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I. References

- A. [RCW 36.61 Lake and Beach Management Districts](#)
- B. [RCW 42.30 Open Public Meetings Act](#)
- C. [RCW 42.56 Public Records Act](#)
- D. [RCW 40.14 Records Retention/Management Act](#)
- E. [Aquatic Nuisance Weed Control Prescription, Thurston County, 20 November 2023](#)
- F. Aquatic Plant and Algae Management General Permit, State of Washington, Department of Ecology, 31 March 2021
- G. [Lake Lawrence Integrated Aquatic Vegetation Management Plan \(IAVMP\), Part 1](#)
- H. [Lake Lawrence Integrated Aquatic Vegetation Management Plan \(IAVMP\), Part 2](#)
- I. [Long Lake Integrated Aquatic Vegetation Management Plan \(IAVMP\), September 2004](#)
- J. [Department of Environmental Quality \(DEQ\) Procedures for Aquatic Vegetation Surveys, October 2005](#)
- K. [Washington State Department of Ecology Aquatic Plant Sampling Protocols, June 2001](#)
- L. [Thurston County Procurement Policy Main Elements 201-02, effective 6/16/2020](#)
- M. [Thurston County Integrated Pest Management \(IPM\), 16 Dec 2014](#)
- N. [Thurston County Procedure #201-05 Using Small Works Rosters, Consultant Rosters and Vender Lists, 1 January 2020](#)
- O. [Thurston County Procurement Policy #201, 23 April 2019](#)
- P. [Professional Services Contract.docx](#) (*Boilerplate contract shows the format for the contract*)

II. Purpose

- A. To provide the roles, responsibilities, and detailed processes and tasks for how Thurston County and Lake Management District (LMD) communities will work together to achieve lake management goals as specified in their forming resolution.

III. General

- A. Consistent with the Revised Code of Washington ([RCW 36.61](#)), Reference A, these standard operating procedures provide details for furtherance of the LMD program. County Point of Contact (POC) will provide limited administrative support as requested by the LMDs and detailed in this document to include oversight and compliance with the County's fiduciary responsibilities. In this document, the term "Board" refers to the Thurston County Board of County Commissioners (BoCC).
- B. To enable efficient management of each LMD, the citizens of each LMD will establish a Steering Committee (SC) consisting of LMD fee-paying constituents whose Charter includes cooperative engagement with the County for stewardship activities and responsibilities for operational activities and administrative functions.
- C. These procedures are intended to provide clarity on operational details and coordination between the County and rate payers. However, should there be disagreement or a different course of action deemed necessary by the BoCC, the County maintains the sole discretion to deviate from these procedures, or

further direct specific actions, as needed to achieve the purpose of an LMD as established by local resolution and Chapter 36.61 RCW.

IV. Steering Committee

A. Representation

1. The SC will be established by the LMD community and will consist of identified ratepayers selected by the community from within the LMD boundaries.
2. Selection of SC members will be at the discretion of the ratepayers and should allow for equitable representation of LMD rate classes.
3. Publicly owned properties (if applicable) shall have the option to appoint a single representative per agency to serve on the steering committee as a non-voting member.

B. Meetings

1. The SC shall meet in-person, virtually or hybrid, at a frequency they determine (but at least quarterly) to:
 - a. Develop short- and long-term management strategies.
 - b. Make decisions on projects.
 - c. Discuss performance and results of projects.
 - d. Conduct such business as needed to ensure the continued operation of the LMD.

C. Open Public Meetings Act (OPMA)

1. All SC meetings must be in adherence to Open Public Meetings Act (OPMA) ([RCW 42.30](#)) (Reference B).
2. Meetings must have a physical location to attend in-person or virtually.
 - a. This is to accommodate members that do not have the means for virtual meetings.
 - b. The physical location could be a SC personal residence.
 - c. Meeting location/method, date and time will be scheduled and announced in a way all LMD members have access to the meeting notices and can attend meetings (e.g., email, Facebook and other social media, website or other appropriate method).
 - d. The meeting agenda will be published and available at least 48 hours prior to the meeting.
 - 1) The agenda, resulting minutes and action items will define each meeting for archival purposes.
 - 2) Agenda archives will be made available to members and Thurston County staff. The archives should be easily searchable.

V. Roles And Responsibilities

A. Thurston County

1. Administer the LMD program under the provisions of [RCW 36.61](#), Board adopted Resolutions and Ordinances, and LMD Standard Operating Procedures (SOP).

2. Provide a Point of Contact (POC) from a County department to interact cooperatively with the LMDs. The appointed POCs role is liaison, administrative and not policy-setting. County POC may attend SC meetings at their discretion, but in a non-voting capacity.
3. Facilitate procurement of contracts.
4. Facilitate payments of invoices through department budget to treasurer's office to carry out the workplan of the LMDs.
5. Develop in conjunction with LMDs the critical path schedule(s) for contract approval that includes committed critical path completion dates for each County agency. The POC will manage this process, reporting to SC critical path status and necessary actions taken to correct missed commitments.
6. Provide monthly or quarterly budget and accounting reports journal detail reports, invoice processing, and payment, as requested by LMDs.
7. Develop contracts in consultation with SCs to cover all Thurston County LMDs. Some of these contracts may be the sole source.
 - a. Key contracts are:
 - 1) Aquatic Vegetation.
 - 2) Non-native Fragrant Water Lily control.
 - 3) Harvesting
 - 4) Phosphorus/Algae testing and management.
 - 5) LMD Administration.
 - b. All LMDs will be included in these contracts, however, will be charged for those contract services specific to the LMD. In this regard, due diligence is implied to ensure pro-rata cost savings across LMDs.
8. County financial services to manage and be accountable for financial activities in alignment with generally accepted accounting principles and County financial policies and procedures, applied consistently throughout the County.
9. Assist LMDs in obtaining GIS/GeoData information if requested to facilitate mailing of treatment notification cards, newsletters, invitations, assessment management.
10. Staff will input grant requests for LMDs through Secure Access Washington (SAW) as requested and work with the respective LMDs to brief the grant proposal to the BoCC if needed.
11. Department Director in which the POC resides will hold the County permit for lake vegetation and algae management control as issued by WA State Department of Ecology. Effected LMDs will be charged equally for the cost of permit.
12. Manage and process any prescription changes needed by the LMDs to perform work.
13. POC will write, submit, and brief resolutions and other actions requested by or needed by the BoCC to implement LMD goals in accordance with RCW 36.61 and LMD formation resolution. POC may request assistance from LMDs where appropriate.

14. Meet with LMD Steering Committees at a frequency determined collaboratively to collaborate with staff on work being performed by both entities to benefit of the LMD workplan.
15. County Noxious Weed will work directly with LMDs, or through the POC, to treat any identified and verified terrestrial noxious weeds on the County noxious weed list.
16. Provide LMDs budget timeline and format and work with LMDs on budget and budget amendment process to enable LMD workplan.
17. In accordance with [Thurston County Code, Chapter 15.06.040\(d\)](#) the County Treasurer will apply the stormwater fee reduction to all LMD parcels.
18. Review of Work Plans submitted to the Stormwater Manager shall include agreement with actions necessary to fulfill the requirements for the stormwater reduction fee.
19. Provide legal representation for LMDs as needed.

