July 15	Taxes Submitted to County Assessor: 2 Copies of LB-50, 2 copies of Resolutions (ORS 294.555)
September 30	Copy of Budget Sent to County Clerk (ORS 310.060 (7))

Actions:

- 1) Appoint Budget Officer
- 2) Adopt Budget Calendar

b) Public Records Request Policy: In line with the state, its many agencies, municipalities, counties and Special Districts around the state, a policy is being proposed to provide a defined means to handle public records requests. Currently, we have a form for such requests which this new policy if implemented would support. The purpose of having a policy is to ensure that all requests for public records are handled in a manner that is consistent with and complies with the public records law, while minimizing the impact on District workload and fiscal integrity. I believe the proposed policy and resolution adopting the policy fairly balances the requirements and duty to fulfill public records requests within the constraints of time and resources available to the District.

In brief, the policy does allow, as called for and provided by state statute, for the District to charge for costs associated with providing records and/or access to records. However, the policy also provides for up to 15 minutes of free service and some free photo copies. Other costs are provided in the DRAFT policy currently online and available for download. This provision of providing some complimentary services not only serves the public, but will reduce the need and waste of having to have an unduly amount of paperwork associated with collecting fees. However, if larger requests or periodic requests occur the District will have an equitable means to recoup its real costs.

A copy of the proposed policy can be found here and is included in this packet.

- http://www.dlwid.org/Board/Policy/Public_Records_Request_Policy_DRAFT.pdf

In developing this policy, multiple sources were consulted.

- Oregon Revised Statutes (<http://landru.leg.state.or.us/ors/192.html>),
- Lincoln Soil and Water Conservation District (541-265-2631)
- Oregon Department of Agriculture (http://oregon.gov/ODA/SWCD/toolbox_meetings_records.shtml)
- ODFW (http://www.dfw.state.or.us/agency/public_record/)
- Special Districts Association of Oregon (<http://www.sdao.com/>)

Actions:

- 1) Review Policy
- 2) Potentially adopt Resolution 2012-01 to adopt the Policy



Devils Lake Water Improvement District

Post Office Box 974 • Lincoln City, Oregon 97367
(541) 994-5330 • FAX (541) 994-6040
www.DLWID.org

Public Records Request Policy

I. POLICY

Oregon's public records law makes all District records available for public review, except records that are exempt from disclosure under ORS 192.410 – 192.505. Public records, except those exempt from disclosure, are to be made available at cost to the public body upon request, subject to the procedural guidelines below.

II. PURPOSE

The purpose of this policy is to ensure that all requests for public records are handled in a manner that is consistent with and complies with the public records law, while minimizing the impact on District workload and fiscal integrity.

III. DEFINITIONS

The definition of “public record” is beyond the scope of this document. Questions about whether an item qualifies as a public record should be addressed by referring to the public records law or consulting with legal counsel. The following records are a partial list of those records that are always exempt from disclosure (ORS 192.502):

- **Internal Advisory Communications** Communication within a public body or between public bodies if it is advisory or preliminary to any final action. If the communication covers purely factual materials, or if the public interest in frank communication outweighs the public interest of disclosure then the records are exempt from disclosure.
- **Personal Privacy Exemption** Information, which would constitute an unreasonable invasion of privacy if publicly disclosed. Unless the public interest by clear and convincing evidence requires disclosure in the particular instance.
- **Public Employee Addresses, Social Security Number, Birth Dates and Telephone Numbers** Addresses, social security numbers, dates of birth and telephone numbers contained in personnel records maintained by employer or recipient of volunteer services. Does not apply to employees or volunteers if they are elected officials or that public interest requires disclosure in a particular instance.
- **Confidential Submissions** In order for records submitted by a citizen of the district in confidence to be exempt, they must meet the following tests: 1) The informant must have submitted the information on the condition that it would be kept confidential. 2) The



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informant must not have been required by law to provide the information. 3) The information itself must be of a nature that reasonably should be kept confidential. 4) The public body must show that it has obliged itself in *good faith* not to disclose the information. 5) Disclosure of the information must cause harm to the public interest.

• **Federal Law Exemption** Any public records or information the disclosure of which is prohibited by federal law. For example, public assistance and unemployment insurance records, and certain student records.

• **Other Oregon Statutes Establishing Specific Exemptions** Any public records or information the disclosure of which is prohibited, restricted, or otherwise made confidential or privileged under Oregon law.

The District defines “at cost” as the actual cost of materials, staff time, and any travel or other expenses incurred in preparing and providing the records.

IV. PROCEDURE

Public records, except those exempt from disclosure (as defined in ORS Chapter 192), shall be made available upon request for review, and copies shall be provided at a fee reasonably calculated to reimburse the District for the actual costs incurred in making the records available. Activities to be reimbursed on an at-cost basis include locating, compiling, summarizing, printing, copying and distributing the information, and taking any other steps reasonably required to make the information available including time by staff or the District’s attorney to redact legally protected information. Any information redacted will include an explanation for the redaction.

