

# AGENDA

2013 November 14

Regular Meeting: 6 pm

Lincoln City, Council Chambers

801 SW Hwy 101, 3<sup>rd</sup> Floor



## Devils Lake Water Improvement District

Post Office Box 974, 820 SE Hwy 101 Suite D, Lincoln City, Oregon 97367

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

### Quick Look:

- Lincoln City Urban Renewal Agency
- SOS, Taft 7-12 to the rescue
- Staffing Options

### I. Roll Call

### II. Consent Agenda

- Minutes of the Previous Meetings
- Financial Report

### III. Special Order of Business

- Lincoln City Urban Renewal Agency

Director Kurt Olsen and Assistant Director Alison Nelson-Robertson

### IV. 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.*

### V. 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

### VI. New Business

- Staffing options

### VII. Non-agenda Items

### VIII. Additional Comments from Citizens Present on Non-Agenda Items

### IX. Board Comments & Announcement

### X. Adjournment

Meetings of DLWID are handicapped accessible under the ADA.

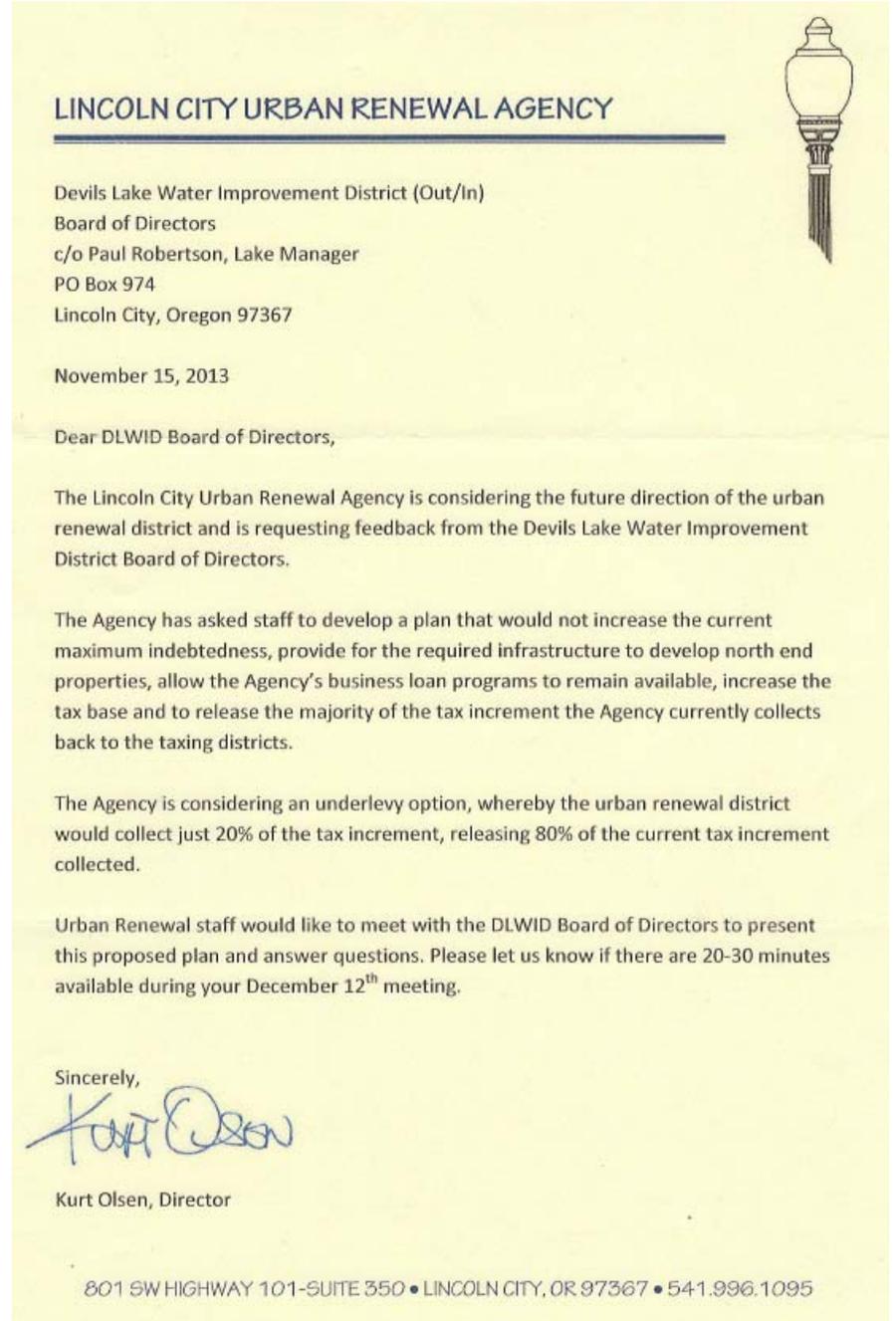
If special accommodations are needed, please contact the District Office at (541) 994-5330 48 hours prior to the meeting.