B. Steering Committee

1. Upon formal BoCC approval and initiation of a LMD, a SC comprised of LMD constituents shall be formed to administer LMD activities, consistent with [RCW 36.61](#) and these Standard Operating Procedures.
2. Develop and submit annual budgets in coordination with POC and County timelines. LMD leadership will be invited to and participate, as requested, at budget implementation meetings with BoCC.
3. Develop annual work plans consistent with LMD formation resolution and present the workplan to the BoCC annually during the budget process or during semi-annual meetings with commissioners. Refer to Appendix D for an example of a consolidated LMD Budget and Work Plan. LMDs have the discretion to generate separate Budget and Work Plan documents.
4. As executors of LMD funds, be responsible and accountable for sound fiscal management of the LMD. Expenditure of LMD funds will be consistent with approved budgets, annual work plans and strategic goals as expressed in LMD forming resolution, presented to, and approved by the BoCC annually.
5. Create and distribute meeting agendas prior to scheduled meetings in a method that allows all members access.
6. Create, distribute, and approve for archive meeting minutes in a method that allows all members access.
7. LMD meeting agenda items will always include financials (budget vs. expenditures), contractor status, action items and review/discussion/approval of any ongoing projects to include lake weed treatment status.
8. Ensure alignment between LMD goals and workplans with all Board approved policies and plans, including the County's Integrated Pest Management Policy, Shoreline Management Program, and Thurston County Stormwater Management Program. Perceived conflicts/prioritization between policies shall be reported to the County POC for BoCC attention and resolution, as applicable to the LMDs.

9. Work with County POC to write Request for Proposals (RFPs), review bids, select contractors, provide contractor evaluations to County POC. Complete and report contract-related critical path actions assigned to the LMDs.
10. Work with contractors to ensure LMD stewardship goals are met, County prescriptions and Integrated Pest Management practices are followed and required reports are submitted to the County staff (EH_LMD@co.thurston.wa.us) to include the Pest and Vegetation Management Advisory Committee (PVMAC) and Department of Ecology.
11. Assess the effectiveness of stewardship actions and recommend work and strategic plan updates as required.
12. Inform and coordinate directly with County noxious weed to treat any terrestrial noxious weeds identified in the County noxious weed list within the LMD boundaries and inform (copy on emails and documents / cc) County POC on any interactions if desired by County POC.
13. Coordinate directly with any non-LMD governmental agencies as necessary to execute the work plan of the LMD. Inform (cc) County POC on any interactions if desired by County POC.
14. Initial Integrated Aquatic Vegetation Management Plans (IAVMP) is required, at the expense of the LMD. LMDs will request any grant funding they wish through the County POC, contract for, provide information to contractor along with lake specific experience/history, and implement the tenants of the IAVMP. IAVMPs must include, by reference, adherence to the County's current Integrated Pest Management (IPM) Plan.
15. Annual work plans must provide educational information, workshops and/or informational flyers to LMD members to qualify for the stormwater fee reduction per [Thurston County Code, Chapter 15.06.040\(d\)](#). To qualify for the fee reduction LMDs will submit a final copy of their workplans through County POC to the Storm and Surface Water Utility (SSWU) manager by 1 November, summarizing workplan efforts that were conducted during the previous calendar year.
16. Develop technical expertise within the LMD or acquire it through contractor support.
17. Act as the point of contact for communicating with contractors and field experts.
18. Manage all contracts to ensure performance in compliance with LMD workplan and County approved policies.
19. Work with experts inside and outside of County, state, and federal agencies to get answers, technology, expertise, etc. needed to manage the workplan and look to the future needs of the LMD.
20. Represent and communicate as a member of the LMD SC, not as an agent of Thurston County.
21. Steering Committee members are required to complete a training session within 90 days of being elected/appointed to the Steering Committee and at least every four years thereafter. See training section below for more information.

C. Contractors

1. Aquatic Vegetation Contract - Selected through the RFP process conduct surveys, make recommendation, treat nuisance, invasive and/or noxious vegetation, submit required reports, and perform other services as requested.
 - a. Provide services, within terms of the contract, as requested by the respective LMD SCs.
 - b. Comply with all state and federal laws, regulations, permits, conditions, requirements, and Thurston County IPM Policy related to these projects, including posting affected parcels.
 - c. Use digital ArcGIS maps and shapefiles provided by Thurston County, LMD SC, or as an optional method in contract, done by contractor and coordinated with LMD SC. Use high accuracy GPS equipment to treat areas during product application and provide documentation of treated areas.
 - d. Post and remove shoreline notifications to all affected parcels unless otherwise arranged with LMD SCs. LMDs will have the option to remove notification signs.
 - e. Harvest vegetation, in selected and agreed upon areas, and/or apply the selected herbicide in a manner that will target invasive, noxious and nuisance surface and/or submerged vegetation following polygons of a map and complete treatment in the entire area indicated, discussed, and agreed to. Maps may be provided with work orders or by contractors in direct coordination with LMD SCs to indicate which portions of the area to treat and which to leave untreated.
 - f. Ensure all required reports, to include pre- and post-treatment reports, are submitted to Washington Department of Ecology, Thurston County LMD POC (EH_LMD@co.thurston.wa.us) and LMD SCs.
 - g. Ensure Washington State Pesticide Application (WSDA) Records or similarly developed forms with all applicable information to meet WSDA requirements are completed on day of treatment and forwarded to Thurston County LMD POC (EH_LMD@co.thurston.wa.us) and LMD SCs within seven days. Version three is the WSDA version normally used when treating multiple areas on a waterbody. These forms can be found at [Recordkeeping | Washington State Department of Agriculture](#).
 - h. Provide technical assistance and research, within the terms of the contract, as requested by LMD SCs.
 - i. Conduct lake surveys and provide written documentation, treatment area maps, shapefiles, and recommendations to LMD SCs as requested. Recommendations may be done in-person or virtual depending on LMD SC request.
 - j. Maintain contact with LMD SC to report issues or problems and to provide expertise in project planning.
 - k. Meet with LMD SC at the end of the season to conduct a post lake survey and evaluate effectiveness of treatments and plan the following years project as requested by LMD SC.
 - l. Submit a proposed scope of treatment, schedule, and price for the effort, upon receipt of a work order for treatment, provide sufficient detail to include estimated quantities for product, equipment, and labor at the pre-negotiated rates.

- m. Perform the requested service upon receipt of an email from the LMD SC authorizing the treatment to proceed.
 - n. Begin the specified work within a maximum of 14 days of receipt of the authorization to proceed issued by the LMD SC, in coordination with Thurston County. Complete the first treatment within 21 days. If subsequent treatments are authorized and scheduled complete them as specified in the work order.
 - o. Obtain a permit from the Washington Department of Fish and Wildlife, Region 6, Lands Program Manager, Habitat Management Program to use the public boat ramps for the duration of the project.
 - p. Maintain liability insurance, including pollution liability coverage, as set forth in the professional services contract for the duration of the contract.
 - q. Email current certificate of liability insurance each November to the County staff at EH_LMD@co.thurston.wa.us covering the next year.
2. Phosphorus Management Contract - Selected through the RFP process to conduct surveys, perform testing, make recommendation, neutralize phosphorus in both the water column and the sediment, submit required reports and perform other services as requested.
- a. Provide services within the contract terms, as requested by the respective LMD SCs.
 - b. Comply with all state and federal laws, regulations, permits, conditions, requirements, the lake Integrated Phosphorus Management Plan and Thurston County IPM Policy related to these projects, including posting affected parcels.
 - c. Use digital ArcGIS maps and shapefiles provided by Thurston County, LMD SC, or as an optional method in contract, done by contractor and coordinated with LMD SC. Use high accuracy GPS equipment to treat areas during product application and provide documentation of treated areas.
 - d. Post and remove shoreline notifications to all affected parcels unless otherwise arranged with LMD SCs. LMDs will have the option to remove notification signs.
 - e. Apply phosphorus sequestration products, in selected and agreed upon areas, following polygons of a map and complete treatment in the entire area indicated, discussed, and agreed to. Maps may be provided with work orders or by contractors in direct coordination with LMD SCs to indicate which portions of the area to treat and which to leave untreated.
 - f. Ensure services as delineated in Aquatic Vegetation Contract, paragraph 1 f through q above, are also completed.
3. LMD Administration Contract
- a. Provide services as defined by the respective LMD SCs.
 - b. Select the best qualified contractor through the RFP process to assist LMD SCs in administering specified LMD tasks.

