



**MINUTES
DEVILS LAKE WATER IMPROVEMENT DISTRICT
REGULAR MEETING**

**COUNCIL CHAMBERS, CITY HALL, 3rd Floor
June 13, 2013
6:00 P.M.**

PRESENT: David Skirvin
Noel Walker
Kip Ward
Randy Weldon
Brian Green

ABSENT: None

AUDIENCE: Don Sell, Raylene Erickson, Miles Schlessinger, Rick Mark

STAFF: Lake Manager Paul Robertson, Project Manager Seth
Lenaerts, and intern, Michelle Audie

MEDIA: None

Skirvin called the regular DLWID Board of Directors meeting to order at 6:00 P.M.

Consent Agenda

Meeting Minutes from May were approved unanimously.

Skirvin read Resolution 2013-06 to transfer \$500.00 within the Improvement Fund from Material Services: Watershed Protection to Personnel Services to cover contracted costs.

Green moved to approve the Resolution; Weldon seconded.

Vote: Unanimous; Resolution passed.

Chair Skirvin signed the Resolution, along with Noel Walker, Secretary/Treasurer.

Skirvin moved to approve the financial report from May; Green seconded.

Vote: Unanimous. Motion carried.

Budget Hearing (2013-2014)

Budget Committee Recommendations

Robertson noted that the Budget Committee Meeting was held on May 10, 2013.

Robertson presented a slide show that can be viewed on the District's website:
www.dlwid.org/Meetings/6-13 Budget Hearing Presentation.

He read the Budget Committee recommendations and listed the current goals of the District:

- Develop and implement a strategy for aquatic vegetation management and control.
- Forward the septic tank revitalization program by passing a mandatory inspection ordinance.
- Implement new technology for sewerage through the LID process.
- Increase District's time spent on the lake to promote communication to stakeholders.
- Determine and control the sources of *E. coli* on Thompson Creek and the D River.
- Promote Devils Lake as a recreational opportunity.
- Continue efforts to protect and rehabilitate the shoreline vegetation.

Also included in the presentation were the following:

Budget Process and Calendar

Mission and Representation

Current Goals (above)

Other Programs and Activities

General Fund History

District's Net Assets

Long Range Forecast—(\$26,000 annual influx of funds from Urban Renewal after it ends in 2014-2015, plus an additional 3% annual increase.)

Upcoming Year

Summary LB-1—(This form is the first worksheet and it represents the State of Oregon's new format for this year.)

General Fund: Resources and Requirements and Material and Services

Improvement Fund

Vegetation Management

Sewer

East Devils Lake Road

Save our Shoreline

Educational DVD

RARE Program

Salmon Rescue

Recreation

The CAFÉ

Other Items-Non project

Categorization

Chair Skirvin read the following Resolutions and then they were signed by him and Secretary/Treasurer Walker as of June 13, 2013.

Resolution 2013-03 adopts the budget for the fiscal year 2013-2014 in the sum of \$1,208,026 now on file in the District's office.

Green moved and Weldon seconded the motion to adopt the Resolution.

All voted to approve the Resolution to adopt the budget.

Resolution 2013-04 appropriates monies for the fiscal year 2013-2014 for the amounts as shown below:

General Fund \$267,978; Improvement Fund \$881,391; Total Appropriated Funds \$1,149,369. Total Non-Appropriated Funds \$118,657.

Skirvin moved to adopt the resolution; Green seconded. All voted to adopt the Resolution as read.

Resolution 2013-05 imposes the taxes provided by the adopted budget at the rate of .2499 per thousand of assessed value for properties within the inside boundary and at a rate of .1280 per thousand of assessed value for properties in the outside boundary for the year 2013-2014 on all taxable properties within the district.

All voted to adopt the Resolution as read.

Unfinished Business

The Devils Lake Plan

Septic Tank Revitalization Program

Lenaerts reported that he continues to work with Lincoln County and the City on arriving at criteria for septic inspections. There was only one meeting during the past month. The City is creating an outline of criteria that includes a surface visual inspection with a dye test. The second one is a more thorough inspection that includes inspecting components of the systems, such as the tanks and the distribution boxes. This issue should be addressed at the City Council meeting on June 28.

Green asked that Lenaerts inform District board members about any information received from the City.

Save our Shoreline (SOS)

Lenaerts reported that Cody, the video contractor, will provide a draft of the SOS video for viewing soon.

Regarding the raingarden maintenance, Barry's Lawn Service is performing the work at Regatta Park through the end of September. The City Parks is not interested in taking control at this time; however, they will address it in a couple of years. Fees for Barry's Lawn Service will be \$500 for East Devils Lake State Park for the initial cleanup project and \$100 per month until October 1st, at which time Oregon State Parks will take over. An allocation of \$1,200 through the end of September will include initial cleanup at the State Park plus \$200 per month until October 1 for maintenance at both sites.

