



**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](http://www.DLWID.org)

<p><b><u>Quick Look:</u></b></p> <ul style="list-style-type: none"><li>• <b>SEWER LID</b></li><li>• <b>Mandatory Reporter Policy</b></li><li>• <b>Recorder</b></li></ul>
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**AGENDA**  
**2013 May 9**

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

- I. Consent Agenda**
  - a. Minutes of the Previous Meeting
  - 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. MidCoast TMDL
  - e. East Devils Lake Road
  - f. RARE Program
  - g. Policy Updates
  
- IV. New Business** (Agenda Support Item B)
  - a. Recorder
  
- V. Non-agenda Items**
  
- VI. Public Comment**
  
- VII. Board Comments & Announcement**
  
- 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.

**I. Unfinished Business**

**a. The Devils Lake Plan**

**i. Septic Tank Revitalization Program (Lenaerts)**

**ii.**

I have been communicating with city staff and was told that the city manager still intends on bringing this issue back to City Council in June. If that happens at their June 10 meeting that means that we could see and discuss it at our June meeting. As materials become available I can share them with the board.

One area that the City would like our input is in developing inspection criteria, specifically an inspection that will be sufficient to launch county action. A second issue that Hawker will be working through is looking at city accounts and deciding the scale of the program and what systems would be inspected in the first year. I will work with the county in the coming month and try to put together inspection criteria before Tony leaves his position.

Overall, it feels like this is moving forward as discussed in the workshop. If it continues in that manner we could be reviewing an outline of an ordinance at our June meeting.

**iii. Save our Shoreline (SOS) (Lenaerts)**

**Regatta Park Maintenance**

Regatta Park will continue to need regular maintenance throughout the summer. For the most part the plants that are there are thriving, and unfortunately so are the weeds. This is site where weeds grow quickly and it is best to have regular maintenance on the site to stay ahead of it. Staff can continue to periodically water the site, but the weeds grow at a pace beyond what staff can control.

I have solicited bids from a few businesses around town and two submitted their estimates. One is a landscaping company and the other a lawn maintenance company.

Wand Landscaping stated they can do an initial clean up of the site for \$775, and then do maintenance for \$240 a month after that. We also discussed the addition of building up the slope for \$225 or \$275, see next full paragraph.

Lawn N Order stated they could do the initial clean up for \$600, and subsequent clean ups for \$250.

An additional component to consider is that the upland slope is sloughing and every time we go in and weed we pull more soil off of that slope. Wand Landscapes has suggested that we add some organic compost to rebuild up the slope. The compost will have additional benefits too, in that it will help keep the soil moist in the summer and provide a modest weed barrier. This is seriously worth considering doing during in the dry months. Wand said he could do this project for \$275.

**Staff Recommendation:** Select Barry's Lawn Service to do maintenance on the site through the end of this fiscal year for an estimated \$585. Consider having Wand Landscapes rebuild the upland slope, depending on the proposed bid.

#### iv. **Vegetation Management**

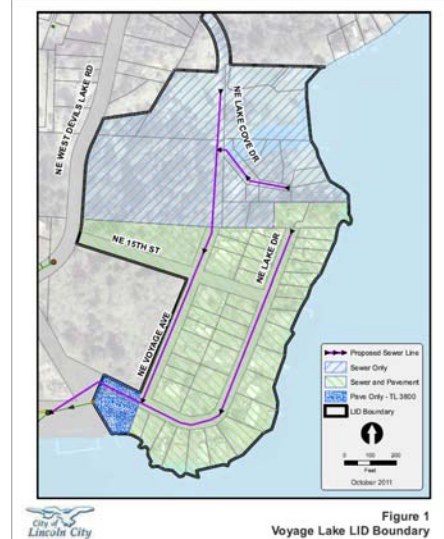
Grass Carp: (Robertson) Work continues on the project from both our consultant, MaxDepth Aquatics and internally. No specific updates to report.