VI. Tasks

A. Technical Assistance/Emerging Issues – LMDs should:

1. Reach out to other governmental, non-profit or private organizations; or

2. Include consulting/technical services in a contract with private sources. The latter could be included in an aquatic weed management/treatment contract or other contract with companies having experts in a field/area of interest required by the respective LMD.

B. Technical Research – LMDs can:

1. Conduct their own research.
2. Reach out to other governmental, non-profit, or private organizations.
3. Open a contract for services. Refer to procedures for contracting below.

C. Steering Committee Training

1. Open Public Meetings Act (OPMA [RCW 42.30](#)) —Required within 90 days of election/appointment and every four years thereafter.
 - a. Step 1 - Read [RCW 42.30](#).
 - b. Step 2 - Complete online training at: <https://www.atg.wa.gov/open-government-training-act-elearning>.
 - c. Step 3 - Certify that training was completed by filling out the Certificate of Training form in the Appendix.
 - d. Step 4 - Submit certificate to the LMD SC Secretary/Recorder for filing.
 - e. Step 5 – LMD SC Secretary/Recorder will send a digital copy of certificates for each LMD SC member to the staff POC at EH_LMD@co.thurston.wa.us).
2. Training video for Open Public Records Act [RCW 42.56](#); and training video for Records Retention/Management Act Training [RCW 40.14](#).
 - a. [atg.wa.gov/open-government-training](https://www.atg.wa.gov/open-government-training) provides the Washington State online training video for the Open Public Meetings Act (OPMA) [RCW 42.30](#). These lessons provide the training information SC members may need to complete. All SC members will need to complete, at a minimum lesson #2 below.
 - b. [Lesson #2](#)
 - c. [Lesson #3](#)
 - d. [Lesson #4](#)
 - e. [Lesson #5](#)
 - 1) These online resource videos will take approximately two hours to view.
 - 2) Additional Training Information: This link: mrcs.org/explore-topics/legal/open-government/open-public-meetings-act/open-public-meetings-act-basics provides additional information on the OPMA with links to specific references.

Public Records Act ([RCW 42.56](#))

- a. Public Records Officer (PRO)
 - 1) Each LMD will designate an SC member as the LMDs Public Records Officer (PRO) under [RCW 42.56.152](#).
 - 2) The PRO will be required to complete training in accordance with [RCW 42.56](#) and execute a certificate of training that will be retained by the LMD with a copy forwarded to EH_LMD@co.thurston.wa.us.
- b. Public Records Request
 - 1) All public records requests pertaining to an LMD will be submitted through the County public records portal at: <https://www.publicrecords.info>.
 - a) All requests for LMD records generated prior to 1 January 2024 will be handled by the County.
 - b) All requests for LMD financial or contracting information will be handled by the County regardless of when the documents and information was generated.
 - c) All requests for LMD records after 1 January 2024, except for a and b above will be forwarded to the LMD Public Records Officer (PRO) for action.
 - 2) The County will refer all other LMD records requests to the appropriate LMD website to obtain requested information (e.g., lake survey data, meeting agendas, minutes, meeting presentation information, etc.).
 - 1) If that does not satisfy the requester, the County will submit the request to the designated LMD PRO.
 - 2) The LMD PRO will search LMD records and provide whatever information is available, to the County public records officer to forward to the requesting individual.
 - 3) LMDs will develop and maintain a website where all LMD documentation is available to the public. This will include, but is not limited to meeting agendas, meeting minutes, contracts, lake surveys, studies, etc. Any public requests for information will refer requester to the website.
3. Preservation and Destruction of Public Records Training [RCW 40.14](#)
 - a. The same SC member designated as the LMD Public Records Officer in accordance with [RCW 42.56](#) will also complete training and execute a certificate of training that will be retained by the LMD with a copy forwarded to EH_LMD@co.thurston.wa.us.
 - b. In accordance with [RCW 40.14.030](#) should the LMD be dissolved it will transfer all available documents to the State archives. All public records, not required in the current operation of the office where they are made or kept, and all records of every agency, commission, committee, or any other activity of state government which may be abolished or discontinued, shall be transferred to the State archives so that the valuable historical records of the state may be centralized, made more widely available, and insured permanent preservation: PROVIDED, that this section shall have no application to public records approved for destruction under the subsequent provisions of this chapter. The County will assist with this transfer.

D. Budget Management

1. Develop work plan and budget. May be a consolidated plan.
2. Complete annually (July-August), usually done by LMD SC in conjunction with regularly scheduled meetings as part of agenda (action items, projects, review of previous tasks, after-action-reviews [successes and failures]). NOTE: The due date for this budget and work plan varies slightly from year-to-year based on the County budget cycle. That budget cycle with specific due dates will be provided to LMDs by EH when published by County financial services.
3. Identify LMD member educational needs and methods to answer those needs (flyers, YouTube, social media, newsletters, scheduled in-person or online classes, etc.).
4. Conduct or have contractors conduct lake surveys to identify submersed invasive and nuisance aquatic vegetation issues; floating vegetation issues (lilies); terrestrial noxious weed issues (Yellow Flag Iris, Purple Loosestrife, knotweed, etc.).
5. Identify methods to address problem areas (education, mechanical control, weed barriers, chemical treatment, coordination with County noxious weed, etc.). Do this during LMD meetings or through sub-committee reports back to SC at regularly scheduled meetings.
6. Prioritize work plan needs.
 - Step 1: Identify and prioritize problems that require resolution (needs vs. wants). This is an ongoing and evolving step.
 - Step 2: Identify methods (best practices) to address problems.
 - Step 3: Research costs (as close as you can – experience and historical data will get you in the ballpark) associated with each identified problem. Plan on budgeting 10 percent more than you expect to need – making budget amendments costs you time and money.
 - Step 4: Prioritize your needs in column 1 and their expected costs in column 2. What is most important first. You might not get past 1 or 2.
 - Step 5: Do steps 1 through 4 first, then look at your budget and available funds. Column 3 is your annual revenue (budget).
 - Step 6: County POC will brief budget to BoCC during department budget presentations.
 - Step 8: County POC, in conjunction with departments budget deliberations, schedules all LMDs (collectively) with BoCC through Clerk of the Board or normal budget process for briefing – normally October-November timeframe. LMDs will be invited to attend and participate, if requested by BoCC.
 - Step 9: BoCC approves budget with or without changes.
 - Step 10: Financial Services inputs budget.
 - Step 11: LMDs execute work plan.
7. Budget Amendments – (twice per year in June and November) If LMD budget was insufficient to cover expenses (primarily professional services) and they have additional funds that can be used then they will need to submit a budget amendment to move the funds or make them available. This type of budget amendment can be done twice per year but is usually done for

LMDs during the mid-year budget cycle. If they don't use funds that are in their budget, and they need to move them forward to the next year, they will need to do a budget amendment. That type of budget amendment is done at the same time the BoCC is briefed on their annual budget each year.

NOTE: The due date for this budget and work plan varies slightly from year-to-year based on the County budget cycle. That budget cycle with specific due dates will be provided to LMDs by EH when published by County financial services.

Step 1: Identify budget shortfall.

Step 2: Determine if sufficient funds are available in another budget line to move and ensure it is what is needed.

Step 3: Obtain SC approval (at a regular meeting or a special meeting that has been properly noticed) for the budget amendment.

