



**MINUTES
DEVILS LAKE WATER IMPROVEMENT DISTRICT
REGULAR BOARD MEETING
Lincoln City Council Chambers
December 8, 2016**

Kent Norris called the Devil's Lake Water Improvement District Regular Business Meeting for December 8, 2016 to order at 6:07 pm.

I. Roll Call:

Present: Kent Norris, Brian Green, David Skirvin, Bill Sexton

Excused Absent: Tina French arrived late to the meeting

Lake Manager: Josh Brainerd

II. Consent Agenda:

a. Minutes of Previous Meetings

b. Financial Report

David Skirvin motioned, "To approve the Minutes of Previous Meeting as presented."

Brian Green seconded the motion. Motion passed 3-2; Kent Norris abstained, he was not present at the November meeting, Tina French excused absent.

Kent Norris introduced and welcomed Josh Brainerd, Lake Manager.

Josh Brainerd said he is looking forward to everything the area and community has to offer.

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.

There were no citizen comments

IV. Unfinished Business:

a. Committee Briefings:

i. Sewer Committee – Brian Green

The next Committee meeting will be Friday, December 9, 2016 at the OCCC.

The purpose of this meeting is to continue work on developing an informational letter to the affected property owners to explain the approach of the sewer system on the east side of Devil's Lake. A draft letter was sent ten days ago, to the City Manager, City Engineer and the Public Works Director. The City Manager did say that he will get back to the Committee when he returns and will respond to the draft letter. Mitch Moore prepared, for discussion, a general outline of One hundred thirteen sewer project tasks related to project conception, organization, development, financing, design, construction and operation and maintenance of the system for the Committee. Committee members agreed this would be a useful tool for determining and organizing future actions necessary to move forward with the sewer project. Brian Green said he is looking for approval and consideration of the draft letter that was sent out.

David Skirvin wants to give information in the letter on reducing the nutrients loading and what we want to achieve through sewerage and what is the goal and purpose of sewerage rather than septic and getting nutrients out of the watershed.

Brian Green said there are pros and cons of the septic or sewer system in a general way. He encourages those to fill out a survey card or respond on line and fill it out. This will start the conversation as to why sewer to replace septic.

Kent Norris said it should be discussed and explained as to what are we doing in order to enhance the health of the Lake. He will attend the meeting tomorrow to continue further discussion.

Bill Sexton said they need to move along with the sewerage part and would like to see some involvement with the City and their pump stations and the impact with the nutrient involvement they have which needs to be acknowledged in how this affects the Lake.

ii. Special Projects/Events and Communication – David Skirvin, Bill Sexton

It was agreed at the last meeting this group would be combined and a resolution be presented at this meeting. The next meeting for this committee will be February 11, 2017.

Kent Norris said some 9.6 king tides is to occur the 12th, 13th and 14th and may impact the Lake with logs and suggested they should keep an eye on this.

Director French arrived to the meeting.

iii. Septic Inspection – Tina French

No change

iv. Save our Shoreline & Water Monitoring – Kent Norris

No change

b. Projects:

i. Hostetler Park Sediment Removal (Devil's Lake Dredging Project):

Josh Brainerd said they have the permits they are working on and there is nothing new at this time for this project.

ii. Devil's Lake Aeration Project:

Josh Brainerd said the project is coming along nicely and waiting on an update from both Dr. Horne and HBH Engineering Consultants. They continue looking, at this time, for grant funding. Preliminary Civil Engineering design documents are expected to be received during the month of December, 2016.

c. Student Intern Coordination Progress:

No change, the next meeting with OSU staff is scheduled to be held during January 2017.

V. New Business:

a. Financial Report review and acceptance:

Kent Norris shared DLWID staff received the annual Financial Review from Grimstad and Associates, CPA.

There was a discussion on whether an audit was required and when. **Kent Norris** suggested that as we look toward to the next budget year should we look to an audit as an indication of where we are at what we are doing.

David Skirvin said an audit can be done at the time when applying for a grant or a loan.

Tina French said a review is sufficient and audits are expensive and suggested they not be in a hurry to do unless needed.

Brian Green asked Josh Brainerd, Lake Manager, to bring information to the Board if an audit needs to be done when applying for grants.

b. Appointment of Lake Manager as Budget Officer:

Brian Green motioned, "To appoint Josh Brainerd, Lake Manager as the Budget Officer for Fiscal Year 2017-2018 Budget." **Tina French** seconded the motion. Motion passed unanimously.

c. Discussion of Budget Committee membership requirements:

Kent Norris reported three committee members' terms end on December 31, 2016; therefore, three new members are sought for appointment to this committee for positions number 1, 3, and 4. Please contact Josh Brainerd, Lake Manager at the office.

Tina French asked Josh Brainerd, Lake Manager if he would contact the current members to verify if they want to continue serving on the Budget Committee before advertising for those positions.

VI. Non-agenda Item:

Tina French asked Josh Brainerd, Lake Manager about a phone call she received from TLC in regard to the Articles of Corporation. Josh said he is working with TLC to resolve the issue to receive only one credit card for DLWID.

Bill Sexton asked what date to activate the Transportation Fund and when this would go into effect.

Kent Norris said this can be done now.

Resolution to Establish a Special Project/Events and Communication Committee:

Resolution 2017-01 a Resolution Establishment and Governance of the Devil's Lake Water Improvement District Special Projects and Events and Communications Committee.

Kent Norris read the Establishment and Purpose of the Committee which is advisory to the DLWID Board Directors (Board) and shall be considered a public body for the purposes of the Oregon Public Meetings Law and shall be subject to all of the provisions of that law, as embodied in ORS 192.610 through 192.690.

Tina French motioned, "To approve a Resolution to Establishment and Governance of the Devil's Lake Water Improvement District Special Projects and Events and Communications Committee." **David Skirvin** seconded the motion. Motion passed unanimously.

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.

Miles Schlesinger commented that he had the opportunity to meet with Dawn Brenimus, a long-time resident of the City who organized the First Carp Festival. He would like to hold this event along with the Devil's Lake Revival and make it a two day event. He has a preliminary acceptance for the Fishing Derby for 2018. He will need help to put together the final budget from Lake Manager, Josh Brainerd which will need submitted early January.

Steve Brown asked for an update on the web page and if the staff reports information be placed on the web site so that they can comment during the meeting.

Tina French asked that the staff report be placed on the contact list, they already have, until the web page is updated.

Josh Brainerd said that he had been talking with the IT person and will ask him to give an update on when he can get the web page completed.

VIII. Board Comments and Announcements:

Kent Norris Thanked everyone for coming and wished everyone a Safe, Happy Holidays and looks forward to seeing everyone in the New Year.

IX. Adjournment:

Kent Norris adjourned the Devil's Lake Water Improvement District Regular Business Meeting at 6:57 pm.

Respectfully Submitted,
Joann Glass