Skirvin moved to fund the maintenance of both rain gardens through September at a cost of \$1,200, when State Parks will take over maintenance of East Devils Lake State Park. Ward seconded the motion. Vote: Unanimous. Motion carried.

Vegetation Management

Robertson said July 19th is the projected submission date for the Commission submission. He noted that his contacts with Rep. Kurt Schrader's and Sen. Jeff Merkley's offices were positive and they are interested in learning more about the District. They would become more involved if the issue becomes a federal issue. Robertson said he would like to obtain a letter of support for each of their offices similar to an endorsement.

The Board discussed the review cycle and it was determined that Joe Eilers and Robertson will present the submission information to the Board by the 12 of July for review.

The timeline has been scheduled as follows:

Engineering Study: June 21

Stocking Schedule, July 19

Outreach Campaign: June 21

Commission Submission: July 19

Sewer

Brian Green reported that the City formally approved the formation of the LID on May 10. The City has awarded the contract for the design to Freewater Engineering, the same company that performed the preliminary report. The City's timeline for completion of the project is August, 2014. Easements must be obtained from every property owner, location must be determined and property owners have received in the mail a request, along with a map, requesting them to note on their property where they would like the lateral for the pump to be placed. Items to be completed are contract documents, advertising for bids, awarding of contracts, plus four months for completion after the contracts are awarded. The actual installation of lines will take just a few days. Paving will be delayed until August for dry weather. The engineer is on the job. His direction to move forward should be obtained next week when he can start designing the sewer system. Four months is allowed for obtaining easements.

Lenaerts said Ward suggested considering clusters when prioritizing pump systems for inspections. He said the City was looking at lakefront properties. A couple of areas have quite a few houses that have not had any interaction with the County in 40 years. City Manager David Hawker is going to be making a presentation, and Lenaerts will try to get him to consider such areas for priority. The City is currently in favor of advancing the inspections within the city.

Communications Report

Robertson reported that Lenaerts will be on the radio next week.

The Grass Carp Questionnaire continues to be a priority on the website and in social media. Facebook features information about the grass carp.

The third annual Devils Lake Revival will be held on July 20 from 10:00 to 2:00 at Regatta Park. It is coming together with live music and more than a dozen vendors committed.

Tents

Lenaerts presented a few options for a customized vendor tent. The Amerimark tent would cost \$1,480, including shipping (\$1,580 for three full walls.) Cost includes customizing with logos.

Walker said he prefers the AT&T-type tent from Inflate Co.

The tent would be used at the Devils Lake Revival, Devils Lake Dash as well as at other events if it were purchased. Discussion ensued about which tent to purchase.

Green moved to authorize Lenaerts to spend up to \$1,600 to purchase a tent similar to the Inflate Company tent. Walker seconded the motion. Voting "Yes," Ward, Skirvin, Green and Walker. Voting "No," Weldon. Motion carried.

Safety Report

No incidents. Some training will be accomplished for the intern.

MidCoast TMDL

The Bacteria Technical Working Group will be evaluating the curves and matrix associated with flows. Each bacteria member was assigned watersheds to evaluate. Robertson was assigned the Salmon River, Thompson Creek, Schooner Creek, Drift Creek and three coastal outfalls with one sample site each in the south part of the Mid Coast Watershed. The work should be completed by August.

Skirvin asked how much time this project is absorbing. Robertson said from three to five hours per item.

East Devils Lake Road

No update.

Policy Updates

Robertson said there is no update at this time. August will be the time frame on policy updates. He said it would be best if these were addressed in November, December and January when the staff is not as busy. Green said it is fine to push out to those dates. The following issues will eventually be addressed:

- Personnel Policy/ Manual
- Mandatory Reporter Policy (completed May, 2013)
- Safety Policy
- Financial Policy
- Records policy
- Board duties and responsibilities
- MSDS
- Employee training
- Light duty return to work

New Business

Intern (Michelle Audie)

Michelle Audie was introduced. She is a senior from Oregon State University and will act as the new Water Quality Outreach intern for the summer. Michelle is studying geology, fishery and wildlife science. She hails from S.E. Pennsylvania, Chesapeake Bay watershed area, where she worked. In addition to other activities, she led the installation of a raingarden on the West Georgia campus and held a position as a toxicology technician in San Francisco. She has been involved with SOLV, and is a member of a water-focus group at OSU. Michelle said one of her goals is to promote better understanding of water issues and encourage active participation within watershed activities.

Water Quality Monitoring

Water Quality Monitoring takes place from Memorial Day to Labor Day. Information can be obtained on the website. Viewers can text WATER to “42828” for information on lake water

quality updates. Monitoring will be for *E.coli*, harmful algae blooms, temperature, lake level, dissolved oxygen, pH, conductivity and turbidity. Reports are sent out weekly on List Serv as well as updates on the online *The News Guard*. A recent article appeared in the print version of *The News Guard*. Monitoring takes place on Mondays and is available by 10:00 AM on Tuesdays.