Step 4: County POC will prepare an appropriate budget amendment form and submit it to financial services. These amendments are normally made in (June – mid-year budget amendment) and all departments/entities are done during the same BoCC session.

Step 5: County POC schedules with Clerk of the Board for presentation to BoCC.

Step 6: BoCC approves/denies amendment.

Step 7: If approved financial services make adjustment to LMD budget and funds become available for the purpose requested by the LMD.

NOTE: An LMD cannot end a fiscal year with a negative fund balance. During a fiscal year, the LMD can run negative fund balance within its approved budget during the year. The fund must be monitored. Expenses may need to be reduced if the fund is projected to end in a negative fund balance.

8. Assessment Rate Increase – (Annually – Jun-Nov). Can be done once a year, usually 0-5% increase or can be a decrease depending on wording in LMD forming resolution. If SC does not vote to increase or decrease rates and charges, there is no need for this process. Recurring rate increases can be incorporated into LMD forming resolution (1-5% or more). If they are already in resolution, the rate increases will be automatic and will not require this process each year.

Step 1: (June-August) LMD SC votes to increase or decrease rates and charges. SC also identifies any parcels where rates and charges will be increased/decreased due to changes in parcel classification (e.g., parcel was previously undeveloped, but was developed and rates/charges will increase) where owner will be assessed at a higher or lower level than the previous year or new parcels are added to the boundaries of the LMD (e.g., expansion of HOA). Note: These changes will not be made until the LMD is renewed. Changes to RCW 36.61 or processes put in place by the Thurston County District Attorney's office may ultimately provide a mechanism to allow changes in LMD boundaries/parcel development to be included during this process.

Step 2: (August) SC includes vote results in meeting minutes and submits to County POC who schedules a briefing to BoCC.

Step 3: BoCC directs Clerk of the Board to schedule a public hearing. This should be coordinated between all LMDs, so all rates and charges for public hearing/work

sessions/board decision briefing are consolidated. POC submits staff actions as required to accomplish this.

- Step 4: (Aug-Sep) Public Hearing scheduled – Clerk of the Board places notice of hearing in publication of record (The Olympian). Cost charged to LMDs admin rate, divided equally amongst those LMDs that requested increase/decrease.
- Step 5: (Sep-Oct) Public Hearing – Board may vote to approve Rates and Charges Resolutions immediately following the public hearing, request a follow-up work session or defer the decision to a follow-up commissioner meeting.
- Step 6: (Oct) Once approved and resolution signed a copy is sent to County treasurer. LMDs include a copy of the resolution with their assessment management input through the POC to the County treasurer by November of each year. Assessment Management to be discussed below.

E. Invoice Processing Professional Services:

Invoices for professional services received by POC are sent to LMD SC for review and sent back to County POC for processing. LMD SCs will request contractors/vendors invoices for professional services be emailed and/or mailed to the LMD SC and directly to County POC at EH_LMD@co.thurston.wa.us and/or mailed to:

Thurston County Public Health & Social Services
Environmental Health Division
3000 Pacific Ave SE
Olympia, WA 98501
Phone: 360-867-2626
www.thurstonCountywa.gov

- Step 1: Receive invoice(s) and one member of SC sign off on invoice(s). If this is the first time the contractor/vendor has performed services for the LMD they will need to complete the Thurston County Auditor-Financial Services Vendor Information Account Form (see Appendix) and submit the form along with their invoice. NOTE: This form only needs to be completed the first time a contractor/vendor submits an invoice. The Auditors office will add that contractor/vendor to their vendor list for future reimbursement.
- Step 2: Forward invoice(s)/form(s) to County POC for approval/processing.
- Step 3: County POC processes invoice(s) to County treasurer for payment.
- Step 4: Financial Services updates MUNIS/Daily Journal Report to reflect expenditure of funds.

F. Invoice for Expenditure of Personal Funds

Such expenses may include receipts for office supplies, annual meeting expenditures, virtual meeting platform, website expenses, meeting facilities, and other miscellaneous expenses incurred by committee members. These expenses must be approved by majority vote of the Steering Committee and recorded in the meeting minutes.

Step 1: Requires Steering Committee member to attach receipts (copies okay) and fill out County form for non-employee expenditure reimbursement request (see Appendix). Only the following portions of this form are required to be completed:

Page 1 –

Step 1: Check New Account.

Step 2: Under Legal Name of Vendor enter your full name, under Mailing Address – enter yours.

Step 3: You can check direct deposit or check in US Mail – direct deposit is preferred option.

Step 4: If you checked direct deposit fill out and sign at bottom – Title would be LMD Steering Committee Member.

Page 2 – W-9 Form

Line 1: Enter your legal name as filed with IRS.

Line 3: Check individual or sole proprietor.

Line 5 & 6: Enter your address, city, state and zip (should be the same as you entered on Page #1).

Line 7: Enter your social security number.

Line 8: Sign and date form.

If this is the first time the LMD SC member has requested reimbursement of expenses they will also need to complete the form identified in Paragraph E (Invoice for Processing Professional Service), Step 1 above.

Step 2: One member of SC other than person receiving payment should sign off on invoice(s) or County form if personal funds expended.

Step 3: Forward invoice(s)/form(s) to County POC for processing.

Step 4: County POC processes invoice(s) to County treasurer for payment.

Step 5: Financial Services updates MUNIS/Daily Journal Report to reflect expenditure of funds.

G. Monthly /Daily Journal Reports

These are standard County budget reports. The County POC will need to do a query on the County system to obtain copies for the LMDs. Currently LMDs receive monthly reports (budget report), but frequency may need to be only quarterly. This would reduce costs to respective LMDs charged against LMDs respective admin rate. Daily Journal Reports itemize every specific expenditure of LMD funds, by the day they were charged against the fund, where budget line-item level of detail for monthly expenditures showing original budget, revised budget, year-to-date expenditures, month-to-date expenditures, and available budget by budget line-item. It is not time consuming to query the system, run the report and email it to LMDs. A single point of contact for each LMD to receive information from POC would reduce cost and avoid confusion. That designated LMD POC could then forward information to the appropriate LMD committee members.

Step 1: LMDs coordinate with County POC on frequency they wish to receive monthly and/or Daily Journal Reports. Daily Journal Reports LMDs should request the timeframe for the report (e.g., 1 January – 31 March).

Step 2: County staff runs query and distributes reports to requesting LMD.

Step 3: Discrepancies on reports need be to be addressed through County POC at EH_LMD@co.thurston.wa.us.

H. Monthly Cost Accounting Management System (CAMS) Reports

The Cost Accounting Management System (CAMS) Timecard Audit Trail is an employee timecard showing hours worked on any specific date. With the system we are moving to this may not be a report that is needed. If LMDs see expenditure of funds budget line items 51000 (Salaries), then they may want to request a report to determine which County employee has been charging their fund. If LMD is charged FTE a CAMS report will be provided showing the details as to how these charges were incurred (individual, date, hours charged, etc.).

Step 1: LMDs notify County POC and request a CAMS report for a specific period.

Step 2: County POC runs query and distributes report to requesting LMD.

I. Litigation

Any litigation against a Lake Management District or Lake Management District Steering Committee member will be defended by the County Attorney's office.

J. Assessment Management

Annually (Sep-Nov) This is the process of validating LMD boundaries, parcels, rates, and charges. The file created through this process is provided to the County treasurer immediately following BOCC approval. This normally occurs following final budget decisions in December of each year so parcel assessments can be updated for property tax purposes. This process is required regardless of whether LMD had any rates and charge increases.

