

AGENDA

2014 August 14

Regular Meeting: 6 pm

Lincoln City, Council Chambers

801 SW Hwy 101, 3rd Floor



Devils Lake Water Improvement District

Post Office Box 974, Lincoln City, Oregon 97367

Phone: (541) 994-5330 Fax: (541) 994-6040

www.DLWID.org

Quick Look:

- **Monitoring & Modeling RFP Review**
- **Thompson Creek**
- **Audit/Review RFP**

I. Roll Call

II. Consent Agenda

- a. Minutes of the Previous Meetings
- b. Financial Report

III. 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.*

IV. Unfinished Business

(Agenda Support Item A)

- a. The Devils Lake Plan
 - i. Septic / Sewer
 - ii. Save our Shoreline
 - iii. Vegetation Management
- b. Communications Report
- c. Safety Report
- d. MidCoast TMDL
- e. East Devils Lake Road
- f. Policy Updates
- g. Harmful Algal Blooms
- h. Water Quality Monitoring
- i. Internship

V. New Business

(Agenda Support Item B)

- a. Thompson Creek
- b. Financial Review/Audit RFP

VI. Non-agenda Items

VII. Additional Comments from Citizens Present on 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 board discussion. 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.*

VIII. Board Comments & Announcement

IX. 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.

Unfinished Business

Agenda Support Item A

- a. **The Devils Lake Plan:** A watershed based plan adopted by the Board in 2011 that seeks to address the root causes of nuisance aquatic vegetation and/or Harmful Algal blooms which are excessive nutrients.

Executive Summary excerpt:* “Devils Lake is a shallow, 680 acre coastal lake that has long suffered from the effects of inputs of excess nutrients. Most prominent of these effects was the domination of the lake by nuisance aquatic plants in the 1980’s. Aquatic weed infestations largely choked the lake covering over 60% of the surface. Recreation was greatly impacted, and property values were in decline. In 1984, a local government entity, Devils Lake Water Improvement District (DLWID), was formed with the purpose of improving water quality, improving the environment for fish and wildlife, and generally reestablishing beneficial uses, including safe navigation and public access.

“Current concerns in the watershed are ongoing inputs of nitrogen and phosphorus, increasing sedimentation, erosion, stormwater, annual cyanobacteria blooms, and the threat of the return of nuisance aquatic plants to the lake.”

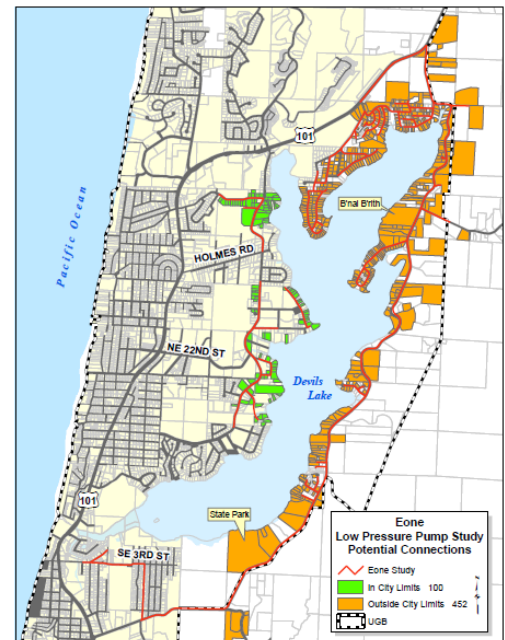
*View the full document online: http://www.dlwid.org/Projects/Devils_Lake_Plan/Devils_Lake_Plan_v2.1.pdf

Projects within the scope of the plan are being worked on simultaneously and are listed on the Agenda and in this staff report as subheadings. Updates to the work on the projects are presented month to month as change happens and are left on the agenda until the project is complete. For a full background and all updates, please refer to previous staff reports and the Projects Page of the District’s Website under these headings: <http://www.dlwid.org/Projects.html>

i. Septic / Sewer

- <http://www.dlwid.org/Projects.html#Septics>
- <http://www.dlwid.org/Projects.html#Sewer>

Septic Inspection Program: A reply to our recent inquiry to the City Manager confirms the City’s commitment to this process within a 12/31/2014 timeline. This is also the date that Mr. Hawker will retire and begin serving as interim City Manager for up to 1 year. Plan remains to make this program contingent on sewers in the short-term, but ultimately will be implemented regardless (2-5 year plan). Criteria for who does inspection being reconsidered moving away from one inspector to being available to all qualified inspectors, per Mr. Hawker’s email. City seeking DLWID’s assistance on developing the inspection language and/or inspection form.