Annual Contract Review/Renewals

Lease Agreement. The one-year office lease is extendable for 18 months as follows:

July 2013 through December 2013--\$1,273 per month.

January 2014 through December 2014--\$1,311 per month.

January 2015 through December 2015--\$1,351 per month.

This includes the tax break that has saved the District about six weeks' of rent this year.

Green moved to approve the one-year lease extension, based on the above schedule.

Skirvin seconded the motion. Vote: Unanimous. Motion carried.

Lake Manager. The contract remains the same as last year with a 3% COLA increase, bringing the annual amount up to \$60,900, plus an increase of \$29 per month for health insurance, plus an additional \$300 for the wellness program. Vacation carryover of five days is allowed. Terms are July 1 through June 30, 2014. A mandatory-meeting reprieve is granted for the July, 2013 meeting.

Walker moved to approve the contract as stated above. Green seconded.

Vote: Unanimous. Motion carried.

Project Manager. The contract remains the same with a 3% COLA increase, bringing the annual amount to \$40,900, plus an insurance increase to \$529 from \$500 per month. A wellness program is added as a separate item of \$300 annually, and vacation is offered as a carryover.

Green moved to approve the contract as stated above. Weldon seconded. Vote:

Unanimous. Motion carried.

Lake Contractor. No change to this contract; new dates apply.

Green moved to approve the Lake Contractor's contract. Walker seconded.

Vote: Unanimous. Motion carried.

Legal Services. No increase anticipated; new dates apply.

Walker moved and Green seconded approval of the Legal Services contract.

Vote: Unanimous. Motion carried.

Payroll Services. Contract remains the same with only dates changed.

Green moved to approve the Payroll Services contract. Skirvin seconded.

Vote: Unanimous. Motion carried.

Recorder

Robertson recommended Rick Mark as the new Minutes Recorder to begin at \$25 per hour and moving to \$30 per hour after two months. The Minutes will become more concise. Rick Mark is a journalist with a scientific background and previously taught technical writing. He

holds a Masters Degree in Liberal Studies. He lives on the lake and is therefore invested in the happenings of the lake.

Discussion ensued regarding the contract. Robertson was asked to change the verbiage in Section 3 to \$30 per hour.

Skirvin moved to hire Rick Mark at \$30 per hour for 2013-2014. Weldon seconded the motion. Vote: Unanimous. Motion carried.

Non-Agenda Items

Board Election Results for Positions 4 and 5

Election results for the Board were provided by the Lincoln County Clerk as follows:

Position 4: Brian Green, 983; Mark Christie, 421.

Position 5: David Skirvin, 676; Jack Strayer, 658.

Brian Green remains in Position 4 and David Skirvin remains in Position 5.

In July, Green and Skirvin will be sworn into their offices.

Skirvin moved to accept the count totals as delivered by the Lincoln County Court. Walker seconded the motion. Vote: Unanimous. Motion carried.

Chamber of Commerce Board Election

The Chamber of Commerce is beginning a new year and the District can submit one ballot for any number of candidates.

Ward suggested that the Board abstain from voting for anyone since all candidates are qualified. Board members abstained.

Equipment Purchase

Robertson said that new pH conductivity, temperature probe and meter unit needs to be purchased since it is not recording. [He said that a Financial Policy Update should include some changes in the spending authority with which the Board is comfortable.] Robertson said a new meter can be purchased for \$545 and a like-new machine for \$381.65. New probes are \$227 each. He would like to purchase another unit, and if the old one can be recalibrated, the District would have two machines and one probe. If only the probe were purchased, another month's worth of data might be lost. The new machine would also require a probe.

Skirvin moved to authorize up to \$850 for the lake manager to purchase a new pH meter and probe. Green seconded the motion. Vote: Unanimous. Motion carried.

Skirvin noted that Robertson will not be attending the July Board meeting, since he will be out of town. He asked if the Board wished to reschedule the meeting or have Lenaerts conduct the meeting. It was determined that the meeting would be held and that Lenaerts will preside.

Skirvin thanked Miles Schlessinger for his part in coordinating the Devils Lake Dash. Miles Schlessinger said he is the unofficial Chamber of Commerce member for Devils Lake. He talked about his idea of holding a fishing derby with a large cash prize. Insurance could be purchased; however, the chance of the fish being caught is slim. He and Robertson met

with Sandy Pfaff at the VCB and she is enthusiastic about the idea because it would promote tourism. He has to find out what ODFW will allow them to tag and whether they will be allowed to keep the fish. He will send an email to Gary and ask him to call when he has time to discuss it. Miles said it could be beneficial to the economy of Lincoln City. Skirvin suggested that the District sponsor some glass floats.

The meeting adjourned at 8:10 P.M.

The next regularly scheduled Board meeting will be July 11, 2013 at 6:00 P.M.

Respectfully submitted,
Linda Burt