



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

**LINCOLN CITY COUNCIL CHAMBERS
January 9, 2014
6:00 P.M.**

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

ABSENT: None

AUDIENCE: None

STAFF: Paul Robertson, Lake Manager

MEDIA: None

Chairman Brian Green convened the meeting at 6:00 p.m.

I. ROLL CALL

All directors present.

II. CONSENT AGENDA

(6:02 p.m.)

David Skirvin moved to approve the consent agenda (including the minutes of the December 2013 meeting and the financial report). Brian Green seconded the motion. Unanimous vote in favor.

III. PUBLIC COMMENT

No public comment.

IV. UNFINISHED BUSINESS

a. The Devils Lake Plan

i. Septic/Sewer

(6:04 p.m.)

SEE STAFF REPORT re: Lake Manager waiting to hear from Lincoln City and Lincoln County on request for inventory of buildable lands, on a possible city-county Urban Growth Management Agreement, and on draft of a septic ordinance.

GREEN: Has seen design drawings re: Voyage LID; design phase appears to be complete or almost complete, and sewer LID seems to be on schedule for completion in August 2014.

ii. Save our Shoreline (SOS)

(6:06 p.m.)

SEE STAFF REPORT re: Taft High School student service project to plant rain garden at East Devils Lake State Park; planting date is February 20.

iii. Vegetation Management

(6:08 p.m.)

SEE STAFF REPORT re: grass carp application responses submitted; drafted by biologist Joe Eilers of MaxDepth Aquatics with staff edits; detailed look at many strategies, comparing costs and benefits.

b. Communications Report

(6:10 pm)

SEE STAFF REPORT re: regular appearance on KBCH radio (AM 1400), Internet streaming, Government Access Channel 4, social media. Clearwater E-Newsletter (sent to at least 500 people via email in December).

ROBERTSON: District is participating in an educational outreach program with the Salmon-Drift Creek Watershed Council; the council asked the Lake Manager to put on a half-day demonstration on water quality for a high school class (January 17 at Crowley Creek); Council also invited the DLWID to participate in a Career Day for natural resource careers, to be held in February at Oregon Coast Community College.

c. Safety Report

(6:12 pm)

SEE STAFF REPORT: no accidents reported. Safety policies have been updated.

d. MidCoast TMDL

SEE STAFF REPORT re: nothing to update.

e. East Devils Lake Road

(6:13 pm)

SEE STAFF REPORT re: no fish strandings reported; salmon usually run from Thanksgiving through Valentine's Day.

f. Policy Updates

(6:15 pm)

SEE STAFF REPORT re: changes to District's 80-page Personnel Policy Manual. Proposed changes include references to workers' compensation insurance for volunteers; wages and compensation; overtime; the employee assistance program; employee travel; vacation and holiday policy; sick leave; jury duty; uniformed service leave.

Board discussed whether overtime starts after an 8-hour day or a 40-hour week, and whether the District policy complies with state law.

Board discussed the insurance policy for an employee assistance program and asked for a review of coverage and costs.

Kip Ward made a motion to remove the employee assistance program from the Policy Manual. Noel Walker seconded. The motion was approved 4-1, with Green opposed.

GREEN: I see no reason to take it out right now.

Board discussed employee travel: any travel not covered in budget needs Lake Manager and board approval. The board asked for research into per diem rates, which vary depending on the locations. Suggestion was made to refer to established U.S. government General Services Administration (GSA) per diem rates.

GREEN: Suggested taking another month to review this long personnel policy document.

ROBERTSON: Discussed the updated financial policy manual. He asked for board opinion on having an outside bookkeeper rather than the Lake Manager create the monthly financial reports.

Board discussed the proposal to have bookkeeper do the regular payroll and monthly financial report, freeing the Lake Manager for other tasks.

Skirvin moved to adopt the Financial Policy Manual as proposed. Ward seconded. Approved unanimously.

ROBERTSON: Discussed the Record Retention and Destruction Policy.

Green moved to adopt the Record Retention and Destruction Policy as proposed. Skirvin seconded. Approved unanimously

ROBERTSON: Discussed the Board Duties and Responsibilities Manual, which will be renamed as the Procedures and Policy Manual.

Board discussed the degree of board approval needed for the Lake Manager to attend conferences and seminars.

ROBERTSON: Discussed section on ethics and conflict of interest, based on SDAO-approved language. Discussed further minor changes throughout other policy manuals, including employee training, safety, light duty return to work.

GREEN: Would like to take time to review the ethics section.

ROBERTSON: Discussed financial reserve investment policy, based on SDAO standards. Reserves are in the Local Government Investment Pool (LGIP) and TLC Federal Credit Union. The primary goal of the policy is safety, so as to not lose principal, then liquidity, then yield.

