



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

**LINCOLN CITY COUNCIL CHAMBERS  
December 12, 2013  
6:00 P.M.**

**PRESENT:** Brian Green, chairman  
David Skirvin  
Kip Ward  
Randy Weldon

**ABSENT:** Noel Walker

**AUDIENCE:** Lincoln City Urban Renewal Agency representatives Kurt Olsen and Alison Nelson-Robertson; Lincoln City Mayor Dick Anderson; Lincoln City Financial Planner Ron Tierney; Miles Schlessinger

**STAFF:** Paul Robertson, Lake Manager

**MEDIA:** None

Chairman Brian Green convened the meeting at 6:00 p.m. Start of meeting delayed 2 minutes because the recording secretary arrived late.

**I. CONSENT AGENDA (6:02 p.m.)**

**David Skirvin moved to approve the consent agenda (including minutes of November 2013 meeting and financial report). Randy Weldon seconded the motion. Unanimous vote in favor.**

**II. SPECIAL ORDER OF BUSINESS (6:03 p.m.)**

Lincoln City Urban Renewal Agency representatives presented the outline of future plans related to the infrastructure needs at the north end of the city, including an “underlevy option” by which LCURA would collect 20% of the allowed tax levy and release the remaining 80% back to the taxing district.

LCURA Director Kurt Olsen addressed the DLWID meeting. Also in attendance was Assistant Urban Renewal Director Alison Nelson-Robertson. (Lake Director Paul Robertson recused himself from discussion because he is married to the LCURA assistant director.) Also attending was Lincoln City Mayor Dick Anderson and Lincoln City Financial Planner Ron Tierney.

Olsen noted that future development in the north part of the city is hampered because infrastructure, particularly the sewage and water pump stations, are at capacity. Further development would require significant upgrades to those systems. Olsen estimated that \$7 million in infrastructure work is needed before development can proceed in the north end.

Olsen said that when the Urban Renewal plan was written in 1988, the anticipated “sunset” date was June 2014. But Olsen said state law was revised to remove the deadline date and to allow the Urban Renewal Agency to continue collecting tax revenue until “maximum indebtedness,” or the agency spending limit, is reached. The agency can then continue its activity but can no longer collect tax revenue.

Olsen said the LCURA still has about \$7 million that it can spend before reaching its limit. He said the agency believes that with the underlevy option it can release about 80% of its tax increment back to the taxing districts and also complete several projects, including street improvement projects, upgrades to three sanitary sewer lift-pump stations, construction of a new sewer pump station and a new water pressure pump station, and upsize about 2 miles of sewer line.

Olsen said the underlevy plan would take effect in the upcoming financial year, starting July 1, 2014. The underlevy would continue yearly for 10 years. Based on 2012-2013 tax rolls, LCURA would have received about \$30,000 from DLWID. With the underlevy, the LCURA would request only \$5,400 of that and DLWID would retain \$21,500.

Olsen referred to a fact-sheet and a map that outlined the agency proposal. He said no action was immediately required by the DLWID board and that a meeting is set for January 2, 2014, to take public comment and written submissions.

Board discussion followed with Skirvin asking for explanation on having the \$7 million spending capacity available over a longer period of time. Green asked about the need for pump stations to be upgraded before sewer lines can be extended around the lake. Olsen said pump stations would have to be upgraded.

Lake Director reminded the board that he was recusing himself from the discussion because of his family relationship with the agency assistant director.

Weldon asked about 10-year life of \$7 million spending limit. Olsen said that timeframe is self-imposed.

There were no other comments.

### III. PUBLIC COMMENT

No public comment.

### IV. UNFINISHED BUSINESS

#### a. The Devils Lake Plan

##### i. Septic/Sewer

(6:16 p.m.)

SEE STAFF REPORT re: Lake Director awaiting feedback from Lincoln City and Lincoln County regarding possible Urban Growth Management Agreement.

Green said he has heard no further information on the sewer LID by Regatta Grounds Park. The engineer is in the design phase. Paving and sewer are scheduled for completion in August 2014.

##### ii. Save our Shoreline (SOS)

(6:18 p.m.)

SEE STAFF REPORT re: interpretive sign at East Devils Lake State Park; Taft High School service project (related to planting vegetation for Save Our Shoreline).

Robertson requested authorization for \$2,500 to hire a contractor for landscape restoration to facilitate a student service project for watershed protection.

SKIRVIN: What is the ongoing maintenance plan for such a project?

ROBERTSON: Water would not be needed until next summer. State park could take over maintenance.

GREEN: Perhaps students could continue to maintain the project.

More discussion on maintenance of student service projects followed. Board members favored authorizing the \$2,500 expense if State Parks and students agree to necessary maintenance.

**Green moved to authorize the Lake Manager to spend up to \$2,500 from the Improvement Fund to facilitate the establishment of a student-led restoration site in the watershed, specifically at the site we have been discussing at East Devils Lake State Park, provided that he gets a commitment from State Parks to take over maintenance in the same manner as the other side of the boat ramp in not more than three (3) years from the beginning of the project and that he gets a commitment from the students to provide maintenance and watering for the summer of 2014. Skirvin seconded.**

SKIRVIN: Trying to lock in students over the summer could be tenuous.

GREEN: Withdrew language on the students working through the summer.

**Green moved to authorize the expenditure of up to \$2,500 from the Improvement Fund to facilitate the establishment of a student-led restoration site at East Devils Lake State Park provided we receive a commitment from the State Parks Department to begin maintenance within three (3) years of the date that the project begins and that the Lake Manager utilize the existing contract with B.X. Sexton Construction as necessary to complete the project. Skirvin second.**

ROBERTSON: Warned that students might find a site that does not include the state parks, which could offer a second site for a project. Maybe a family member or neighbor lives on the lake and the students could do a project there. (Robertson received a request from the former recording secretary about having a project on her property.)