UGMA: City has released a draft Urban Growth Management Agreement which we have obtained. Elements of the agreement speak to “Actions on Devils Lake”. I have inquired with the Planning Director about what level of specificity this should be written to and await a response such that we can assist in developing language to insure smart growth aka low impact development.

I obtained and forwarded on to City and County staff and attorneys a Coos County Riparian Zone Ordinance as a talking point for inclusion in the UGMA. The District should continue to play an active role in the development of this UGMA.

Local citizen approached the District on issues related to storm water. I informed her that storm water is not mandatorily regulated by municipalities under 10,000 per DEQ’s rules, but that such regulations could become part of local ordinances. An urban growth management agreement is one avenue for such. She researched and forwarded on materials related to stormwater ordinances which I am reviewing and will provide to the City and the County as part of the discussion on the Urban Growth Management Agreement.

To Do and Pending Items:

- Mandatory Septic System Inspection Ordinance: Lincoln City
- Copy of the draft Urban Growth Management Agreement forged in the 1990’s: Lincoln County – Consider irrelevant with draft from City
- Copy of UGMA with Toledo: Lincoln County --- Consider irrelevant with draft from City
- Full buildable lands inventory: Lincoln County - Sent follow up inquiry on 2014-08-06.
- Urban Growth Management Agreement: Lincoln City and Lincoln County
- Sewer Master Plan Update: Lincoln City
- Environmental Review of low pressure sewer backbone: City & DLWID

Voyage LID: (Chair Green)

Direct Link to Engineer Report:

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

ii. Save our Shoreline (SOS)

- <http://www.dlwid.org/Projects.html#SOS>



While we no longer have a fulltime staff person administering this program, we continue to provide consultations and certainly have funding available for suitable proposals. No interested parties coming forward since the last report. No action on additional outreach suggestions, but hope to have something moving by early fall when planting season is best.

I obtained and forwarded on to City and County staff and attorneys a Coos County Riparian Zone Ordinance also being applicable to this program.

iii. Vegetation Management

- <http://www.dlwid.org/Projects.html#Vegetation>

No additional updates at this time.

b. Communications Report

- **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.
- **Social Media:** The District uses these social media components to reach the general public periodically.
 - YouTube: <http://www.youtube.com/user/DLWID>
 - Facebook: <https://www.facebook.com/DevilsLake.Oregon>
 - Twitter: https://twitter.com/Devils_Lake
- **KBCH am 1400:** The District has had a standing interview spot on the THIRD Tuesday of the Month from 7:30 – 8:00 am.
- **100 History of Devils Lake:** Available on the web: http://www.dlwid.org/Communications/Know_Your_Lake/100_Year_History.pdf
- **Know Your Lake:** The District, led by Chair Brian Green, has been publishing informational articles in the News Guard. The articles are meant to inform the public on the activities of the District. You can download copies of the articles from our website's Project Page: <http://www.dlwid.org/Projects.html>
- **Devils Lake Revival:** The Fourth Annual Devils Lake Revival held on July 19th, 2014 from 10am-2pm at Regatta Grounds Park was a great success. An estimated 400 patrons attended, with 225 signing up for DLWID water quality e-mail updates in tandem with kayak prize entry. Organizations and entities that maintained educational booths at the event included the Hebo Ranger District of the Siuslaw National Forest, Salmon Drift Creek Watershed Council, Audubon Society of Lincoln City, Pacific Power (representing their Blue Sky Renewable Energy Program), and the North Lincoln County Fire and Rescue District #1.



Several weeks leading up to the Revival were spent contacting vendors and participants, designing a logo and ordering t-shirts, and allocating funds toward event promotion, entertainment, and necessary permits. Two pontoon boats were rented from Blue Heron Landing. Blue Heron Landing also donated the use of 5 kayaks for the day. Sharkbait and Son Water Toys provided kayaks, paddle boards, and surf boards free of charge. Chinook Winds Casino donated large, full color fliers that advertised the event and were placed in highly trafficked locations throughout Lincoln City.

Food was available for sale that was prepared by volunteers from the Backpacks for Kids program and BAMA member Dave Price, with proceeds benefitting the program. Food items included burgers (both meat and veggie), hot dogs, assorted beverages, and elephant ears.

A total of \$2,205.12 was spent on the event, excluding DLWID, BAMA, and volunteer time and planning. I completed compiling a Devils Lake Planning Guide Folder that includes important information (planning details, vendor contact information, etc.,...) to be referenced when planning future Revival events.