**Staff Reports 2013-11-14  
Robertson**

**Special Order of Business: Lincoln City Urban Renewal**

The District received a letter from Lincoln City Urban Renewal Agency Director Kurt Olsen dated November 15, 2013 (shown) seeking feedback to a potential future direction for the agency. Director Olsen and Assistant Urban Renewal Director Alison Nelson-Robertson will present the Agency's proposal and be available to answer questions.

- **Delectation from Paul Robertson:** For the record, I can proudly say that the Assistant Director is my spouse and as such to prevent any concerns that I have, or may, unduly represent or bias any of the materials relevant to these proceedings I would seek to recues myself entirely from this process if so allowed by the Board.
- **Request from Director Walker:** Notice of his excused absence predates the request from the Urban renewal Agency to meet and thus he will not be able to attend. Director Walker would though seek to be part of any decision making process.



### a. The Devils Lake Plan

**Septic / Sewer:** Awaiting feedback from the City and County on the buildable lands for the drainage and any relevant progress on an Urban Growth Management Agreement as discussed previously.

Voyage LID: (Chair Green)

Direct Link to Engineer Report:

[http://www.dlwid.org/Projects/Sewer/Voyage\\_LID.pdf](http://www.dlwid.org/Projects/Sewer/Voyage_LID.pdf)

### i. Save our Shoreline (SOS):

**East Devils Lake State Park:** I spoke with Katie Duziak from OPRD and reminded her of their intent to create an interpretive sign at the site. She stated that she would seek to find money again for that project as what had been set aside is no longer available. We are seeking to meet in December as her schedule allows to discuss this and the following item.



**Service Project:** I was approached by a student leader at Taft 7-12 about doing a service project on the lake. These would be student leaders and school district staff or advisors from Taft, but also adjacent schools as they host a conference of sort in Lincoln City. They are interested in doing a planting project on the lake in February. I suggested that we could provide plants for the project from the NORP nursery. While typically SOS projects come with a 25% match from the landowner this is a unique situation offering significant outreach and education for which I believe it is warranted to forgo a match requirement. For one the property where this project would be done has yet to be determined and having to solicit a place and money would limit the opportunities and likely halt the program entirely. Secondly as the planting may take place at another site on the East Devils Lake State Park grounds which Katie Duziak and I have briefly discussed, it would serve as an additional ongoing education piece in the watershed. Notably though the students have been tasked with finding a proper site potentially on private land through their own channels, which could actually be more favorable as we have had a difficult time enlisting new participants into the program, something they may help turn around.

Later having received a phone call from one of the advisors helping organize the project, I realized this is a bigger opportunity for the District and may thus warrant additional support and expertise. Overall as I was reminded some 30-40 participants may be taking part offering the District a captive audience to relay the importance of riparian vegetation and our SOS program. Typically the District has offered one to two trainings a year on Lakescaping and/or Rain Gardens, which are attended by 5-20 individuals historically. Having a larger role in this student led project could have a

similar impact. While the details are scant as this is just the formulation stage, it would be my recommendation that the District support the project financially from the Improvement Fund: Watershed Protection appropriation using up the rest of the SOS allocation (\$500), but also make available funds from the Education and Communication allocation also in the Watershed Protection appropriation to sum not to exceed \$2,500 in aggregate.

