

AGENDA

2013 November 14

Regular Meeting: 6 pm

Lincoln City, Council Chambers

801 SW Hwy 101, 3rd Floor



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

Quick Look:

- Septic / Sewer
- Office – Lab Space
- Surplus

I. Consent Agenda

- Minutes of the Previous Meetings
- Financial Report

II. Comments from Citizens Present on Agenda/Non-Agenda Items: *This is an opportunity for members of the audience to bring to the District's attention **any item not listed on the agenda for public hearing**. Comments are limited to five (5) minutes per citizen, and the Board of Directors may use the light system. Speakers may not yield their times to others, and as a general rule this is not a time for exchange of questions. At the conclusion of this agenda item, a board member may discuss or raise questions regarding an item presented by a citizen. The Chair has the authority to reduce the time allowed for comment in accordance with the number of persons present and signed up to speak.*

III. Unfinished Business

(Agenda Support Item A)

- The Devils Lake Plan
 - Septic / Sewer
 - Save our Shoreline
 - Vegetation Management
- Communications Report
- Safety Report
- MidCoast TMDL
- East Devils Lake Road
- Policy Updates
- Water Quality
- Office & Lab Space

IV. New Business

- Surplus

V. Non-agenda Items

VI. Additional Comments from Citizens Present on Non-Agenda Items

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 48 hours prior to the meeting.

I. Unfinished Business

a. The Devils Lake Plan

- i. **Septic / Sewer:** Summary of project to date prepared by outgoing Project Manager, Seth Lenaerts is available upon request.

Chair Green and I have a meeting planned with County Counsel Wayne Belmont, and likely the City Attorney Richard Appicello regarding sewer. The intent is to consider Sanitary Authorities as prescribed in ORS 450.705.

Voyage LID: (Chair Green)

Direct Link to Engineer Report:

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



- ii. **Save our Shoreline (SOS):** Summary of project to date prepared by outgoing Project Manager, Seth Lenaerts is available upon request.
- iii. **Vegetation Management:** Our consultant MaxDepth Aquatics has drafted a response to the questions raised at the Commission meeting. Chari Green and I have made additions and comments and are preparing to submit this to ODFW Staff by the end of this month. Recently the District obtained an audio copy of the OFW Commission meeting we were allowed time to speak at. This is also being reviewed to evaluate additional questions raised about the proposed project. DLWID and its consultant will be working with ODFW Deputy Director Curt Melcher and other ODFW Staff over the next few months in hopes from our standpoint at least of bringing a proposal back to the Commission for consideration.

b. Communications Report

- 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.
- 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's monthly meetings continue to be broadcast live and throughout the month repeatedly airs. This channel is available for Charter subscribers.

- Facebook & Twitter: The District uses these social media components to reach the general public periodically.
- Devils Lake Revival: I am working under the assumption that the District will seek to hold the fourth annual Devils Lake Revival this July. The Visitors and Convention Bureau has thus listed us on their July Calendar. A summary of ways and means of putting on the event has been prepared by outgoing Project Manager, Seth Lenaerts and is available to whoever might become the primary event planner.

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: Work pending on the load duration curves. These are to be done by December's meeting.

e. **East Devils Lake Road**: No Update

Downloads: http://www.dlwid.org/Projects/EDLR/EDLR_Feasibility_Study-2009-08-31.pdf

http://www.dlwid.org/Projects/EDLR/EDLR_Alternatives_Analysis_Summary_2012-10-19.pdf

f. 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 previously slated for completion by the August 2013 meeting. While this was seemingly reasonable at the time, it is now clear that that was optimistic and thus I am seeking to push back this work until after the summer monitoring which consumes a lot of time, after the Grass Carp appeal is complete, and after the OLA/WALPA conference. We also have an Erosion Control Seminar to put on this fall, plus I have a teaching obligation through OCCC which have taken precedence. I will still try to bring these forward as time may become available, but seeking to have until January 2014 to do so. No updates for November.