The following procedure will be followed in implementing this policy:

- A person or organization may make an appointment to inspect or request to receive copies of a public record or information from public records in person at the Devils Lake Water Improvement District Office, 820 SE Highway 101, Suite D, Lincoln City, Oregon, by a request by mail to DLWID, PO Box 974, Lincoln City, OR 97367, or by emailing lake.manager@dlwid.org.
- All requests, be they in person, by mail, or by email shall include a completed Public Records Request form (See attached).
- The request must include the name and address of the person requesting the public record; the telephone number or other contact information (email, if available) for the person requesting the public record; and identify as specifically as possible the type of record(s), subject matter, approximate date(s), names of persons involved.
- Fees may be assessed for part or all of the costs associated with filling the request and/or providing access to inspect the materials as provided in the Fee Structure below. For costs beyond \$25.00, DLWID will provide a fee estimate and must receive approval and payment from the requestor of such fees before even beginning to fill the request.
- DLWID shall respond to the requestor with an estimate of expected charges no later than 30 days after receiving the request. DLWID’s response will contain an acknowledgment of



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the request, a list of the fees charged to provide records, an estimate of the expected cost of meeting the request, and the expected date, location and means which the information will be provided once payment is received.

- Original materials may be inspected on-site only and may not be removed from the District's premises.
- In order to protect the integrity of the District's records, all parties choosing to inspect information will necessarily be supervised, and must pay for the staff time as published below.
- DLWID reserves the right to provide information in a different format than requested (e.g., in print instead of electronically) if the burden of meeting the requested format is impractical. DLWID also reserves the right to provide the information after the desired date if the burden of meeting the requested date is impractical.
- For small requests that will incur \$0.00 to less than \$25.00 of costs, the District will automatically begin processing the request in as timely manner as possible. Fees however incurred must be paid to the District prior to the deliver of the records.
- For larger requests, requiring costs to be incurred greater than \$25.00, the District will proceed only once payment has been received in advance. The timeline for provision of the information will begin upon receipt of payment.

V. FEE STRUCTURE

The following fees apply per each public information request*†. The fees listed below represent the most frequently requested formats in which information is requested. Fees for information requested in formats other than those listed below will be determined on a case-by-case basis. All charges are payable in advance of the materials being provided.

- No charge to provide an estimate of costs
- No charge for first 15 minutes of staff time to provide the information requested*†
- No charge for the first 10 black and white printed or photocopied pages*†
- No charge for the first color printed or photocopied page*†
- \$40.00 per hour for staff time after the first 15 minutes (billed in increments of \$10.00 per every 15 minutes or fraction thereof.) for time to provide the information and/or to provide access to the information *†
- Actual attorney fees charged to the Devils Lake Water Improvement District for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records



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- \$0.25 per single-sided black and white printed or photocopied page after the first 10 single-sided pages
- \$1.00 per single-sided color printed or photocopied page after the first single sided page.
- \$0.50 for the each faxed page, limited to a 20 page maximum, not including the cover page.
- \$5.00 per CD. Due to the threat of computer viruses, the Devils Lake Water Improvement District will not permit requestors to provide disks for electronic reproduction of computer records
- \$25.00 per name and address list request plus the per-page fees listed above, if printed; or plus the cost of the CD listed above, if provided on a CD; or plus the cost of other media
- Actual material costs for producing information on audio tapes, video tapes, CDs or other media
- Actual costs of mailing and/or shipping the materials
- \$10.00 for each notarized signature or certified copy signature requested

* To protect the time and resources of the District, the DLWID reserves the right to charge for all costs associated with filing a request.

‡ The District may furnish copies of public information without charge or at a substantially reduced fee if the District determines the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public, per ORS 192.440(4). All waivers must be approved in advance by the District's manager or the District's Board of Directors.



DEVILS LAKE
WATER IMPROVEMENT DISTRICT

www.DLWID.org

Public Record Request

Please fill out this form to receive a public record

Date: _____

Requestor's Information:

Name of Requesting Individual		Affiliation
Phone	Fax	Email
Mailing Address		
City	State	Zip

Record(s) Requested:

Describe the record(s) you are requesting. Please be as specific as possible, including approximate date of record(s) and include enough detail to assist DLWID staff in locating the record(s). For multiple records, attach additional pages.

Description of Record(s) Requested

Receiving Record(s): DLWID will try to accommodate requests if possible.

I prefer to receive the record(s) by: Mail E-mail Fax In person

Fees: DLWID has the right to charge for any and all staff time and material costs needed to complete this request. A limited fee structure has been specified in the District's Public Records Request Policy; all other costs are billed as actual costs. Generally, the first 15 minutes of staff time, first 10 black and white copies, and first color copy shall be provided free. If charges exceed \$25.00, DLWID will provide the requestor an estimate prior to filling the request. Payment for larger requests must be received in advance.

Authorization: By signing below I certify that the information above is true and correct to the best of my knowledge, and that I authorize the District to complete this records request, and I further agree to pay fees associated with this request up to \$25.00. Requests that will incur costs beyond \$25.00 will not be processed until the District provides a full estimate, and I approve and pay for all costs.

Signature of Requesting Individual



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Board of Directors

Resolution 2012 - 01

Adopting Public Records Request Policy

Whereas, Oregon's public records law makes all District records available for public review, except records that are exempt from disclosure under ORS 192.410 – 192.505, and whereas public records, except those exempt from disclosure, are to be made available at cost to the public body upon request,

Be it Resolved, that the Devils Lake Water Improvement District does hereby adopt the Public Records Requests Policy to ensure that all requests for public records are handled in a manner that is consistent with and complies with the public records law, while minimizing the impact on District workload and fiscal integrity.

Dated this 2nd day of February 2012

David Skirvin, Board Chair

Randy Weldon, Secretary/Treasurer