- Lincoln City Summer Program: We had a group of 30-35 kids aged 5-10 visit the college and participate in a water quality training. We joined them at Regatta Grounds where they took samples for E. coli and Microcystin which we analyzed back at the lab. Thanks to Bonnie Stone, Director and Dave Price of OCCC for helping organize this event.

c. Safety Report (Robertson) We recently updated our Safety Policy and have incorporated safety components into the Personnel Policy and Procedures. A formal Safety Manual will be developed in the coming months. Our intern has begun to assess the collection of the new SDS to replace the MSDS. Also she has audited our chemical list inventory and is working on relabeling the lab. Safety is no accident!

d. MidCoast TMDL (Robertson)

- <http://www.dlwid.org/Projects.html#TMDL>

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.

- 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: No meetings since our last DLWID meeting. View the website for more information.

Bacteria Technical Working Group: No meetings since our last DLWID meeting. Updates available through DEQ. Website links above.

e. **East Devils Lake Road**: At the joint City Council and County Commission Meeting it was announced the Jim Buisman will be retiring and will be succeeded by Roy Kinnion. Roy is a long-time road supervisor with the county and has been a working partner representing the County in the Thompson Creek Culvert replacements. At the meeting flooding of the road by Rock Creek was discussed and reiterated that the project fixes have been evaluated, and are awaiting successful funding.

- <http://www.dlwid.org/Projects.html#EDLR>

f. **Policy Updates**: Postponed until further notice due to HABs.

The District has proposed updates and additions to its Policy Manual for the following items: **(Highlighted require further actions)**

- Policy and Procedures Manual (Adopted 2014-02-13)
- **Personnel Policy/Manual (Draft sent 2013-12-31: reviewed, edited, and tabled)**
- Mandatory Reporter Policy (Adopted: May 2013)
- Safety Policy (included in larger update)
- Financial Manual (Adopted 2014-01-09)
- Records Policy (Adopted 2014-01-09)
- Board Duties and Responsibilities (See Policy and Procedures Manual)
- **MSDS (Intern beginning to address the collection of new SDS)**
- Employee Training (Policy added to Personnel Policy - **Safety Manual forthcoming separately**)
- Light Duty Return to Work (included in Personnel Policy)
- **Investment Policy (Draft Sent 2013-12-31: Reviewed, edited and tabled)**

Links to these drafts are available on the website:

http://dlwid.org/Board%20Directors.html#Board_Official_Actions

g. **Harmful Algal Blooms**: RFP was released to a wide audience and published three times in the Daily Journal of Commerce. Copies of proposal will be forwarded on the Board by Close of Business on Friday August 8, 2014. I will seek to have a formal review by your meeting for discussion.

h. **Water Quality Update**: these are provided each week via email and are update in the field at kiosks and are available online: <http://www.dlwid.org/Water%20Quality.html>

The District issued a water contact advisory on July 31, 2014 for toxins exceeded the state's guidelines. Values above 25 ppb were found at multiple sites. The state standard for this toxin is 10ppb.



Thursday, July 31, 2014

Blue-Green Algae*

and/or their toxins may be present particularly in the summer months.

Watch for Scummy Water!

Keep Children and Pets clear, if present.

*Scientifically known as Cyanobacteria



MAP ID	Station	Microcystin*	Observations - Cell Counts
A	D River	= 14.30 ppb	Visible in Water Column - Moderate
B	Campground	< 10.00 ppb	Visible in Water Column - Moderate
C	Regatta Grounds	< 10.00 ppb	Visible in Water Column - Moderate
D	Holmes Road Park	> 10.00 ppb	Visible in Water Column - Moderate
E	Neotsu, K Street	> 10.00 ppb	Visible in Water Column - Moderate
F	Sand Point	> 25.00 ppb	Visible in Water Column - High
G	East D.L. State Park	> 25.00 ppb	Visible in Water Column - High
1	Mid Lake	= 3.80 ppb	Visible in Water Column - Moderate
2	NE Arm	= 11.35 ppb	Visible in Water Column - Moderate
3	NW Arm	= 5.60 ppb	Visible in Water Column - Moderate
4	Southern End	= 2.20 ppb	Visible in Water Column - Moderate
5	East Thumb	> 25.00 ppb	Visible in Water Column - Moderate

From the web/email posting:

2014-07-31: A water contact advisory associated with Harmful Algal Blooms has been issued for Devils Lake due to elevated levels of the toxin Microcystin. This toxin is produced by a type of blue-green algae called *Microcystis* currently growing in the lake in high numbers. The recreational limit for the toxin is 10 parts per billion (ppb) with many sites reporting levels above 25 parts per billion. Areas of highest blue-green algae density are typically the most affected, however the toxin has been found lake wide to varying degrees. Also please note that conditions can change rapidly as the blue-green algae are circulated around the lake by wind and wave action, so toxin levels where they may have been less elevated can increase rapidly.