- Engineering Study: (Robertson) *Anticipated Completion:* June 21, 2013
- Stocking Schedule: Task III: Develop Recommendations for the Reintroduction of Grass Carp into Devils Lake. *Anticipated Completion Date:* July 19, 2013
- Outreach Campaign: *Anticipated Outreach Readiness:* June 21, 2013, then Ongoing until Presentation
- Commission Submission: The OFW Commission Webpage: <http://www.dfw.state.or.us/agency/commission/> *Anticipated Submission Ready Date:* July 19, 2013

- v. **Sewer** (Director Green) City Council unanimously (6-0) approved the formation of the LID at their last meeting. Verbal update to be provided at our next meeting.

Direct Link to Engineer Report:

[http://www.dlwid.org/Projects/Sewer/Voyage\\_L\\_ID.pdf](http://www.dlwid.org/Projects/Sewer/Voyage_L_ID.pdf)



**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. Paul is on deck for this month
- 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>
- Government Access Channel 4: The District continues to be broadcast live and through repeated airs of its monthly meetings. This channel is available for Charter subscribers.



- Grass Carp Questionnaire: This was created and made available through the Listserv in spring and has been advertised on Facebook and Twitter the week before which attracted approximately a dozen responses.

Take it online!

<http://survey.constantcontact.com/survey/a07e77s9ycuheha3hv2/a012khf325u8s/questions>

- Facebook & Twitter: The District uses these social media components to reach the general public periodically.
- Lake Steward Award: Presented at Community Days, April 27, 2013 to Paul Katen and Joanne Daschel.
- 1859: Devils Lake featured in statewide magazine in May.
- Devils Lake Revival: , July 20 from 10am-2pm at Regatta Grounds.



The Devils Lake Revival is beginning to shape up. It will again be from 10am-2pm at Regatta Park, stop by for all your favorite activities, stand up paddle boarding, kayaking, pontoon boat tours, music and a chance to win a kayak!

The promotional video should be available for viewing at the May meeting.

The District will also be submitting a grant to the Visitor and Convention Bureau for \$3,500 to assist in funding the Devils Lake Revival. The money will be used for promotion and activities.

One item that I would like the board to consider purchasing for the Revival but also for other events, like the Devils Lake Dash coming up is a 10 x 10 vendor tent. I did some research for tents and found the following examples ranging from a simple 10 x 10, 10x10 with sidewalls, and finally a custom DLWID tent:

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[Home](#) > [Products](#) > [Camping/Outdoors](#) > [Shelters](#) > [Canopies](#)



**Instant Canopy Weekender 100**  
Quik Shade  
157424

- Fully-assembled frame, sets up fast and Quik
- Strong and durable 150 denier PU-coated and aluminum-backed canopy completely blocks UV rays for cooler shade
- Durable steel construction with thicker walls on the frame for years of trouble-free use
- 10' x 10' top and base
- Structure stands 9' 11" high with 6' 6" of eave clearance
- Comes with a wheeled storage bag and four stakes

SKU: 594795  
**\$99.97**

**\*Purchase this item in your Bi-Mart Store.**  
**\*\*[For availability and selection, please visit or call any location.](#)**

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## Instant Canopy Summit 233

Quik Shade

157354



- Fully assembled
- Extra heavy-duty frame
- Innovative Easy-Glide set up
- Easy-Glide sliding walls
- Strong steel construction
- Durable 300-denier top
- Super vent top for cool air flow
- 10' x 10' base
- 10' x 10' top with closed awnings, 10' x 23' 4" with awnings fully extended
- Structure stands 9' 11" high with 6' 5" of eave clearance
- Comes with four ground stakes and a wheeled storage bag with shoulder straps

SKU: 594797

**\$199.97**

**\*Purchase this item in your Bi-Mart Store.**

\*\*[For availability and selection, please visit or call any location.](#)



## Caravan 10' x 10' Canopy

Compare product

Rated ★★★★★ (out of 4 reviews)

Share this Product: [f](#) [t](#) [p](#) [+](#)

Item # 264965

Features:  
500 Denier Polyester  
Top

Your Price **\$229.99**

Shipping & Handling included \*

QUANTITY

[Add to Cart](#)

The estimated delivery time will be approximately 5 - 7 business days from the time of order.

