



Devils Lake Water Improvement District
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www.DLWID.org

<p><u>Quick Look:</u></p> <ul style="list-style-type: none">• DEQ & ODA TMDL and Ag Water Quality• Economic Impact Study• Financial Review• May Election
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AGENDA

2013 February 14

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

- I. Special Order of Business**
 - a. Total Maximum Daily Load (TMDL) Presentation – DEQ
 - b. Agricultural Water Quality Plan and Rules Overview – Kevin Fenn, ODA

- II. Consent Agenda**
 - a. Minutes of the Previous Meeting
 - b. Financial Report

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

- IV. 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. MidCoast TMDL
 - e. East Devils Lake Road

- V. New Business** (Agenda Support Item B)
 - a. Budget Committee
 - b. Financial Review
 - c. Financial Software and Accounting Changes
 - d. Elections

- VI. Non-agenda Items**

- VII. Public Comment**

- VIII. Board Comments & Announcement**

- IX. Adjournment**

SPECIAL ORDER OF BUSINESS

- a. **Total maximum Daily Load:** Staff from Oregon Department of Environmental Quality will be presenting an overview of the TMDL process for the Mid Coast Watershed. DLWID has been providing updates to this process since early in 2012 as part of its regular meeting and staff reports.
- b. **Agricultural Water Quality Plan and Rules Overview: Kevin Fenn:** As agricultural practices are one main consideration in the TMDL process ODA will be providing a brief overview of the existing rules and water quality plans that govern agricultural in Oregon.

I. Unfinished Business

a. The Devils Lake Plan

i. Septic Tank Revitalization Program (Lenaerts)

Public/Joined Meeting on Septic Inspections

It has been three years since the District passed *Resolution 2010 – 03 A Resolution rescinding Resolution 2010 – 01 in favor of a revised resolution in wider support of a Septic Tank Inspection Program being developed by the City of Lincoln City.*

In the resolution a number of parameters are listed that help to explain what a proposed septic inspection ordinance would like. The parameters were made in collaboration with the City and were subsequently passed by City Council.

Over the last three years some of those original parameters have changed or been clarified. For the most part these changes have been discussed in our meetings on a monthly basis, but have not been put together in a comprehensive way to this Board or the City Council.

City staff is at the point where they are ready to put together that proposal and suggested that we have a meeting as early as March depending on what the layout of that meeting is. It could be a City Council or a special workshop. Details are still being worked out.

The meeting would be an opportunity for the Council and the Board to see what is new, what has changed and to provide feedback/direction and figure out next steps.

ii. Save our Shoreline (SOS) (Lenaerts)

RainGardens: We still need to do a second round of maintenance at the raingardens and replant. NORP is currently putting together plant orders and making deliveries. Unfortunately, one of the main organizers of NORP has fallen upon some unexpected health issues, which has been delaying the delivery of plants. I spoke with NORP this week and they have SDCWSC and us on the list to deliver to, but I do not have an exact date of when plants will be delivered.

Raingarden/Spring Training: The past two years the District has organized a fall and spring landscaping or training course. In the past we had done these trainings in house. This last fall we partnered with Green Girl Land Development Solutions to offer a more intensive training. Maria Cahill the engineer offered a half day course for \$20. Due to poor early registration the class was cancelled.

I think that these trainings are an important part of Save our Shorelines, and the District should continue to have a variety of trainings offered. Therefore, I suggest that the District host the training this spring, open it up to the public and make it a free course. It is estimated that the cost of the event would \$300.

iii. Vegetation Management

Grass Carp: (Robertson) Our consultant, Max Depth Aquatics, sent our approved draft to ODFW staff in Newport for input prior to a formal submittal to Salem. Feedback is being incorporated into the final submission. Eilers has since sent an email to ODFW's new Grass Carp contact, Josie Thompson whom we met with previously along with Rhine Messmer of ODFW. Mr. Messmer was to be the lead on our application, but has recently retired. As a result we are seeking clarification through Ms. Thompson about the process for our application. She has promised to consult with others in ODFW to provide us a clearer understanding of the process. We expect to hear back from her by the end of the week.

Economic Impact Study: (Lenaerts) A presentation of the document will be made. Copies of the draft will be sent to DLWID board members ahead of the meeting.

Engineering Study: (Robertson) No update to report.

iv. Sewer (Director Green)

The City Council held a Public Hearing on the Voyage Local Improvement District, on Jan 28, 2013 as part of their regular meeting. DLWID Staff provided public comment as did individual board members Green and Weldon. The hearing was held open and is scheduled for continuance on February 11, 2013 during the City Council's meeting which starts at 6pm at City Hall.