The cost of such a project is not clear as the scope is only being yet developed, but having these funds available will enable staff to work with the students and the property owners to develop a successful project. Expected costs could include funds for plants, materials, design, and site prep. My thinking on this is such: Should the project be done at the park it would likely be on the southside of the boat ramp and thus be able to serve as not only a shoreline restoration, but as a storm water treatment for much of the rest of the parking lot. As such site prep will be needed. This is a much smaller area than we did on the north side, and there isn't any concrete to cut or manage which is good. Utilizing our Lake Contractor and some of the twenty hours on his contract, for Construction, Destruction or Clean Up, I believe we could ask him to rent a small excavator machine (at our expense), to do the site prep. The potential for State Parks to do the site prep is also being considered. Further the student's may develop an alternate site which might not require much site prep. We could also arrange for a landscaper to be onsite to help with the project implementation (again at our cost) or to meet with some of the students to develop a plan. However this project pans our providing staff the flexibility to pursue multiple channels is helpful.

**Recommendation:** Authorize the expenditure of up to \$2,500 from the Improvement Fund: Watershed Protection to facilitate the establishment of a student led restoration site in the watershed. Further, direct staff to utilize existing contract with B.X. Sexton Construction in the project as necessary and develop contracts not exceed the authorized expenditure for design and implementation.

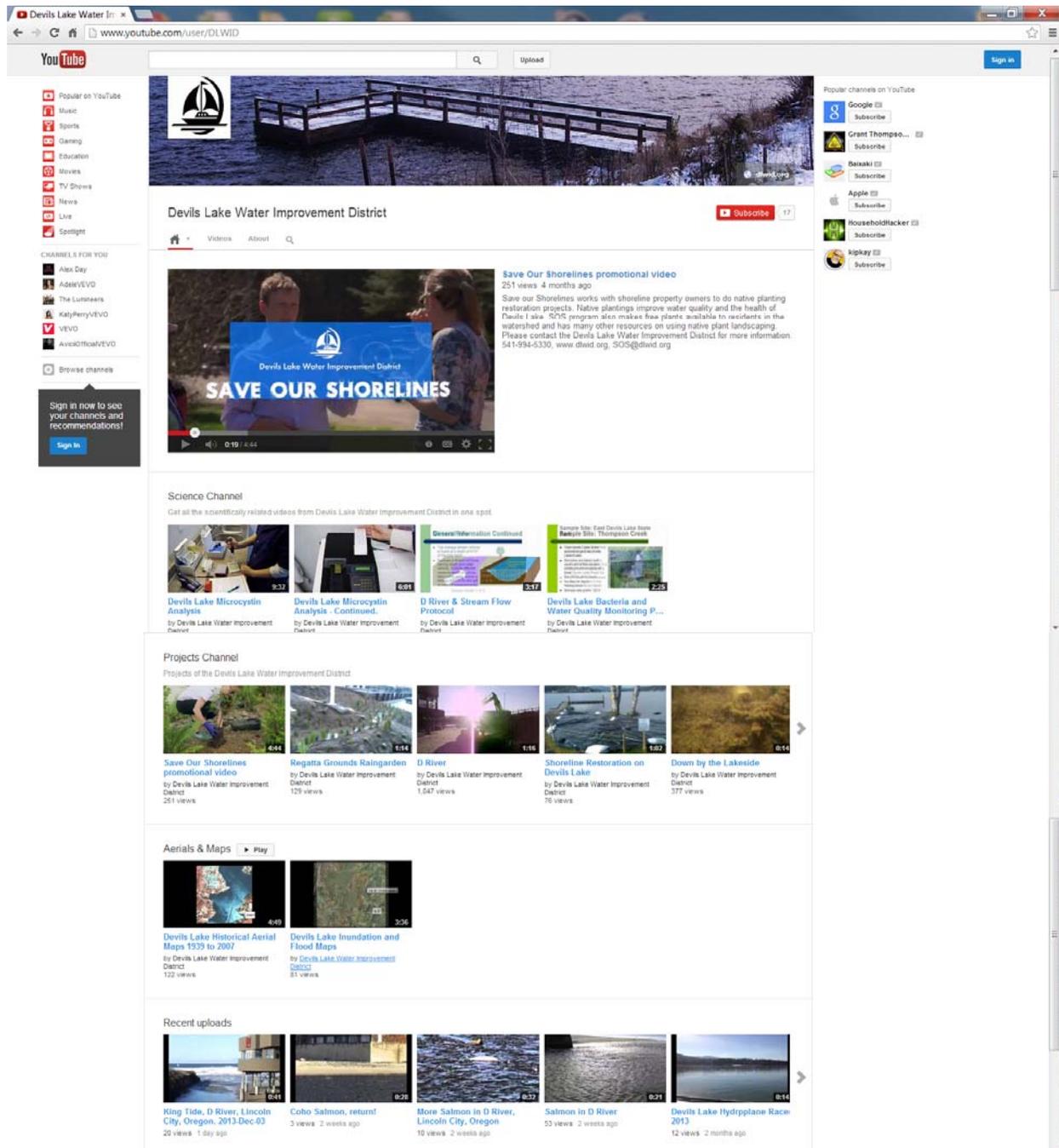
- ii. **Vegetation Management:** I completed an updated set of Vegetation Management Strategies, based on the work the District started in 2006 and David Phillips, one of our previous interns, worked on as well. I have since sent on these drafts to Joe Eilers for his validation and to add to the robustness of the documents. He responded to me today (2013-12-06), so I will be incorporating his suggestions shortly and forwarding this and the other letter which seeks to respond to OFW Commissioners concerns voiced at the October meeting.