Step 1: (Aug) County POC utilizes the IT Program built for this purpose to generate a file for all parcels within each LMD boundary and provides that spreadsheet to LMDs for review/updating.

Step 2: LMDs review file to:

- a. Validate all parcels in the file are within LMD boundaries.
- b. Identify any parcel changes, make the changes and note changes on errata sheet.
- c. Identify any rate changes (e.g., sometimes properties that are undeveloped become developed and their rate changes). Make these changes to the file and note changes on an errata sheet. These should be the same parcels documented and briefed to the BoCC during the rate increase public hearing process.

Step 3: If rates and charges were increased or decreased every parcel will need to be adjusted to reflect that change. Make note of changes on an errata sheet and provide a copy of the BoCC Resolution authorizing the rate increase along with the completed file to the POC.

Step 4: Submit file to POC for input to the IT Program designed for this purpose.

Step 5: POC submits delimited file to County treasurer.

K. Contract Management

There are several different types of contracts. Refer to current procurement policy main elements (See Reference I). Each has a different process. County POC/Procurement will need to assist LMDs with this. Mailing service does not require a contract because of its small dollar amount, however only companies on the County small works roster are eligible to provide these services. If the contractor/vendor is not on the County small works roster you will need to obtain at least three bids, if possible, and provide a copy of those bids when submitting your invoice for services. There are some projects around lakes where only one or two contractors/vendors have the equipment to perform the work and obtaining three bids is not possible (e.g., weed harvesting). If that is the case, simply provide a written narrative to that effect along with any bids you did receive. Most lily contracts will be <\$10,000. Lily treatment likewise is normally below the dollar threshold requiring the formal contracting process. Most aquatic vegetation and phosphorus management contracts will be >\$50,000 but could be lower. Just because you enter a contract for >\$50,000 does not mean you need to spend that amount. Aquatic vegetation contracts usually have expenditures between \$40,000 and 65,000. Phosphorus management contracts are usually much higher. 2023 Aquatic vegetation contract costs were expected to be approximately \$1,800 per acre. It will depend on the chemical used and the area treated. All contracts, except sole source follow the same basic process.

L. Contract Critical Path

Contracts that require multi-agency approval should have a critical path schedule developed by the POC in coordination with the LMDs. Many of the tasks below would be included in this schedule.

- Step 1: LMD SC collaborate and develop RFP for contracts that will involve more than one LMD. Contracts involving only one LMD would not require LMD to LMD coordination.
- Step 2: LMD SC(s) Review and approve RFP.
- Step 3: Forward RFP to County POC for coordination with County procurement.
- Step 3: County Releases RFP and sends out public notification in local paper of record. Costs to be equally split between LMDs named in the contract.
- Step 4: Procurement/County POC receive intents to Bid and notify applicable LMDs.
- Step 5: Procurement/County POC receive bidder questions and coordinates response with applicable LMDs.
- Step 6: Procurement/County POC responds to bidder questions.
- Step 7: Procurement/County POC receive proposals.
- Step 8: Procurement/County POC and LMDs collaborate on development of evaluation criteria.
- Step 9: Procurement/County POC form evaluation committee. At least one member of each LMD named in the contract will be on the evaluation committee.
- Step 10: Procurement/County POC and LMD representatives evaluate proposals.
- Step 11: Procurement/County POC Announce successful bidder.
- Step 12: Procurement/County POC brief unsuccessful bidders.

- Step 13: Procurement/County POC finalize contract.
- Step 14: Department Director or BoCC, depending on size (value) approve contract and provide copies to applicable LMDs.
- Step 15: Applicable LMD representatives meet after contracts have been executed to evaluate contractor performance. Provide County POC results of that evaluation. This would normally be done a month or more after contract completion so efficacy of treatment can be evaluated.
- Step 16: Procurement/County POC if multi-year contract solicits updated pricing (if applicable) and Insurance form from contractor. Multi-year contracts requiring annual renewal should be avoided.
- Step 17: Procurement/County POC issue contract extension, only if multi-year renewable contract issued.
- Step 18: LMD consults with contractor on work requirements. Contractors (aquatic or phosphorus management) may conduct survey/required testing and provide LMD with recommendations. This needs to be specified in RFP and subsequently contract and work order issued.
- Step 19: LMD develops work order and provides a copy to POC for review and comment if desired. LMD then issues work order.
- Step 20: LMD provides necessary/agreed on contractor support (e.g., retrieval of notification signs, etc.) and oversight. In the case of lake weed or phosphorus treatment, the contractor will be required to notify LMD representative at least 48 hours prior to execution of contract and follow-up with any changes to date/time.
- Step 21: LMD conducts a post treatment evaluation of contract performance that wraps back into Step 15 above.

M. Contract Execution.

There are several different types of contracts (e.g., aquatic vegetation treatment, aquatic vegetation harvesting, floating vegetation [lily] treatment, terrestrial noxious weed treatment (Yellow Flag Iris, Purple Loosestrife, knotweed, Narrow Leaf Cattail, etc.), phosphorus management, and mailing services. There are many similarities. The primary steps for each will be discussed below.

N. Aquatic Vegetation Treatment.

Once LMD has established the need to treat aquatic vegetation by conducting the requisite lake surveys and following all guidance in accordance with references e, f and m on page 4, proceed as follows:

- Step 1: Have an aquatic vegetation contract ready.
- Step 2: Determine impacted areas and identify treatment areas, with map showing treatment polygons, type(s) of vegetation requiring treatment, density of vegetation, acreage to be treated and average depth for each area. This can be accomplished by LMD survey committee, the contractor or jointly.

Step 3: If surveys are done by contractor:

- a. Have contractor provide recommendation to survey committee or SC, virtually, in person or by email.
- b. That recommendation will identify specific areas (maps will be provided) impacted by either noxious/invasive or nuisance aquatic vegetation, the specific type of vegetation, approximate density of that vegetation in each area, acreage of each recommended treatment area with average depth and their recommendation as to which herbicide to use to control the vegetation most effectively.

If surveys are done by LMD survey committee:

- a. Survey committee will provide recommendation to the SC, virtually, in person or by email.
- b. That recommendation will include all the elements detailed above for the contractor. Survey committee may wish to consult with the contractor ahead of time and may even request the contractor come out to the lake to conduct a joint survey to verify survey committee findings and recommendations. The contractor could, at the same time, if the survey committee does not have the technical experience, equipment, or software (ArcGIS) to do so, plot the treatment areas, develop polygons and provide a treatment area map to the survey committee for presentation to the SC. The survey committee may even request the contractor be present and participate in that presentation virtually or in person.

Step 4: Once it is determined that a treatment will be conducted consult with the contractor to determine when they are available and schedule the treatment.

Step 5: This step may happen before the briefing of the SC. As soon as you have confirmation on when the treatment will be conducted or are certain a treatment will be needed within the next 42 days send out the treatment notification cards to all impacted shoreline parcel owners including communities and governmental entities with shoreline parcels (e.g., HOAs, DFW Boat Launch, city and/or County parks, etc.). These notification cards are required to be delivered 10-42 days prior to any treatment, before the first treatment of each year. If the notice explains the application schedule for the entire treatment season and there is no deviation from that schedule, Ecology requires no further notice for the rest of the treatment season. See a sample notification card (see Appendix).

Step 6: Once the notification card/letter is sent provide a copy along with the date of distribution, and a list of addresses that the notice was sent to, no later than one business day following public distribution to Ecology to apampreposttreat@ecy.wa.gov and cc EH_LMD@co.thurston.wa.us and the contractor. A copy of the notice, including the date of distribution must also be emailed to the Department of Natural Resources (DNR) at dnrreais@dnr.wa.gov no later than one business day following public distribution.