DLWID staff submitted two additional letters as did Directors Green, Weldon & Ward which have been included in the Agenda Packet for the meeting. This can be downloaded from the City's website:

<http://lincolncityor.iqm2.com/citizens/default.aspx>

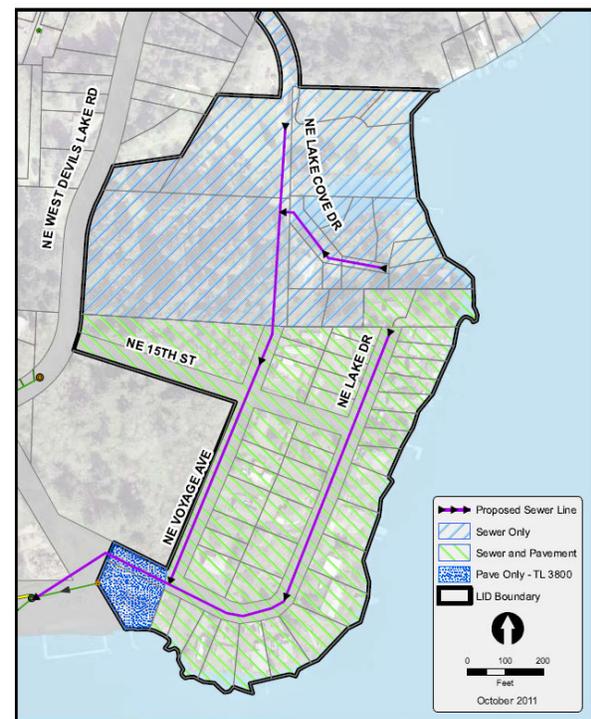


Figure 1
Voyage Lake LID Boundary

Direct Link to Engineer Report:

http://www.dlwid.org/Projects/Sewer/Voyage_LID.pdf

Those wishing to support the LID may do so by attending the hearing and providing oral testimony and/or submitting written comments.

City of Lincoln City
801 SW Hwy 101
PO Box 50
Lincoln City, OR 97367

b. Communications Report (Robertson & Lenaerts)

- **KBCH Good Morning Wake Up Show:** This program has aired weekday from 6-8 am on KBCH am 1400. The District has had a standing interview spot on the THIRD Tuesday of the Month from 7:30 – 8:00 am. Robertson was interviewed in January. A Podcasts of the program have been generally been found at http://www.kbcham.com/home.cfm?dir_cat=99830.
- **Internet Streaming:** Meetings the DLWID are now available for live streaming and/or recorded streaming on the internet. The internet feed can be accessed via the City's website: <http://www.lincolncity.org/> by clicking on Agenda, Packets & Video or from the following link: <http://lincolncityor.iqm2.com/citizens/default.aspx>



c. Safety Report (Robertson) Safety is no accident! SDAO will be here February 26, 2013 around 8:30 am to perform a safety audit. Their last audit was approximately 3 years ago.

d. MidCoast TMDL (Robertson)

Department of Environmental Quality (DEQ) has begun the planning process for developing an Implementation Ready - Total Maximum Daily Load (IR-TMDL) for 303(d) listed waterbodies in the Oregon Mid-Coast Basin. The initiation of this TMDL process has been a long-time in the works and the process itself will be lengthy stretching over the next 18 - 20 months. Devils Lake is listed for Weeds/Algae, Chlorophyll a and pH and Thompson Creek is listed for fecal coliforms, and thus as a local government we have been invited to participate. Notably, temperature listings are also proposed by EPA for the lake and one of its tributaries. Representatives from local, state and federal government, special districts, Tribal Nations, private industry, forestry, agriculture, conservation, NGOs, watershed councils, landowners, and others were also identified.

- We have created a web presence under the Project Page for the TMDL process.
<http://www.dlwid.org/Projects.html#TMDL>
- Links to the DEQ's website are posted below.
<http://www.deq.state.or.us/WQ/TMDLs/midcoast.htm>
<http://www.deq.state.or.us/WQ/TMDLs/midcoastLSAC.htm>

Stakeholder Meeting Highlights: All updates are available from the website.

Bacteria Technical Working Group: Next meeting will be February 14, 2013 from 1:00 to 4:30 to be held at the Devils Lake Water Improvement District Offices.

Outreach: See Special Order of Business

e. East Devils Lake Road (Robertson)

An update on the project was given at the last SDCWC Tech Team meeting. Catherine Pruett, SDCWC Executive Director detailed some of the grant funds she is actively pursuing including a NOAA Habitat Restoration Grant and a separate Oregon Watershed Enhancement Board grant. DLWID and other entities are writing letters of support. Road conditions continue to be poor and rescue efforts for threatened Coho Salmon have been ongoing as initiated by the watershed council and private citizens. One local, Adam Ropp, called and said he personally ferried over two dozen salmon across the road. Other participants have included Ren Jacob and Sheryl Smith, both representing the SDCWC.

New Business

- a. **Budget Committee:** We received one application for our one vacancy, Ed Willette. Ed has expressed interest in volunteering for the budget committee since at least last year, so we thank him for sending in an application once we had a vacancy. Copies of his application have been sent to the board.