When the District began evaluating Lake Management Strategies we used a course filter based on established work by Portland State University, Washington State Department of Ecology and others. What David began and I expanded on are more detailed (multiple pages each) documents providing refinements to the previous evaluations. One of the metrics we have added is a 25 year cost per acre evaluation of each of the techniques. While some of the techniques (Bottom barriers for instance) are not useful

lake wide, this cost comparison demonstrates why other techniques are cost prohibitive on a lake the size of Devils.

## **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. Given the number of randomly people who stop me on the street each month, I think this is one of our greatest outreach efforts to date.
- Social Media: The District uses these social media components to reach the general public periodically. This month the photos and videos uploaded on the migrating salmon were a big hit as was the King Tide images and videos. I recently updated our YouTube site to lead with the SOS video and have compiled videos into channels as follows: Science Channel, which holds videos on our Sampling and Analysis Protocols; Projects Channels, videos such as the SOS promo, Raingardens, SOLVe and D River Dredging; Aerial and Maps, which house the video clips associated with the Erosion Study; Recent Uploads, as the title suggests; and Popular Uploads, which with 3,680 views Fish Stocking in Devils Lake tops the chart, followed by Storm Footage, Hydroplane Racing, and D River Dredging.
  - YouTube: <http://www.youtube.com/user/DLWID>
  - Facebook: <https://www.facebook.com/DevilsLake.Oregon>
  - Twitter: [https://twitter.com/Devils\\_Lake](https://twitter.com/Devils_Lake)
- Clearwater E-Newsletter: I will begin working on the winter edition of the e-newsletter in the upcoming weeks. The edition is slated to go out on winter solstice. Features will include the State of the Lake, OCCC move, and Limnology 101.



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.

- o We have created a web presence under the Project Page for the TMDL process. <http://www.dlwid.org/Projects.html#TMDL>
- o 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 11<sup>th</sup> meeting.

**e. East Devils Lake Road:** Salmon have been entering the lake, but no signs of them on the road thus far. Water levels have been such that there is flooding on the road, but a lot of water (the preponderance) is passing under the bridge which then is hopefully where the fish are migrating. In case this doesn't remain what happens, we have secured and are implementing an agreement with Salmon Drift Watershed Council for funding a salmon rescue effort as outlined in the following table. Our budget estimate was \$10,000, so this is considerably below that estimate and will be of course highly dependent on the fish themselves.

Other options previously considered would be to have DLWID staff be the fish rescuers or to handle the coordination of a rescue effort, which would require interviewing and hiring people for on call work through a temporary service. In the case of the former, the District does not have the staff anymore to begin to handle this endeavor at this time. The latter was not favored as the time investment would be significant for training and paperwork, plus the cost to the District would have been \$14/hr per rescuer even if the \$10 base wage remained the same as the SDCWC proposal.

Pre-implementation (coordinating on-call schedules and procuring rescue kit materials)	\$240 (8 hours at \$30/hour)
Rescue kit materials (to add to existing materials)	\$92 (6 pair cotton gloves at \$3/pair; 3 orange safety vests at \$6/vest; 2 highway safety flags at \$6/each; and 1 rubberized net (required by ODFW) at \$44/net)
Fish Rescue (9-15 days)	\$2,520 - \$4,200 (\$280 per day. Includes 1 hour coordination time per rescue day at \$30/hour; and up to 10 hours per day, for two rescuers (two rescuers are required for road safety) during daylight hours at \$12.50/hour each, including overhead
<b>Total Cost: \$2,852 - \$4,532</b>	

Downloads: [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)

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.