SKIRVIN: Doing a project on someone's private property changes the project significantly.

ROBERTSON: A project on private land would not preclude the public project. Perhaps a second motion could authorize a \$750 match for plantings in a private project.

WELDON: State park site would be far more valuable when it comes to water quality than some private spot.

**Call for vote. Unanimous in favor.**

**Skirvin moved that the Lake Manager be allowed to spend up to \$750 and a 0% match if a suitable alternative property comes up prior to our next meeting. Green seconded motion. Unanimous in favor.**

**iii. Vegetation Management (6:51 p.m.)**

SEE STAFF REPORT re: strategies to address ODFW concerns about carp application, and why other strategies for controlling vegetation on a large lake are too expensive.

**b. Communications Report (6:58 pm)**

SEE STAFF REPORT re: regular appearance on KBCH radio (AM 1400), Internet, Government Access Channel 4, social media.

Robertson gave a presentation on how to access YouTube via Google and showed examples of videos (Science Channel videos, historical aerial photographs of Devils Lake, flood maps, coho salmon return, trout stocking).

WARD: Referring to vegetation management and the excess-nutrient problem, we do dredging, harvesting; how well-researched are the ways to address these problems? Could there be other methods?

ROBERTSON: It's possible but less and less likely. Some novel approaches have been tried, but the state ecology departments research the options well. Modern techniques could include ultrasonics, but I'm pretty confident that we have hit what I know: physical controls, biological controls, chemical controls. We have looked at all of them.

ROBERTSON: Our Clearwater E-Newsletter will be sent out on December 21 (following the sun cycle): State of the Lake, move to community college, Limnology 101 (the science of lake management).

**c. Safety Report** **(7:11 pm)**

SEE STAFF REPORT: no accidents reported.

**d. MidCoast TMDL**

SEE STAFF REPORT re: update on Department of Environmental Quality planning for establishing water quality standards for waterbodies in the Oregon Mid-Coast Basin.

**e. East Devils Lake Road** **(7:14 pm)**

SEE STAFF REPORT re: return of salmon, no fish rescues yet, but agreement with Salmon Drive Creek Watershed Council lays out a strategy.

Board discussion focused on temporary repair to East Devils Lake Road and problem of continued flooding.

**f. Policy Updates** **(7:17 pm)**

SEE STAFF REPORT re: financial manual update.

Board discussion focused on defining who has signature authority on the checking account.

ROBERTSON: Regarding spending authority, proposed allowing Lake Manager to purchase certain supplies or services out of existing budget. Also proposed giving payroll specialist authority to pay required taxes in timely fashion. Also discussed password-backup protection, monthly reports to board, audits, data archiving, external hard drive.

Updated copy of financial policy to be sent to board members for review and possible approval by the January 9, 2014, meeting.

## VI. NEW BUSINESS

(7:39 p.m.)

### a. Staffing options

SEE STAFF REPORT re: timing to hire a summer intern, possibly hiring a contractor to organize the 2014 Devils Lake Revival.

ROBERTSON: Staff Report table shows cost comparisons for various tasks depending on whether they are handled by a paid intern, a newly hired project manager, or an outside contractor.

Board weighed appropriate use of outside contractors and favored asking potential contractors to make proposals for the Devils Lake Revival. Board questioned need for another project manager.

Board weighed appropriate pay rate for a summer intern, expressing concern that in order to attract a qualified intern the pay should be enough for the person to live at the beach in the summer.

WARD: Lake Manager already has authority and budget to hire intern at his discretion, so the board does not need to intervene in the process.

Motions were offered to hire an intern, but board discussion continued to refine the terms and the earlier motions were withdrawn. Board discussed paying an intern \$15 an hour net, which would cost the district about \$19 an hour through the use of its contracted service.

**Skirvin moved to have the Lake Manager offer a summer internship for 2014 at a rate of up to \$15 an hour net full-time for 17 weeks, and any additional resolutions it may take to move the money to fund that through the end of fiscal year 2013 and 2014. Green seconded. Approved 3-1 with Ward opposed.**

ROBERTSON: Expect to receive five or six good applications with the understanding that it's hard for interns to afford housing at the beach on a short-term basis.

SKIRVIN: Suggested that in order to address Ward's concern, the funding for an internship could be designated as a line item in the budget process.

Board discussed appropriate level of board involvement in the intern-hiring process.

## IV. NON-AGENDA ITEMS

(8:21 p.m.)

WARD: Asked about Lincoln City Urban Renewal Agency map, the sewer pump capacity, and what effect the capacity has on adding sewers around the lake.

Board discussion followed.

WELDON: This is the first I've heard about capacity issues.

SKIRVIN: Adding the Villages at Cascade Head has increased the demand for sewer capacity.

WELDON: Does the LCURA need our approval?

SKIRVIN: They don't. The Urban Renewal Agency was originally set to sunset in 2014 but state law was changed to say that the agency could continue until the maximum amount the agency is allowed to spend under its charter is spent. They are \$7 million shy of their \$43 million target, so they are reducing how much they take out of the taxing districts so they can live long enough to get this work done.

GREEN: They were going to sunset without having spent what they were allowed. By adopting the 20% underlevy plan, they can continue to function.

SKIRVIN: The underlevy is a continuation of their existing authority.

## **V. PUBLIC COMMENT**

**(8:25 p.m.)**

None.

## **VI. BOARD COMMENTS AND ANNOUNCEMENTS**

None.

## **VII. ADJOURNMENT**

Green adjourned meeting at 8:26 p.m.

The next regularly scheduled Board meeting will be January 9, 2014, at 6:00 p.m.

| Respectfully submitted,  
Rick Mark