[Add to Wish List](#)  
[Email to a Friend](#)  
[Print this Page](#)



I just got one quote for a custom made tent. That quote was \$730 for the tent and \$250 for each sidewall.



**Staff Recommendation:** Due to more extreme weather, and wind on the coast, it is preferential to get a tent that has some strength to it and sidewalls. I talked with one of the organizers of Lincoln City Farmer's Market who has a lot of experience with these types of tents and she suggested the Caravan tent shown above. After looking at some options online, it seems like tents in the \$230-\$300 range will suit our purposes.

**c. Safety Report** (Robertson) Safety is no accident!

**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: No Meetings since our last DLWID Meeting.

Bacteria Technical Working Group: No Meetings since our last DLWID Meeting.

- e. **East Devils Lake Road** (Robertson) SDCWC submitted their OWEB (Oregon Watershed Enhancement Board) grant application. We provided a letter of support for this application.

Clarification: It has come to my attention that information has been circulated suggesting that the reason this roadway is flooded is because a small 3' x 22' dam, three and half miles upstream was removed in 2006 and that the removal of the dam is to blame for the sediment under the bridges on East Devils Lake Road. As a result I am providing this clarification. Notably, the District, the Salmon Drift Creek Watershed Council, ODFW, USFWS, PADL, and the City of Lincoln City all partnered on Rock Creek Dam Modification For Coho Passage project, which won the 2006 Stream Award from the State Land Board



(<http://www.oregon.gov/dsl/SLB/Pages/awards2006.aspx>).

In contrast to the assertion that the dam removal is to blame for the sediment and flooding issue, Jim Buisman, Lincoln County Public Works Director, in the recent news article is reported as stating that in fact the road has been settling for years, and that the flooding issue originated in 1998 after a major landslide on Rock Creek (The News Guard, Web posting from 2013-03-24

[http://www.thenewsguard.com/news/article\\_bb8bf07a-22e2-11e2-adfa-0019bb2963f4.html](http://www.thenewsguard.com/news/article_bb8bf07a-22e2-11e2-adfa-0019bb2963f4.html)). Notably, asphalt overlays and the addition of small culverts have tried to alleviate the issue with a some short-term success, but the problem persists.

Further the engineers report from 2009 on fixes for this road flooding issue points specifically at the fact that the roadway is sinking into the wetland as to the reason it is flooding as it “lies on approximately 100 feet of compressible material that includes upper layers of very soft peat and organic soil, which results in settlement of road fill.”



**Excerpt from the *Feasibility Study for East Devils Lake Road Lincoln County*  
by Curtis A. Bores, PE of OBEC Consulting Engineers.**

22 **Project Background**

23

24 Lincoln County, in partnership with the Oregon Watershed Enhancement Board, ODFW, and the  
25 U.S. Forest Service, requested that OBEC Consulting Engineers perform a reconnaissance, and  
26 prepare a feasibility study and cost estimate for improvements to East Devils Lake Road (CR  
27 101) located in the vicinity of Lincoln City (See Figure 1). The road runs along the south and  
28 east sides of the lake for approximately 4.5 miles and connects to US 101 at both ends. East  
29 Devils Lake Road crosses a significant wetland on Rock Creek, and two existing bridges span  
30 Rock Creek (easterly bridge) and its tributary overflow (westerly bridge). The Rock Creek  
31 Bridge is approximately 18 feet long, and the tributary overflow bridge is approximately 36  
32 feet long. The road lies on approximately 100 feet of compressible material that includes  
33 upper layers of very soft peat and organic soil, which results in settlement of the road fill.  
34 Subsequently, the settlement has resulted in frequent flooding of the road. This has led to road  
35 closures and on-going maintenance, adding additional material to raise the road surface  
36 enough to alleviate the flooding. The 100-year FEMA flood elevation is approximately 17.5  
37 feet.