Step 7: Once the notification is sent the contractor has 45 days in accordance with reference f to start the treatment.

- Step 8: Require contractor to notify the LMD POC (Survey Committee Chair or other designated person) of the specific date(s)/time(s) contractor will arrive at the lake to conduct the treatment. Depending on the treatment it may take more than one day or may require additional treatments 2-3 weeks apart. Ensure the contractor provides that information.
- Step 9: The contractor is required to post a treatment notification sign no more than 48 hours prior to treatment and no later than the day of treatment on each impacted property and each shoreline Public Access Area in accordance with reference F (page 4). The contractor will usually post the signs the morning of the treatment.
- Step 10: Contractor must send a pre-treatment report (email) to Ecology at apampreposttreat@ecy.wa.gov each week that treatment occurs. Ecology must receive the form no later than 8:00am on each Monday and contractor must cc the LMD POC and EH_LMD@co.thurston.wa.us.
- Step 11: The contractor performs the treatment in accordance with treatment polygons.
- Step 12: Contractor sends a post-treatment report (email) to Ecology at apampreposttreat@ecy.wa.gov and cc's the LMD POC and EH_LMD@co.thurston.wa.us.
- Step 13: Notification signs must remain posted on all impacted properties until the end of water use restriction (usually 24-48 hours depending on herbicide used – refer to notification sign for duration) following treatment then either the contractor or LMD volunteers need to remove the signs to prevent unnecessary debris (paper) from littering the shoreline. The LMD Work Order will state whether the LMD is requesting the contractor do this or LMD volunteers will do this. NOTE: There is a cost to have the contractor do this.
- Step 14: Contractor submits WSDA required treatment application record within 7 days of treatment to SC POC and cc's EH_LMD@co.thurston.wa.us. This process is required following each application. As noted above some herbicides require multiple applications 2-3 weeks apart.
- Step 15: Contractor submits invoice for work performed to SC POC.
- Step 16: SC POC reviews invoice, signs off on it verifying work was performed and sends to SC Budget and EH_LMD@co.thurston.wa.us for payment. NOTE: No invoice will be processed until step 14 above is completed.
- Step 17: SC Survey Committee conduct regularly scheduled surveys. Depending on herbicide used impact on targeted aquatic vegetation may take weeks (3-6) to see results.
- Step 18: SC Survey Committee and/or contractor will conduct a weed survey at the conclusion of the aquatic vegetation growth cycle to 1) determine the efficacy of any treatment and 2) to inform the SC on potential need to conduct aquatic vegetation treatment next year. This information provides valuable information for budget formation and work plan development.
- Step 19: SC Budget Chair tracks invoice process/payment until completed. Step 20: By December 31 of each year, the Permittee (Department of Health & Human Services [DHSS] or the designated POC (EH_LMD@co.thurston.wa.us)) must submit its Annual

Treatment and Monitoring Report electronically through Ecology's online data management system (Secure Access Washington at <https://secureaccess.wa.gov>). A signed and dated copy of the report must be mailed to:

Department of Ecology
Water Quality Program
Attn: Aquatic Pesticide Permit Manager
P.O. Box 47600
Olympia, WA 98504-7600

This report is required whether a treatment or monitoring occurred. The report must include waterbody name, chemicals used, amount of active ingredient applied in pounds, acreage treated, monitoring results, and the plant species targeted.

O. Aquatic Vegetation Harvesting.

1. Formal RFP contract process is not required unless expected costs exceed \$10,000. (NOTE: harvesting is expensive. In 2023 cost estimates were \$2,000+ per acre.)
2. If costs are expected to exceed \$10,000, an RFP and Contract process is required. However, depending on the extent of the harvesting, you might consider a sole source contract, as there are a limited number of local harvesters available.
3. If the area to be harvested is large enough solicit bids from California and Eastern WA. Harvesting can be accomplished in most areas of the lake including littoral areas and conservation areas, where herbicides are not allowed by the APAM permit.
4. The standard harvesting equipment can remove vegetation from 1 ft to a maximum of 6 ft from the surface. It should be noted that the harvester will not harvest closer than 1 ft off the bottom. Therefore, shallow area harvesting must be evaluated for cost/effect before proceeding. For example, if the depth is 4 ft deep in a channel or cove, the harvester will only remove 2 – 3 ft of vegetation.

The steps necessary to conduct vegetation harvesting are:

Step 1: During regular lake surveys make note of the location and density levels of the vegetation as well as the depth on survey documentation.

Step 2: If the area to be harvested exceeds \$10,000 the RFP/Contract procedure needs to be completed which may delay work until the following year.

Step 3(A): If the survey is done by the contractor: See comments under Aquatic Vegetation Treatment. It is recommended that the LMD Survey Committee accompany the contractor on the survey to understand and make recommendations on areas to be harvested. Note that the contractor doing this survey is the same contractor as the Aquatic Vegetation Treatment contractor. However, this contractor will in most cases not be the contractor doing the harvesting.

Step 3(B): If the survey is done by the LMD Survey Committee, see comments under Aquatic Vegetation Treatment.

Step 4: Consult the SC to gain approval to proceed with the harvesting.

- Step 5: Once it is determined that harvesting will be conducted, contact the County POC to have a contract issued to the contractor for the area to be harvested. At the same time, consult with the contractor to determine when they are available, and schedule the treatment.
- Step 6: No posting or notifications for the harvesting are required. However, depending on the area to be harvested the LMD may want to inform the lakefront owners in the areas to move their boats to make it easier for the harvester to do a good job. This might be in narrow channels where boats and equipment may extend past the end of the docks.
- Step 7: Require the contractor to notify the LMD POC (EH_LMD@co.thurston.wa.us) and the Survey Committee Chair or other designated person of the specific dates(s)/time(s) they will arrive at the lake to conduct the harvesting.
- Step 8: The contractor performs the harvesting in accordance with the harvesting polygons and notifies the LMD Survey Committee when the work is complete and ready for inspection.
- Step 9: The LMD Survey Committee inspects the areas within the polygons provided to make sure that at least 90% efficacy has been accomplished. This also includes the cleanup of floating debris released by the harvesting process. If the Committee does not feel the harvesting meets expectations, they work with the contractor to rectify the deficiency prior to the contractor leaving the lake. This will mean someone from your lake survey committee or SC will need to be available to conduct this inspection.
- Step 10: No formal report is required to be sent to Ecology because herbicides were not used, however, end of year reporting to County should include the total tons of vegetation removed from the lake. This information should be included in the contractor's invoice for payment. The contractor will provide that information within seven days of harvesting.
- Step 11: The Survey Committee will notify both the contractor and the County POC at EH_LMD@co.thurston.wa.us that the work is complete. Instruct the contractor to send his invoice to the POC at EH_LMD@co.thurston.wa.us with a copy to the Survey Committee.
- Step 12: The Survey Committee will review the invoice for accuracy and if complete/correct, endorse the invoice indicating ok to pay and forward a copy to the LMD Budget Chair and the LMD POC at EH_LMD@co.thurston.wa.us.
- Step 13: Forward a copy of the documents to the LMD Chair to be included with the meeting material for the next Steering Committee Meeting. Also save a copy of the documents in the appropriate SC document storage platform.