Board Actions: Offer interview, and if so desired, appoint Budget Committee Member

- b. **Financial Review:** We have received our annual financial review. Previous years this would have been known as the audit, but the District opted for the less expense review and is currently in year two of a three year contract with Grimstad and Associates. Our new contract does not include the auditor's presentation of the report. If you have any questions I can try to answer them during our meeting and/or inquiry with the auditor on your behalf.

Copies of the review can be downloaded from the District's website:

<http://www.dlwid.org/Financials/Audits-Reviews/2012-06-30.pdf>

Board Action: Formally accept the review

- c. **Financial Software and Accounting Changes:** Since 2006, DLWID has been using QuickBooks for its bookkeeping. As a result we have a fairly old version of the software, which with our new computer, it will not run directly on our Windows 7 operating system as it was designed for Windows XP. As a result we have to run a Windows XP emulator on Windows 7 which is not only resource intense, but not very stable. Periodic freezing occurs, locking the District out of its financial software temporarily, at least until this point. I will just say there have been some tense moments. For this reason and for others to be listed I am proposing we upgrade our software to QuickBooks 2013 Pro, with an add-on, the non-profit module. This module is designed for entities such as governments and non-profits who typically use Fund Accounting as we do. I have investigated other software including signing up for a nationwide search of companies offering such software which provided no leads for the \$800 cap I submitted. I have also investigate SAGE products – formerly known as Peach Tree Accounting -, which SAGE 50 for Nonprofits would be a fairly good fit (\$569 for 1 user), but given that our accountant, and auditor as well as ourselves are using QuickBooks, staying within this software makes sense.

One immediate timesaving benefit of upgrading will be reconciliation. Currently our version does not allow sorting of transactions inside the reconciliation portion of the software by amount or name, only by the default of date. This makes searching for transactions difficult, time consuming and frustrating. An upgrade to even 2011 would accommodate this as I learned from a recent free introductory course I took (see below).

Further I would like to have the Board authorize me to hire professional services and separately gain professional training through the Small Business Development Center at Oregon Coast Community College to help in setting up the software, closing out the 2006 version, and making the upgrade to QuickBooks 2013. Both hired help and training I feel would be a good investment for the District. I recently took a free introductory course at OCCC, sponsored by the Lincoln City Young Professionals – notably my only formal training on QuickBooks - which was certainly time well spent. We have a number of what I will deem “phantom equity accounts” that were set up to try and get the old edition to work more like a

fund accounting system needs to work. This was primarily done for budgeting purposes to show Net Working Capital and Unappropriated Ending Fund Balances in budgets for each of the fiscal years. This is not a clean way of displaying the books for which the software upgrade should provide a better means of representing our accounts. My goal for implementation of this software upgrade should it be funded would be to have the 2013 software available for budgeting purposes in March with a formal close out by the end of the fiscal year.

Board Action: Consider authorizing the purchase of QuickBooks Premier – Non profit CD Rom version (regular Price \$399.99, but seen as low as \$249.99) and the additional cost of training and expert help to not exceed \$500.00 for a total of \$900. Language for a proposed resolution is included

Resolution 2013-01: Transfer to M&S: Accounting, M&S: Office, and M&S: Training & Continued Education

Be it Resolved that the Board of Directors of the Devils Lake Water Improvement District hereby transfers Nine Hundred Dollars (\$900.00) from the General Fund: Debt Service to the following:

*General Fund: Material & Services: Accounting for \$250
 General Fund: Material & Services: Training and Continued Education for \$250
 General Fund: Material & Services: Office for \$400*

for the purpose of financial accounting software, training and expertise.

- d. Elections:** The election for Special Districts will be held May 21, 2013. For Devils Lake Water Improvement District, Positions 4 and 5 are up for election, currently held by Vice Chair Green and Chair Skirvin, respectively.

1st day to file for office	February 11, 2013
Last day to file for office	March 21, 2013
Last day to file for Voters' Pamphlet (candidates)	March 25, 2013
Last day to file for Voters' Pamphlet (arguments)	March 25, 2013
Last day to file a measure	March 21, 2013
Last day to file a measure argument	March 25, 2013
Ballots mailed to military & overseas voters	April 5, 2013
Ballots mailed to out-of-state voters	April 22, 2013
Voter Registration Deadline	April 30, 2013
Ballots mailed out	May 3, 2013
Election Day	May 21, 2013

Candidate Complete Filing Packet

http://www.co.lincoln.or.us/clerk/forms_pdfs/candidate.packet.complete.may13.pdf

Form SEL 190: http://oregonvotes.org/doc/publications/forms/100_candidate_filing/SEL190.pdf

Form SEL 121: http://oregonvotes.org/doc/publications/forms/100_candidate_filing/SEL121.pdf

Parties interested in running for office can contact Dana Jenkins, Lincoln County Clerk at 541-265-4131 or countyclerk@co.lincoln.or.us for more information or can visit the County Clerk's website for elections: http://www.co.lincoln.or.us/clerk/election_info.html