Downloadable: [http://www.dlwid.org/Projects/EDLR/EDLR\\_Feasibility\\_Study-2009-08-31.pdf](http://www.dlwid.org/Projects/EDLR/EDLR_Feasibility_Study-2009-08-31.pdf)

Still further, the Alternatives Analysis Summary completed on October 19, 2012 by the same engineering firm as the feasibility study states that, “The settlement of the bridges has severely restricted the channel opening, and the overall road settlement has contributed to sedimentation of the upstream wetland and stream channels south of the road.”

Downloadable:  
[http://www.dlwid.org/Projects/EDLR/EDLR\\_Alternatives\\_Analysis\\_Summary\\_2012-10-19.pdf](http://www.dlwid.org/Projects/EDLR/EDLR_Alternatives_Analysis_Summary_2012-10-19.pdf)

- f. **Rare Program:** The District submitted its pre-application in time for the April 15<sup>th</sup> deadline and should hear back by late April/early May about whether it has been accepted, prompting the submission of a full application by June 3, 2013.

RARE Schedule:

- **April 15:** Community Pre-Applications due
- **April 26:** Member Applications due
- **May 13-31:** Member Phone Interviews with RARE staff
- **June 3:** Community Full Applications due
- **June 7:** Members invited to participate
- **July 15-19:** Members will interview in potential communities

- **Aug 2:** Final placement decisions will be made
- **September 4-6:** Orientation
- **September 9:** Placement in RARE AmeriCorps community begins

Given the need for a \$20,000 match of the District's funds for this 11 month - 1700 hour program, the Board asked to provide some alternatives for spending such dollars with aim at meeting the same objectives. Typically to have a fully trained consultant sub-contracted to do work is going to be significantly more expensive. With expertise also comes efficiencies and accountability however and thus more expensive consulting/contracting may provide more benefit. Salaried or hourly positions would offer some level of savings over consultants, but hiring for the range of qualifications is difficult. Given that RARE offers pre-screened college graduates for \$20,000 for 11 months, this would be hard to match on any market. By way of example paying someone \$10 an hour for a year would cost the District \$29,120 if done through a temporary agency. If done internally we would have some savings on on payroll costs, but health insurance would run in excess of \$6,000 annually. As a result the RARE program is a good value when looking at these metrics. Below is a breakout of specific tasks and costing based on consultant rates and in some cases salaried positions.

**Project I: Devils Lake: It's ½ the Fun!** This project calls for significant time resources in solicitation and coordination. While if we were to find a consultant that had contacts in the specific arena of lake events, they may have a jump start on providing contacts, but that seems rather unlikely given most event planning is not lake specific. Thus the hourly rate an event planner might charge would likely exceed the 30% - 510 hours - \$6,000 value attributed to the RARE participant in short order. One price quote for a local event planner provided an hourly rate of \$48/hour equating to 125 hours at the \$6,000 max. Another quote I have received is for an hourly rates ranging from \$35 to \$85 per hour. Based on a salaried position of \$34,000 to \$40,000 for a Administrative Assistant Event planner and Event Planner, respectively this would cost between \$8,336 and \$9,800. These numbers do not include the aforementioned insurance or payroll taxes.

Additionally the District would be responsible for developing an RFP or RFQ relative to this project and would have to interview and select that person, so the time saved with not completing the RARE program application and managing their paperwork stream would be replaced by managing an event planner contract. This would also transpire into the remaining projects, and thus the over all time of dealing with multiple contracts verse one RARE program contract may likely be significantly more time consuming and thus more expensive.

**Project II: website development:** Depending on the skillset of a RARE participant, this is where a commercial venture would likely be more preferable given the changing computing environment. The RARE program is established for 20% -- 340 hours -- \$4,000 which is a ton of time, but the thought was this person would likely not have much expertise and thus would have the need to be more or less on the job training. This of course is one of the benefits to a RARE participant is that they get to gain experience as they merge into the workplace. Local web design can be had for \$45 - \$75 hour and

thus 89 to 53 hours could be afforded. We built the site originally I believe we paid about \$700 - \$1,000 for 2-3 days of help. A similar investment could likely achieve the goals of reworking the website to today's standards and provide a new look.