- Personnel Policy/Manual
- **Mandatory Reporter Policy (Completed: May 2013)**
- Safety Policy
- **Financial Manual (Updated provided 2013-12-07)**
- Records Policy
- Board Duties and Responsibilities
- MSDS (Postponed until 2014 changes)
- Employee Training
- Light Duty Return to Work

## New Business

- a) **Staffing Options:** With the resignation of the Project Manager and potential of again offering a Water Quality Internship again this summer, staff issues are been addressed. Experience suggests that getting an announcement out to colleges about a possible internship before winter break is optimal and thus we are advancing these discussions readily over previous years.

The Project Management position started in the fall of 2009 as a RARE program and was been funded out of the Improvement Fund. The main objective was the Septic Tank Revitalization Program, Water Quality and Outreach bundled in one position. The water quality monitoring and some other education and outreach was taken back over by the intern in 2011, with the Project Manager maintaining control of the Devils Lake Revival. This was the scenario in 2013 to date. Funding for the Project Manager has come from reserves as the General Fund does not yet support the cost associated with two fulltime employees. Unspent monies in the General Fund, primarily from funds set aside for debt service (\$30,000 annually), have helped limit the impact to the Improvement Fund during this period, but decreases have been seen in most years. This has not entirely been due to the staff position as many projects with the Improvement Fund (Erosion Study, SOS Video, and Grass Carp) have also been utilizing these funds over the same period.

Future increases to the General Fund with what was projected at the time of the last budget process of an in flux of some \$26,000 in FY 2014-2015 from the sun-setting of Lincoln City Urban Renewal have been considered as possible supplemental funding for the Project Manager position to enable the General Fund to support it. Changes in that outcome however may be in flux as the Agency may seek to continue to levy a portion (possibly 20% has been discussed in their meetings) of the increment of tax they are currently receiving. This then at least in the near term would provide potentially \$5,200 less revenue to the District per year. As the outcome of what the urban renewal agency might end up doing is unknown there is some additional level of uncertainty for the upcoming budget year.

\*\*\*\* **(Declaration of potential perceived conflict and for full disclosure:** My spouse works for the Lincoln City Urban Renewal Agency.)

Another consideration is timing. The District is starting the process of moving into a new location which is a sizable constraint from the office space currently available for staff. Based on three staff members as we had last summer, one office would necessarily be shared by the Project Manager and Intern. This office sharing might be limited with use of contractors or granting work to a non-profit. I am thinking of the SOS program and the Devils Lake Revival for instance could be handled externally with District funds. Based on the Project Manager estimates some 6 weeks of time is necessary to put on the Revival which was at a cost to the District of some \$6,180 of staff time. If some other entity, potentially with some overlapping goals of education and outreach, were to take on the project on behalf of the District a pass through amount similar to the previous costs to the District might be one way to the same outcome. Such a scenario would allow the District to save on some staffing cost while it reorganized following the move and the loss of experienced staff who would be difficult to replace in the near term.

Below is a table of potential scenarios of how to manage the identified needs and personnel options with some estimates on the costs of such. Column 2013 represents one option, basically

replacing the Project Manager and holding the internship. The overall cost would be slightly lower than what is shown if the salary was less than the previous year provided the internship rate stayed the same. Similar scenarios are shown as additional option.

<b>Identified roles and needs:</b>	2013	2014a	2014b	2014c	2014d	2014-2015
<b>Water quality monitoring support</b>	Intern	Intern	Intern	PM	Intern	RARE
<b>Outreach and Education</b>	Intern	Intern	Intern	PM	Intern	RARE
<b>Devils Lake Revival</b>	PM	LM	Non-profit / Contractor	PM	Non-profit / Contractor	RARE
<b>SOS program administration</b>	PM	LM	LM	PM	Contract	RARE
<b>Septic/Sewer project administration</b>	PM	LM	LM	PM	LM	RARE
<b>\$\$\$ estimate</b>	<b>\$61,500</b>	<b>\$11,424</b>	<b>\$17,604</b>	<b>\$46,400</b>	<b>\$25,336</b>	<b>\$20,000</b>