P. Floating Vegetation (lily) Treatment

A formal RFP contract process is not required unless expected costs are above \$10,000. The steps necessary to conduct floating vegetation treatment are:

- Step 1: During regular lake surveys make note of the location and density levels of floating vegetation on your survey documentation.
- Step 2: When invasive floating vegetation (e.g., Fragrant Water Lily) is identified during surveys it can be targeted for removal. There are several methods used for floating vegetation removal:
 - a. Manual – Least impactful to environment and best method for small, isolated clumps of plants. Refer to Lake Lawrence YouTube Channel (<https://youtu.be/ms-MfnAhCI8> Usually Manual Control of Lily's) for how to remove Fragrant Water Lily. Requires education of shoreline parcel owners/HOAs and may require volunteers willing to assist elder or disabled parcel owners to remove plants.
 - b. Harvesting – Used by both Long and Lawrence Lakes for several years to control large areas of floating vegetation. Expensive and ended up spreading lily fragments all over the lake. If harvesting is used ensure harvester is equipped with equipment to properly collect all lily fragments cut. This method may be practical for limited use in concentrated/isolated areas.
 - c. Herbicides – Most effective method for larger clumps/areas of floating vegetation.
- Step 3: When the survey committee determines that 2b or c above are necessary an estimate of cost needs to be obtained. If greater than \$10,000 start the RFP/Contract process. This may mean a one-year delay in removal of vegetation to get a contract in place. If less than \$10,000 proceed to the next step.
- Step 4: To obtain an estimate of cost map floating vegetation like how aquatic vegetation is documented during surveys. The difference is floating vegetation density is measured in acres or portions of acres with specific (GPS) locations around the lake. Take this information and contact as many contractors as possible that perform this type of work and obtain an estimate of work. Keep detailed records on which contractors are contacted and the bids they provide. Obtain firm bids.
- Step 5: Provide bid information and treatment details to SC to obtain approval.
- Step 6: Notify EH_LMD@co.thurston.wa.us of LMD decision and request confirmation that proper process was followed.
- Step 7: Select a contractor and complete a Work Order detailing work to be performed and send to contractor and cc EH_LMD@co.thurston.wa.us.
- Step 8: If harvesting is the selected method no herbicide treatment notification card/letter to parcel owners is required. If herbicide is the recommended treatment steps 5 through 16 under aquatic vegetation treatment will need to be completed
- Step 9: SC Survey Committee conduct regularly scheduled surveys. Depending on herbicide used impact on targeted vegetation may take weeks (3-6) to see results.
- Step 10: SC Survey Committee and/or contractor will conduct a survey at the conclusion of the vegetation growth cycle to 1) determine the efficacy of any treatment and 2) to

inform the SC on potential need to conduct additional vegetation treatment next year. This information provides valuable information for budget formation and work plan development.

Step 11: SC Budget Chair tracks invoice process/payment until completed.

Q. Terrestrial Noxious Weed Treatment.

Terrestrial noxious weed control is under the purview of the County Noxious Weed Department. All Class A through C noxious weeds identified as such by the State and County are listed in the County Noxious Weed list: thurstoncountywa.gov/departments/public-works/noxious-weeds/noxious-weeds-list-0

Step 1: During routine lake surveys identify and document locations (GPS coordinates are best) of any noxious weeds. The most common shoreline noxious weeds in our area are Knotweed, Yellow Flag Iris, Purple Loosestrife and Parrot Feather. If you are not sure what a particular plant is take detailed photographs and/or collect plant samples and send or take them to the Thurston County Noxious Weed Department for identification and recommended action.

Step 2: Thurston County Noxious Weed will make the determination if control is necessary and what type of control to use. They will notify LMD of the control method they intend to take, if any. If shoreline parcels are to be treated with herbicides, they are required to follow the same procedures identified above for aquatic vegetation treatment to include, but not limited to, notification cards, posting signs, etc. They are not required and will not provide the SC with treatment reports, etc., unless the SC partners with them to hire a contractor to perform the treatment.

Step 3: Survey Committee POC should follow up with the Noxious Weed Department until a specific response on action to take is provided. There may be insufficient density of plants to warrant any action.

Step 4: Survey Committee may address any noxious weed issues by educating residents and providing manual methods to remove plants. Manual methods are always the preferred method if possible. The Lake Lawrence YouTube Channel has numerous videos on how to identify the most common noxious plants and the proper method to manually remove them. A couple of those are:

- a. How to identify and control Purple Loosestrife: <https://youtu.be/43eu1t8D-qc>
- b. How to identify and control Yellow Flag Iris: https://youtu.be/spE_BfHvSG4

R. Algae Control Contract

To control Filamentous algae a new prescription must be obtained. The treatment methods are much like aquatic vegetation control. Once a new Prescription is obtained through the Pest and Vegetation Management Advisory Committee (PVMAC) and an RFP is approved and issued a contract can be written. This section will be completed when one of the LMDs decides to move forward with this program.

S. Mailing Services.

A contract is not required unless expected costs are above \$10,000. If the contractor/vendor is not on the County small works list the LMD will obtain three bids for services, at least initially, to ensure cost/performance metrics are acceptable to the committee.

T. Annual Reporting

Annually (Jul/Aug) LMD SC writes and disseminates Annual Budget and Work Plan (annual report/budget) to County POC, LMD members, County Commissioners, Storm and Surface Water Utility (SSWU) manager and PVMAC. Annual Work Plan is required to identify actions taken, educational activities conducted, project status, aquatic weed treatment assessment, etc. (see examples at Appendix). The Annual Work Plan satisfies the requirement for SSWU storm water reduction fee. Annual Budget and Work Plan is normally written, staffed amongst LMD Steering Committee leadership, then entire SC, then approved by SC at a regularly scheduled LMD meeting. A copy should be posted to the LMD website.

U. GIS/GeoData

LMD, at no cost, can access GeoData themselves and download mailing lists, maps and other information by logging on to the GeoData Center at:

1. <https://www.thurstonCountywa.gov/departments/geodata-center>.
2. At this site see a selection menu to obtain various documents, maps, etc.
3. If the LMD has a technical request that requires analysis/research or maps printed submit that request to EH.LMD@co.thurston.wa.us. EH will work with GEODATA to determine the timeline for working the request. GEODATA will provide an estimate of the cost for the service and if approved by the LMD perform the work. GEODATA will bill the respective LMD directly for services.

V. Community Education

Inform and educate LMD members through guest speakers, websites, newsletters, community meetings, YouTube, social media, etc. LMD SC can provide their own resources for these activities, invite experts to inform and educate members through special meetings or in conjunction with scheduled meetings or contract for quest speakers.

Step 1: Identify, during budget and workplan development, what the LMD wants to do: website, guest speaker(s) newsletter(s), workshop(s), etc.

Step 2: Determine how much to spend.

Step 3: Identify which LMD SC member or sub-committee is going to develop and execute each.

1. Educational Components

a. Guest Speaker(s)

- 1) Identify local experts (government, non-profits, or private persons) and start early.
- 2) Provide them with the subject/area of interest and any information they may require putting together a 15 to 30 minute presentation. There are many educational presentations on YouTube. Plan on one or two guest speakers a year (virtual or in person).

b. Website

- 1) Use volunteers, contractors, or a mixture.

- 2) Identify the hosting site, obtain a website name/address, determine website format, and execute. You will need content providers (stories, photos, and artwork), and someone to upload and format the material on the website.
 - 3) Submit invoice through County POC for reimbursement.
- c. Newsletter
- 1) Use volunteers, contractors, or a mixture.
 - 2) Determine method of delivery (USPS, email, website, etc.).
 - 3) Assign LMD member or contractor task with defined scope, content, and timeline. Writers and photographers will be needed, plus someone to format the newsletter.
 - 4) If funds are expended, ensure they are addressed in the budget and work plan. Submit invoice for reimbursement through County POC.
- d. Community Meeting/Workshops
- 1) Volunteer, contractor, or hybrid.
 - 2) Identify LMD POC, task, define scope, content, timeline, and location (facility).
 - 3) Schedule three to 12 months in advance.
 - 4) Announce via every possible method (email, social media, posters, flyers, USPS, website, newsletter, etc.) depending on funds available/budgeted.
 - 5) May also include guest speaker(s) (see above). May also include food. Submit invoice for reimbursement through County POC.