**Project III: Devils Lake Revival:** RARE is 20% - 340 hours - \$4,000. Based on the prices quoted for event planning we could assume between 114 hours – 83 hours - 47 hours at \$35,\$48, and \$85 respectively. Internally we would have likely logged approximately 240 hours for this event in each previous year over the course of at least 3 months. Based on the cost of a full time employee this would equate to about \$5,865 to the District. Should a consultant take this on we could expect a similar number of hours being needed and thus it could cost the District between \$11,900 - \$20,400 based on the 240 hours previously logged. Based on a salaried position of \$34,000 to \$40,000 for a Administrative Assistant Event planner and and Event Planner respectively this would cost between \$5,450 and \$6,400, exclusive of health insurance and payroll taxes..

**Project IV: Water Quality:** RARE – 15% - 255 hours -- \$3,000. Should we not have a RARE participant this would be recouped by the internship which likely spends about 1/3 of their time on Water Quality. The summer internship costs the District approximately \$10,000 so at 1/3 of \$3,333 this is nearly on par with the RARE program.

**Project V: Outreach and Education:** RARE – 15% -- 255 hours --- \$3,000. A similar position earns approximately \$38,000 - \$49,000 annually, so at 255 hours that would be about 12% of the year at a cost of \$4,560 to \$5,880, exclusive of insurance or payroll taxes.

**g. Policy Updates:** The District is proposing updates and additions to its Policy Manual for the following items: Proposed changes will be made available on a time available basis, and carried over to subsequent meetings with all updates slated for completion by the August 2013 meeting.

- Personnel Policy/Manual
- **Mandatory Reporter Policy (May 2013)**
- Safety Policy
- Financial Policy
- Records Policy
- Board Duties and Responsibilities
- MSDS
- Employee Training
- Light Duty Return to Work

## **Mandatory Reporter Policy:**

The following information is from the State of Oregon.

([http://www.oregon.gov/dhs/abuse/pages/mandatory\\_report.aspx](http://www.oregon.gov/dhs/abuse/pages/mandatory_report.aspx))

All citizens have a responsibility to protect those who cannot protect themselves. Members of the general public may report suspected abuse and neglect if they choose.

Oregon state law, however, mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. These people are called mandatory reporters and they are a crucial link in the system to protect Oregon's most vulnerable citizens.

All employees of the Oregon Department of Human Services are mandatory reporters. These individuals are required to report because they have frequent contact with at-risk populations – infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities, and residents of nursing homes and other health care facilities.

Various laws covering these populations offer differing definitions of abuse and different penalties for failing to report. But there is a lot of common ground such as any evidence of physical injury, neglect, sexual or emotional abuse, or financial exploitation.

By law, mandatory reporters must report suspected abuse or neglect of a child regardless of whether or not the knowledge of the abuse was gained in the reporter's official capacity. In other words, the mandatory reporting of abuse or neglect of children is a 24-hour obligation.

Mandatory reporters, while acting in an official capacity, who come in contact with an elderly or developmentally disabled adult they suspect have been abused or neglected, must report to DHS or law enforcement.

Who are mandatory reporters? Medical personnel: Physicians, psychiatrists, surgeons, residents, interns, dentists, dentist hygienists, medical examiners, pathologists, osteopaths, coroners, Christian Science practitioners, chiropractors, podiatrists, optometrists, naturopathic physicians, registered and licensed practical nurses, emergency medical technicians, substance abuse treatment personnel, hospital administrators and other personnel involved in the examination, care or treatment of patients.

School and child care personnel: Teachers, school personnel, educational advocates assigned to a child pursuant to the School Code, truant officers, directors and staff assistants of day care centers and nursery schools.

Public employees: Members of the Legislative Assembly, employees of the State Commission on Children and Families, the Child Care Division of the Employment Department, the Oregon Youth Authority, a county health department, a community mental health and developmental disabilities program, a county juvenile department, and all DHS employees.