Green moved to change the word “Treasurer” in the draft to “Board of Directors.” Weldon seconded. Approved unanimously.

Board agreed to review other policy changes at the next meeting.

VI. NEW BUSINESS

(7:26 p.m.)

a. LINCOLN CITY URBAN RENEWAL AGENCY

Robertson recused himself from discussion because his wife works at the Lincoln City Urban Renewal Agency.

SEE STAFF REPORT re: LCURA plans for future regarding tax revenue, infrastructure development

GREEN: Summarized LCURA proposal, which would return 80% of URA tax revenue to DLWID.

Board discussed capacity issues at city sewer pump stations, noting that development at the newly acquired Villages would inhibit the ability to install a sewer system around the lake.

Board discussed whether the District should provide a letter of support to LCURA.

Skirvin moved to provide a limited letter of support for the continuation of the Urban Renewal District within the context of how their sewer improvement project will benefit and align with our mission as the Devils Lake Water Improvement District and our goals of ultimately being able to connect and sewer around the lake. Green seconded. Approved 3-2 with Ward and Walker opposed.

Board noted that LCURA will meet January 27 to review its proposal. Chairman Green will prepare letter before that meeting.

b. Independent Auditor's Financial Review (7:53 p.m.)

SEE STAFF REPORT for link to independent auditor's financial review.

ROBERTSON: This may be the end of the three-year contract with auditor and new contract may have to be put out to bid. Noted that the District now has no debt.

GREEN: Section on economic factors is very well done.

c. Investment policy

Discussed earlier.

d. Budget officer (7:58 p.m.)

Skirvin moved to appoint the Lake Manager as budget officer for fiscal year 2014. Green seconded. Approved unanimously.

e. Budget calendar

SEE STAFF REPORT for proposed budget calendar.

ROBERTSON: Noted annual Budget Committee Meeting scheduled for 10 a.m. Friday, May 9, 2014.

Skirvin moved to approve the budget calendar as defined in the Staff Report for the 2014-2015 budget. Green seconded. Approved unanimously.

f. Special Districts Association of Oregon (SDAO) Conference (8:02 p.m.)

SEE STAFF REPORT re: annual conference scheduled for February 6-9, 2014, in Seaside, OR. Conference provides guidance for managing a special district, including legislative updates.

Skirvin moved to send the Lake Manager to the SDAO Conference. Walker seconded. Approved unanimously.

Board discussed the possibility of having an SDAO workshop for board members here.

ROBERTSON: Could possibly coordinate an SDAO workshop with CPR training.

IV. NON-AGENDA ITEMS (8:07 p.m.)

SKIRVIN: Suggested adding to the policy manual a scheduled executive session with the Lake Manager at least once a year to review what's going well. He suggested a regular mid-year review.

ROBERTSON: Makes more sense from a budget perspective to have that feedback. Current policy does call for an annual session.

WARD: Questioned need for Lake Manager's daily hourly report.

Board discussion followed with a consensus that the Lake Manager should provide a weekly highlight report instead.

ROBERTSON: Suggested July 19 (third Saturday in July) as prospective date for Devils Lake Revival. A Dragon Boat representative contacted Paul and suggested that date as a good time for the Dragon Boats to participate. Will look at July 12 as well.

ROBERTSON: Devils Lake Dash is scheduled for May 10-11, 2014.

V. PUBLIC COMMENT

(8:23 p.m.)

None.

VI. BOARD COMMENTS AND ANNOUNCEMENTS

ROBERTSON: Invited everyone to visit the District's new office space and shared laboratory at Oregon Coast Community College. May hold Open House in February.

WARD: February 8 at The Eventuary, a "taste of Lincoln City" event called the Beach Bite will be held as part of the Beach Bark, which is sponsored by the Humane Society. The program pays for animal care for people who can't otherwise afford it.

Participants include Salishan, The Bay House, The Side Door Café, the Blackfish Cafe, the Mist, Bill and Vivian's Bar-B-Q, Mojo Coffee, Captain Dan's Pirate Pastry, My Sweet Petites, Roadhouse 101, Dory Cove, both casino restaurants, Mo's, Oregon Coast Catering, Nelscott Café, Wildflower Grill, Momiji's, and the historic Anchor Inn. Tickets will cost \$35. Volunteers are needed. 100% of the donations go to the charity.

WELDON: Complimented Paul on the latest e-newsletter, calling it the best ever; interesting article on the winter solstice, also on water freezing; noted that HABs (harmful algal blooms) survive in cold, probably because of sunlight, wondering if rain will flush it out.

VII. ADJOURNMENT

Green adjourned meeting at 8:29 p.m.

The next regularly scheduled Board meeting will be February 13, 2014, at 6:00 p.m.

Respectfully submitted,
Rick Mark