PM: Project Manager  
 LM: Lake Manager

**Cost Estimates**

- Internship typically budgeted at \$10,000, based 17 weeks at \$10/hr. Upcoming year based on \$12/hr = \$11,424
- Project Manager budgeted at \$51,546 annually inclusive of the District’s share of payroll taxes and benefits provided with salary. New employee based on 90%.
- Revival \$6,180 based on previous staff salary and 6 week time commitment.. Staffing cost estimates from Staff Report 2013-05-09 based on RARE Program would predict that the contracting costs for the Revival would be considerably higher between \$11,900 - \$20,400.
- SOS administration is difficult to estimate as the need is unknown. Based on 15% of PM salary cost could be \$7,732. Contracting is often at a higher per hour cost.
- RARE may be an option in subsequent years as is shown as an option in FY 2014-2015.

**Recommendation:** Version 2014d or some hybrid similar to this where we would offer a summer internship based on the draft below, and seek to contract with a non-profit or for profit contractor by April 2014 to facilitate the Devils Lake Revival on behalf of the District. In the near term the Lake Manager would administer the SOS and Septic and Sewer projects with the goal of devising a contractor list for SOS project administration, coupling projects with implementation as they come forward. Sewer and Septic would remain under the Lake Manager’s supervision for the time being.

DRAFT ONLY

## **Paid Summer Internship Offered**

### **Water Quality & Educational Outreach Intern**

The Devils Lake Water Improvement District, a small, local government, in Lincoln City, Oregon is seeking a college intern for the summer. This internship will provide the right candidate a substantial work experience in scientific inquiry and governmental operations. The intern will work under the direction of the Lake Manager and will support the District's efforts in conducting water quality monitoring, educational outreach, data processing, document archiving, and website maintenance. The intern will participate in weekly field and laboratory work including lake sampling and beach water quality monitoring programs for *E. coli* and cyanobacteria. The intern will also focus on outreach, educating lake users and property owners about lake management issues and restoration objectives for the lake. A creative component to the position will include developing graphics for use in the District's outreach campaigns. The intern will also serve to provide administrative support to the Lake Manager which will involve some filing and data archiving. Pertinent skills and interests held by candidates applying for this internship may be incorporated into the work plan and applicants are encouraged to provide suggestions in their application.

### **Requirements & Attributes:**

- College student having complete one year of accredited coursework
- Successful course and lab work in Environmental Science, Chemistry and/or Biology, required
- Strong interpersonal skills, self starter, and ability to work independently, required
- Strong computer skills: Proficiency in MS Excel, MS Word & PowerPoint, required; MS Access, desired
- Experience and/or personal familiarity with photo editing software and a creative skill set, desired
- Familiarity with ArcGIS 9.3 or similar version, desired
- Familiarity with web site maintenance, specifically Dreamweaver 8.0 or similar, desired
- Interns seeking credit will be responsible for arranging for such through their academic institution.

This is a paid internship. The intern will work through a temporary agency and receive an hourly compensation of **\$12/hr**. The placement is funded for up to **17 full-time weeks**. The intern may investigate obtaining college credit through their academic institution. Placement will start one week after the end of the academic Spring Term and run through to one week prior to the beginning of the student's Fall Term. Some flexibility of hours will be required and will be available to the intern, but generally the schedule will be from 8 am - 5 pm weekdays with some evening meetings and some weekends spent conducting outreach to lake users.

The overall experience of working in a small governmental entity will serve the intern in future job searches carrying over into non-profit or the private sectors, and/or academia. The intern will be afforded substantial field time and will gain experience in instrumental analysis, proper sampling protocol, data acquisition, and data management. Specifically, the intern will be trained to conduct lab work to include the analysis of environmental samples for cyanotoxins, dissolved oxygen, pH, conductivity, temperature, and turbidity. Intern will also help organize an annual lake event, develop E-newsletters, and will archive records.

Interested parties should send a cover letter, resume, and unofficial transcripts to Paul Robertson, Lake Manager: [lake.manager@dlwid.org](mailto:lake.manager@dlwid.org) by January 31, 2014.

Devils Lake Water Improvement District -- PO Box 974 -- Lincoln City, Oregon 97367  
[www.DLWID.org](http://www.DLWID.org)

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