Law Enforcement: Truant officers, probation officers, law enforcement officers, and field personnel of the Department of Corrections.

Others: Psychologists, licensed clinical social workers, licensed professional counselors, licensed marriage and family therapists, members of the clergy, attorneys, firefighters, court appointed special advocates, registered or certified child care providers, and foster care providers and their employees.

Changes to Mandatory Reporting Law: The Oregon legislature does make periodic changes to the state's mandatory reporting law. For example, HB 4016 (Effective January 1, 2013) adds an employee of a higher education institution to the list of public or private officials required to report child abuse to law enforcement or the Department of Human Services. To get the current list of mandatory reporters and for the definition of child abuse, please access the Oregon Child Abuse Reporting Law found at ORS 419B.005 to 419B.050.

Time and technical capacity allowing I would like to play this 25 minute video to initiate the District wide training on this important issue.

Video Link: [http://www.youtube.com/watch?feature=player\\_embedded&v=E\\_PUXi3nQ1Y](http://www.youtube.com/watch?feature=player_embedded&v=E_PUXi3nQ1Y)

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**The District is adopting the following policy by Resolution 2013-02**  
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**MANDATORY REPORTING OF SUSPECTED CHILD ABUSE POLICY**

**Purpose:**

Oregon state law mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. These people are called mandatory reporters. Employees of the Devils Lake Water Improvement District, as defined under ORS 419B.005, are obligated to report abuse either on or off duty.

**Definitions:**

Oregon law recognizes these types of child abuse:

- Mental injuries
- Sexual abuse or exploitation
- Rape or Incest
- Neglect or maltreatment
- Threatened harm
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured.
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child's health or safety.

A child is an unmarried person under the age of 18.



**Reporting Procedure:**

Any employee who has reasonable cause to believe that a child has been abused or who comes into contact with someone who has abused a child shall immediately notify the Oregon Department of Human Services or local law enforcement agency. (ORS 419B.010). The employee shall also immediately inform his/her supervisor.

A written record of the abuse report shall be made by the employee suspecting the abuse of a child. (ORS 419B.015) The report must contain, if known, the following information:

- The names and addresses of the child and parents/person responsible for the child's care.
- The child's age.
- The nature and extent of abuse (including any evidence of previous abuse).
- The explanation given for the abuse.
- Any information the official believes may be helpful in establishing the cause of the abuse or the perpetrator's identity.

All district volunteers are also subject to this policy even though they are not mandatory reporters under the law. A volunteer who suspects that a child has been abused is to report the situation to the Lake Manager, the district's designated representative. The representative will then immediately notify the Oregon Department of Human Services or local law enforcement agency.

**Immunity of Persons Making a Report in Good Faith. (ORS 419B.025)**

Anyone participating in good faith in the making of a report of child abuse and who has reasonable grounds for the making the report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

**Failure to Comply**

Any district employee/volunteer who fails to report a suspected abuse of a child as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A person who violates subsection ORS 419B.005(1) commits a Class A violation. Intentionally making a false report of child abuse is also a Class A violation. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by this policy, the employee will be disciplined.

**Training**

The district shall establish written procedures to provide annual training for all district staff and volunteers in the prevention and identification of child abuse and on the obligations of district employees under ORS 419B.005 to report suspected child abuse.

## New Business

- a) **Recorder:** After seven years of service to the District, Linda Burt d.b.a. Aççent on Busine\$\$ is resigning as the District's Minute Recorder. Her last meeting will be our June 13, 2013 regular meeting / budget hearing. I would like to personally thank her for her tireless efforts. Following the intricate details of the District's meeting is not an easy task, nor is maintaining a working knowledge of the activities of the District. She has done an excellent job of both and is to be again thanked.

Should we want to continue having a written set of minutes of our meeting, we are faced with replacing her for the beginning of the new fiscal year. The District could forgo having written minutes given that our meetings are recorded on video. The video alone can serve as a record, however often the audio may cut out, and thus having a written record of the meeting provides ongoing benefit.