During this water contact advisory:

- Do not drink the lake water (*Please note that the Devils Lake State Campground **does not** use lake water for drinking, so their water as well as all city water is safe*)
- Avoid swimming or waterskiing in areas of scum or where toxins are known to be present
- Keep pets away
- Clean fish well and discard guts
- Avoid areas of scum when boating
- Call your doctor or veterinarian if you or your animals have sudden or unexplained sickness or signs of poisoning.

This advisory remains in effect until further notice. Additional samples will be analyzed every two weeks until the notice is lifted.

i. Intern: Ava Laszlo

My second full month with the District is almost complete, having gone smoothly without a hitch! The most notable accomplishment had by the District in the past few weeks is undoubtedly the successful Devils Lake Revival. Organizing the event, diverting funds to various event-related needs, and staying in contact with vendors and participants were my primary responsibilities in the weeks leading up to the Revival. Details of the event are summarized in the next agenda item below.

I have continued to monitor Devils Lake Water quality (*E. coli*, cyanobacteria, etc.,...). New probes necessary for testing pH, dissolved oxygen, conductivity, and temperature that were ordered several weeks ago were received within the past week. These were cleaned and set-up, in preparation of resuming testing these parameters in mid-August. I spent several days of July organizing the laboratory that the District shares with OCCC. This entailed labelling, taking inventory and ordering new supplies, cleaning, and inspecting lab equipment.

Recently I have spent time editing and updating the DLWID Quality Assurance Project Plan (QAPP) and *E. coli* Sampling and Analysis Plan (SAP), with the anticipating of updating other similar documents to align with our current standards and practices.

In order to aid future District interns and employees, I created a PowerPoint presentation training document that fully describes how to implement the sampling protocols the District has for testing water samples for *E. coli*.

On July 22nd, I attended a Chamber of Commerce Luncheon at Surftides, and was introduced to the Chamber. On July 29th, I attended a Tech Team meeting with Salmon Drift Creek Watershed Council. The meeting entailed reviewing and discussing future grant applications and projects to be considered. Other extracurricular activities have included Young Professionals of Lincoln City meetings.

New Business

- a) **Thompson Creek:** The Salmon Drift Creek Watershed Council (SDCWC) application for a restoration grant was not funded. DLWID provided a \$10,000 cash match to that application. The Oregon Watershed Enhancement Board (OWEB) review team suggested that it would want to see additional information before it was resubmitted, but otherwise looked favorably on the project. Their preliminary and primary interest as understood at this time is to have a stream profile be completed ahead of funding the restoration grant.

A stream profile was actually proposed to be part of the project, but they want it up front. As a result the Council is proposing two alternative with which they seek the District's consent for use of these same dollars in one of two ways to achieve the same ultimate goal of fixing the four culverts of nine on this system found to be in need of replacement.

Alternative 1 would be to do the stream profile using approximately \$3,000 from the District directly. This would be followed up with a resubmission of the original grant in October with approximately a \$7,000 cash match from DLWID for the grant application.

Alternative 2 would be to submit for a technical assistance grant in October for a stream profile and a 30% design of the culvert replacements. This would be followed up with a second grant application in October 2015 for the actual restoration work and culvert replacement in summer 2016. These two grants then would benefit potentially from the same approximately \$3,000 and \$7,000 break up as proposed in Alternative 1.

The council is awaiting from OWEB the official review of their original grant submission (due mid August) before deciding on a path forward, but would like the District's ongoing participation and consent to proceed on either path. This is requested given the short time before the October submission deadlines. If Alt 1 is determined to be the best way forward the council would like to be able to have the stream profile done in August/ September. This would still be in the in-stream work window and allow for analysis ahead of the October re-submission of the original restoration grant with work potentially summer of 2015. Should Alt 2 be most favorable then the earliest a project could be completed would be summer 2016. All of this was discussed thoroughly at the August SDCW Tech Team Meeting which we participated in to the extent possible ahead of OWEB's final review. The final strategy will hinge on DLWID's ongoing participation and flexibility in the use of its funds as well as the result of the OWEB review.

Staff Recommendation: Continue to make available the \$10,000 within the current budget and potentially the 2015-2016 budget for this project with the allowance that the SDCWC be able to use these funds as described above for alternative 1 or 2.

- b) **Financial Review/Audit:** Our recent three-year contract is up. I have sent a draft RFP for a new contract to the Board for their review, edit, and/or authorization for issuance.