- 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

g. Water Quality Monitoring: HABS: We have continued to sample for Microcystin weekly using the less expensive, semi-quantitative strip tests. Indications showed that the bloom had been receding. Further the quantitative analysis and cell enumeration in a subsequent week showed a similar decline in the bloom and its observed toxicity. As a result on Nov 7, 2014, we sampled for all the toxins and cell enumeration and shipped these sample to King County Environmental Lab for analysis. Last year we signed a Technical Service Agreement with their government allowing us to share in the cost saving they can provide us a local government. The sample should be processed shortly and we will lift the advisory if warranted. The cost of the tests including shipping is over \$800 so there is good sense in being conservative and not sampling too early.

h. Office and Lab Space: Last meeting we presented information about leasing space at the North Campus of the Oregon Coast Community College including the opportunity to share in the resources available in the building, namely their newly completed science lab, the Community Room, a large conference room, staff lounge, and the video conferencing room. This offer came contingent that the District allow observation of WQ monitoring at a minimum of six times a year, and to be done in cooperation with OCCC staff and one presentation or demonstration to the biology classes per term. The District expressed interest in pursuing this opportunity further and requested information be collected on the potential for signage and connectivity of the two proposed offices. This information follows as well as a revised potential MOU and the likely need for a new fridge and freezer to accommodate the space.

The draft MOU stipulates that signage opportunity would be made available to the District in two forms, one of which is indoor the other outdoor. The outdoor sign opportunity requires that it comply with the City of Lincoln City's sign ordinance, but space would be made available for the District to place street signage near the OCCC main sign, similar in size and scope to the Oregon Master Gardeners sign posted there. I am awaiting confirmation from LC Planning, but directional signage is allowed in a residential zone which is the zoning of that area. It must be limited to 2 ½ feet high and be no more than 6 square feet in size. Indoor signage would be provided as part of the new pedestal directional signage the college is acquiring. Existing signage we have now is lettered signage on the back entrance of Mid City Plaza and our name on our front door.

The other question revolved around the potential for combining the two spaces. The college is amendable to providing that opportunity at our cost after we finish our sixth month of the lease period.

Other additions to the lease include an extension to one year vs. the initial draft of 6 months, and language to include access to the communal spaces for the District as well as extended hours accessing the lab and storage space within the lab. Currently we are also investigating a space for our refrigerator and freezer combo. Given the footprint it may become necessary if not at least desirable to move to two smaller units that are counter top model which could more easily fit inside the lab storage area. At first glance it does not appear that there is sufficient room in the lab for our fridge/freezer and thus a temporary area is being pursued downstairs in storage closet.

Notably our current freezer (part of the fridge –freezer) actually is inadequate for our sample storage as it is a frost free freezer meaning that it freezes and defrosts automatically which is not good for biological samples. Thus an upgrade would benefit our DNA source tracking efforts specifically. Also the current freezer does not go much below 0C vs. -20C for lab grade equipment, and thus we have a difficult time conducting our freeze/thaw method of our Microcystin testing. This could save us literally hours in the course of the sample analysis day over the existing freezer. Also lab grade freezer and fridges typically come with lock which would be an important safety measure given the reagents we store. While I am not requesting we buy anything today as it would be one more thing to move, I do believe we should consider it as an expected outlay in the near future if we move to the college. Cost estimate: approximately \$1200 for both units.

*****Final Draft to be available at our meeting.**

DRAFT II -- MEMORANDUM OF UNDERSTANDING

Between

Oregon Coast Community College & Devils Lake Water Improvement District

This is to define the relationship between Oregon Coast Community College (OCCC) and the Devils Lake Water Improvement District (DLWID), regarding the use of OCCC property by the DLWID.

1. Duration

This agreement covers the 12-month time period from Jan. 1, 2014 through Dec. 31, 2014. This agreement will be continued for a further 12-month time period on completion, unless canceled by either party with 60 days' notice.

2. Purpose

This agreement serves to...

- Achieve the highest and best use of the facilities of Oregon Coast Community College for the communities it serves and the taxpayers of Lincoln County
- Maximize efficiencies for the Devils Lake Water Improvement District
- Cement a stronger connection between the general public and the natural resource that is Devils Lake, through public water testing sessions at the OCCC science lab facilities and through other outreach opportunities.
- Broaden the scope of OCCC students' experiences in the physical sciences through observation of hands-on, real-world exercises

3. Agreement

OCCC and DLWID agree to the following terms:

- \$1,000 per month payment by DLWID to Oregon Coast Community College, prepaid by the first of each month
- DLWID may display temporary signage in front of the OCCC campus, in the area of the existing "OSU Master Gardeners" sign, so long as that signage conforms to Lincoln City ordinances.
- DLWID will be included on new pedestal directional signage within the lobby of the OCCC campus.
- Within 30 days of signing, DLWID will provide OCCC with documentation reflecting that the College is listed as added insured on DLWID policy(ies) in the event college property is damaged due to DLWID activities or accidents.
- In exchange, DLWID receives 24/7 access to, and unencumbered use of, two offices at the North (Lincoln City) Campus of OCCC, at 3788 SE High School Drive.
- In addition, DLWID receives access to the Science Lab and/or the secure chemical store area of the Science Lab at OCCC North Mondays between the hours of 8am to 10am; 2pm – 4pm and Wednesdays between 8am and 6pm with additional access to that laboratory up to four times per month, when OCCC schedule permits. Access shall include the right for DLWID to securely store materials for its sampling and analysis programs utilizing up to 25% of the storage space inside the chemical store. OCCC and DLWID recognize that lab access as a whole is primarily needed by DLWID only in the summer months and such that if additional use of the main lab for instruction can be made, that it is encouraged, particularly during the course of Fall, Winter and Spring terms. Should some scheduling overlap occur DLWID will make use of a only the chemical store area doing so in the least disruptive manner possible to instruction, allowing the highest and best use of the facilities to occur.
- DLWID will have shared use of what will be collectively known as common areas, which shall include the conference room, the video conferencing room, and the community room. Uses of these facilities will be by reservation through the North Campus Coordinator.
- DLWID staff will have shared use of the Faculty and Staff room for break times during the day.
- College provides two key cards and access codes to the main campus doors, and two keys to the office doors. DLWID staffers have access to building during non-business hours. Other guests (stakeholders/board members, etc.) may access during non-business hours only when accompanied by staff.
- OCCC will not be responsible for any damage to, or theft of, DLWID equipment.
- The \$1,000 monthly contribution is inclusive of WiFi, utilities, telephone and other charges.

- Oregon Coast Community College will not provide printers or computers to Devils Lake Water Improvement District.
- Devils Lake Water Improvement District will welcome members of the public to observe water testing processes a minimum of six times per year, scheduling such events in coordination with OCCC staff.
- Any time after June 30, 2014, OCCC will provide an estimate for installation of a door between the two rented offices. Installation, if requested by DLWID, would be at DLWID expense.
- Devils Lake Water Improvement District staff will address, or demonstrate to if timing permits, biology classes taught at OCCC a minimum of once per term, if requested by instructor.

Agreed upon by:

Bruce Koike
 Interim President
 Oregon Coast Community College

Date

Brian Green
 Chair
 Devils Lake Water Improvement District

Date

End of Draft II

Considerations given in last staff report:

- Lease \$1,000 (*Save \$273/month through 2013, Save \$311/month in 2014) *
 - This calculation is what we are contracted for, however with the tax credit our current landlord gets and passes on to us, our effective rent is approximately 13% less, thus savings are more likely around \$108/ month in 2013, and \$141/month in 2014.
- Wifi included (Save \$50/month)
- Phones included (Save \$65/month)
- Utilities & other charges included (No change)
- Offices: Two private secure offices -- one 12' x 12', the other 12' x 18' (approx) = 360 ft² (Currently approx 1400)
- 24 hour access to the offices for two DLWID Staff (No Change)
- Shared use of Community room, Conference Room, Video Conferencing Room, Staff Lounge (Supplants need for larger rental space, large meeting space is already set up, and wired w/ projection)
- Use of laboratory for weekly monitoring (times to be coordinated), but store room available regardless of classroom activities. (significant upgrade, provides safety equipment and resources not available at current location)
 - Chemical Fume Hood (\$4,160 - \$5,390 value)
 - Chemical Shower & Eye Wash (\$863, uninstalled – water main and drain required)
 - Lab grade counters
 - Deep sinks
 - Bunsen burners for sterilization
- Modern desks and chairs included
- Accessible parking
- Further from lake