I have drafted a position offering which if you desire I will release. With any luck we will have a replacement for your consideration by the June meeting; however we may have to seek a temporary person should we not be able to refill the position in a timely manner. The position would be advertised locally and we will also seek to directly market the availability of this position through our Chamber Membership and other means.

**BOARD ACTION:** Decide if you want to continue having your minutes recorded as a written document, and if so approve the Lake manager to advertise the draft with any edits.

THIS IS A DRAFT ONLY

### *Independent Contractor Position Available*

#### *RECORDER*

The DEVILS LAKE WATER IMPROVEMENT DISTRICT of Lincoln City, Oregon is a municipal corporation organized under the laws of the State of Oregon, and is hereinafter referred to as "the District." The District desires to contract for maintaining the board minutes at regular and special meetings. The District is seeking applications from qualified entities and individuals for consideration.

#### DESCRIPTION OF WORK

The Contractor will attend and record the minutes for all the meetings of the District. These include the regular monthly meetings, plus special meetings, executive sessions where appropriate, and seminars and/or workshops held by the District. The hours worked will be dictated by the meetings of the board which are held generally on the 2ND Thursday of the Month at 6pm and last approximately 3 hours. Additional hours will be worked at the reasonable discretion of the Contractor in an amount sufficient to accomplish the required work. Generally this will be no more than 1 hour per meeting hour (e.g. 3 hour meeting = 6 hours of work).

The Contractor will record the minutes and have them available for review two weeks before the next regular meeting. The minutes shall be written using MS WORD and saved as a .doc file as well as converted to Adobe PDF. These digital copies of the minutes shall be distributed to the District's manager. The minutes must be approved by a vote of the board, and if requiring editing, shall be edited and resubmitted two weeks before the

subsequent regular meeting for approval. A hardcopy and digital copies (.doc and PDF) of the approved minutes must be filed with the District. The Contractor will also maintain a digital list of all meeting attendees. The list will be updated each month and include all personal data collected from the meeting sign in sheets. This list shall be made in MS Excel in an agreed upon standardized format and submitted electronically to the District's manager along with the minutes.

## REQUIREMENTS

To perform all the duties listed in the Description of Work accurately and in a timely fashion. The individual must be self motivated and able to work to deadlines. Recorder shall exude a positive attitude and work ethic. Recorder must be organized and have a great attention to detail. The Recorder must have good follow through and continually improve performance. While conducting business for, or on behalf of the District, the Recorder shall represent the District in a professional manner.

## EQUIPMENT

Contractor shall have all necessary office equipment and software available to perform the required services, including a personal computer, Microsoft WORD, MS Excel, PDF convertor, email, printer, and a photocopier.

## INSURANCE AND INDEMNITY

The Contractor must agree to provide Workers' Compensation insurance coverage for all persons employed by the Contractor. The Contractor agrees to indemnify the District for any and all liability or loss arising in any way out of the performance of this contract.

## RELATIONSHIP OF PARTIES

The parties intend that an independent contractor relationship will be created. Contractor is not to be considered to be an agent or employee of the District for any purpose, and any employees of the Contractor are to be considered solely as Contractor's employees and not those of the District. The District shall not set the working conditions, or working time of the Contractor, except with respect to meeting certain deadlines for the District and attending the specified meetings. The work to be performed by Contractor shall be performed entirely at Contractor's risk, and Contractor assumes all responsibility for the condition of, and maintenance and repair of, the equipment to be used in performance of this contract. It is understood that the Contractor is free to contract with others for similar work while the Contractor is with the District.

## TERMS

The Contractor will need to commit to an annual contract, starting July 1, 2013. Terms of future contracts, or an extension of contract, shall be by mutual agreement of the parties. Either party to this contract may terminate the contract by 60 days' written notice to the other party.

## COMPENSATION

The Contractor will earn \$22- \$33 per hour depending on experience.

## APPLICATION

To apply send a cover letter, resume and list of at least three references to lake.manager@DLWID.org by June 1, 2013. The District reserves the right to reject any and all applications and/or to resubmit this request at a later date.