- Further from City Hall & Post Office
- Nearer Native Plant Nursery at Taft 7-12
- Nearer Boat Storage (3 blocks away)
- Modern building built to LEED Silver standards
- ADA accessible with elevator
- Non-Smoking Campus
- Providing class room presentation and viewing access to Water Quality Monitoring is aligned with outreach and education mission of the District.
- Increased opportunity to partner with college on internships for Water Quality
- Insurance – no change expected
- Time intensive to move
- Longtime held office (approx 10 years)
- Phone switch over may cost District a one time cost
- Storage limited
- **Over all save approx \$256/month or \$3,072/ year**

NEW Considerations:

- *Need for countertop freezer and separate fridge upgrades -- \$1,200 investment*
- *OSHA and Labor Law posters already exist in the staff lounge allowing the District to save potentially \$250 annually on our current subscription.*
- *Surplus items would need to be liquidated (see below)*

Recommendation: Provide 30+ days notice to current landlord to vacate by January 7, 2014 and sign lease starting January 1, 2014 with OCCC.

New Business

- a) **Surplus:** Should the District opt to move to the community college, we would have surplus items such as desks, shelving, chairs, and room dividers. Additional items include outdated technology items including an overhead projector, slide projector and TV/VCR combo. Nearly all of these items are at least 10 years old and may lack functionality, so the economic value is limited in most cases. We may be able to generate some revenue from some items, but that would have to be weighed against the costs lost in efficiencies. Below is a list of items that may be considered surplus:

	<i>Property Description</i>
5	Camera, Pentax K1000 2 lenses, flash and bag
8	Pan Evaporation Station
21	Crawdads Traps, 9 w/out Rope
22	Boots, Insulated 6 pairs
25	Work Table, Portable Black w/silver legs, 16x30x30
32	Slide Projector Kodak carousel 4400 w/ 5 trays
42	Laptop Computer HP Pavilion
46	Overhead Projector Apollo Horizon Model 15000
48	Display Board w/ Carrying case Showtopper
49	Educational Watershed Model Enviroscape Model 5427530
50	Vacuum Eureka Model 4458
59	Room Dividers, 2 3X6
60	Room Dividers, 2, 6X6
63	Chairs, Stackable, Gray, Padded 6
64	Chairs, Brown, Padded, 1
65	Chairs, Wooden, Rust, 4
66	Chairs, Wooden w/Arms, Rust, 2
67	Chair, Wooden, Rolling, Bluish-gray w/Arms
68	TV/DVD/VCR, Memorex, 24" Model MVDT 2402
69	Small Credenza, Wooden
70	Bookcase, Wooden 72X10x36 Fine Wood
71	Bookcase, Wooden, 80X13x36, Wood Laminate
72	Portable Desk/media Table Black and Gray
73	Table, Wood Laminate 2x6x29
74	Shelves Black Particle Board, 4, 36x16x36
75	Shelves, Grey, Particle Board, 2, 36x19x36
76	Shelves, Black, Particle Board, 2, 36x16x72
77	Shelves, Wooden, 2, 36x13x48
78	Bookcase w/cupboard & work shelf, fine wood 60x16x72
79	Desk, Wooden, Microscope 48x27x27
80	Desk, Metal, 60x30x30
83	Heater, Electric, Oil Filled Lakewood Model 7101 1500 W
84	Heater, Electric, w/Blower PELONIS Model HC 451 1500 W
89	Stacking Trays, Smoke, 10
90	Map and Drawings Storage Holder, Wooden, 12x48x56
91	Projector Screen, Knox, Model Crusader
93	Cassette Recorder, Radio Shack, Voice Activated, Model 141154
95	Video Camera
96	Dry ease Whiteboard, Chalk Board, Portable
99	Microphone Mixer Radio Shack, 4 Channel 32-2056
100	Microphone, Omnidirectional Boundary Mic
114	Camera Digital Underwater Sealife DC 500 5.0 Megapixel
115	Camera Accessories: 1 GB Flashmedia, extra battery
117	Safety Goggles (2 Pair)
118	Eye Wash Station
121	Computer Desk L Shaped Model 21003-R

122	Coffee Cart Model 10891
123	Printer Cart Model 518470
133	Laptop Computer Systemax
134	Lake level recorder Digital Stevens w/ BlueTooth
139	Microwave Kenmore 721.66109500
150	Refrigerator/Freezer Whirlpool-Black

Recommendation: Declare list surplus proving staff some discretion regarding this and the overall inventory as to whether items should or shouldn't be included, further direct staff to liquidate surplus items in cost efficient, sustainable manner.