W. Stormwater Fee Reduction

1. Per current Thurston County Code, Chapter 15.06.040 (D), ratepayers of LMDs are eligible to receive a storm and surface water base fee reduction of 50 percent or the amount of the charge from the district, whichever is less, provided the LMD is actively engaged in projects and programs which have water quality as a primary goal and aligns with County water quality goals and messaging.
2. To qualify for the fee reduction, annual budget and workplans must be submitted to the SSWU by February 28 summarizing workplan efforts that were conducted during the previous calendar year to meet the obligations outlined.

X. Nuisance Vegetation Monitoring

1. Vegetation surveys are an IPM requirement before any chemical treatment can be made.
2. The number of surveys is based on need, but at least one survey will be conducted by either LMD volunteers, a contractor or both prior to any decision to use herbicides. All other methods will be considered prior to use of herbicides (mechanical, barrier, harvester, etc.).
3. Only when an herbicide treatment is the only viable option will actions be taken to use herbicides.
4. Herbicides will only be applied by a qualified/licensed aquatic pesticide applicator and in accordance with APAM, County IPM requirements and herbicide label instructions.

- Step 1: Identify a weed survey committee where at least one person will be able to perform this function for several years to provide continuity. The learning curve is steep and takes effort.
- Step 2: Gather information on how to conduct effective and efficient surveys. There are numerous on-line resources, local lakes with survey committees, State Department of Ecology aquatic biologist who does lake surveys for the State, etc.
- Step 3: Build your survey kit. Refer to online resources.
- Step 4: Go on a survey at another lake with their weed committee.
- Step 5: Have a member of another lake weed committee come to your lake to conduct a lake weed survey with your committee.
- Step 6: Schedule your lake weed surveys. Normally monthly from April through August or September.
- Step 7: Conduct surveys, record information collected, report results to SC and post to LMD website.
- Step 8: Invasive Species found or suspected.
- a. If any invasive species are identified report them immediately to County Noxious Weed and the State Department of Ecology. If you can't identify a weed species secure a sample, take detailed pictures and forward them to the Department of Ecology aquatic biologist for review and identification. This can normally be done via email with attached photos.
 - b. Depending on the species, immediate action may be required (Eurasian watermilfoil). There are two kinds of milfoil: native and non-native. To be clear it is a non-native / invasive species that requires immediate action. The Department of Ecology could provide emergency grant funds to assist.
- Step 9: Nuisance (Harmful level of native vegetation).
- a. If you have vegetation that reaches nuisance (harmful) levels and you have a contract in place, notify contractor to either 1) conduct a survey to validate and/or 2) consult on treatment method, areas to treat and cost based on LMD survey results and information provided to the contractor.
 - 1) Prioritize treatment areas. Boat launches and community swim areas should be a high priority with high density residential second and undeveloped areas last. Do not treat conservation areas native vegetation unless treatment is focused only on invasive species.
 - 2) Consult with contractor to conduct treatment.
 - b. If your budget supports herbicide or harvesting treatment and a contract is not in place, consult with SC and decide whether to initiate contracting process. This process takes three to five months so any effort will likely not be in place until the next weed growth cycle.
 - c. If your budget does not support herbicide or harvesting treatment, consider removing vegetation in and around docks/swim areas with weed rakes

(mechanical). This requires no contract or local/state approval. You may consider purchasing weed rakes and signing them out to HOAs and individuals.

Step 10: It is important to continue weed monitoring throughout the season. It is also important to conduct weed surveys after treatment to determine efficacy of treatment. Document it. Did treatment work, did it work in some areas and not others, did it not work. Understand that depending on the type of herbicide used it may take three or more weeks to see if there is any appreciable difference. Noting the differences from one survey to another is important. During consultation with the contractor, they should advise your LMD on the results you might expect to see depending on the herbicide treatment used.

Step 11: Provide feedback to contractor on treatment results. In some cases, the contractor may want to go to your lake and observe the treatments areas, especially if your weed committee says it didn't work.

Y. Lake Level Monitoring

1. This is a volunteer/educational/data collection opportunity solely at the discretion of each LMD. Most lakes have some sort of gauge or monitoring device. If they don't, they should install one. It doesn't need to be expensive. To be effective it needs to be monitored regularly, data collected, stored, and ultimately used. Several lakes in Thurston County have had lake gauges installed at their public boat launches either by the Thurston County Environmental Health Department or scientist from the University of North Carolina through a grant funded by the National Aeronautical and Space Administration (NASA) that enable citizen scientist or LMD volunteers to take lake level readings and report them.
2. This assumes a depth meter was installed by NASA or a government agency (County Environmental Health). Assume permission is granted by the program administrators to report results via website portal designed for this purpose or the former where the LMD has established a reporting mechanism to collect, store, report and use the data. Either will work. When the NASA grant expires or is not renewed lakes utilizing this portal will need to either discontinue the effort or transition to a self-support process.
3. The NASA supported web portal is [Liquid Earth Lake](#) for Washington State Lakes. To view, report or obtain data for LMD lakes click the above link and go to the sites shown here:
 - Lake Lawrence: "LAW2, XAW2 or TCW2" – TCW2 is a gauge where citizens visiting the public boat launch can send in lake depth information by text. The other two locations are monitored by LMD volunteers and provide more reliable information that is recorded and reported to the LMD SC at regularly scheduled meetings.
 - Long Lake: "LGW2"
 - Offut Lake: "FTW2"
 - Pattison Lake: "PAW2"

4. To be effective any gauge requires good processes. Follow these steps:
 - Step 1: Annually or as required – inspect the gauge for “Straight-and-level” status, make corrections as necessary. Clean the gauge to ensure accurate readings. Cleaning is best performed when the water level is low, and the water is warm.
 - Step 2: The NASA gauges currently installed at all Thurston County LMD lakes are metered in 0.2FT increments. Interpolate to 0.1 FT increments for reports. NOTE: Other gauges may be metered differently.
 - Step 3: Readings are best performed when the water surface is calm but if reporting through the NASA program NASA may request (via e-mail) if you have a registered POC a reading within 24 hours to correspond with panned satellite pass-over flights. NASA also provides an a-priori schedule of requested reporting dates. If the surface undulates with wave motion, interpolate to an average reading and report via portal or in the case of those installed at public boat launches report via text message.
 - Step 4: If you are an assigned NASA gauge collector (you will know if you are or not) in the notes section of the portal – add any free-form narrative observations as you see fit (e.g., precipitation since last reading, observable snow accumulation on Mount Rainier or hills/landscape in your vicinity, daily air temperature since the previous reading, surface water temperature at the gauge site. Also include observations related to surface algae or water clarity, and goose observations (number/location). If a toxic algae closure is invoked report the closure status until the restriction is relaxed and include any other related observables. Even if not reporting on the NASA portal, including this information in your local lake measurement format provides valuable data for future decisions.
 - Step 5: If possible, conduct readings before and after significant precipitation events, e.g., no precipitation since previous report. This helps to correlate local precipitation with changes in the lake levels.
 - Step 6: When ready, submit the data via the portal. Once submitted, it is not revocable by the submitter. NASA must be contacted directly to modify or remove the submission. This would not be applicable if you are not reporting data via the NASA portal.
 - Step 7: If using the NASA portal, after submission, the data will automatically plot as a graph. You can copy that graph for power point presentations or sharing the data with your SC or LMD members. Similar software could be used if the NASA portal is not available or used by your lake.

Z. Water Quality Testing

1. Water quality testing is done by the Environmental Health Section of the Thurston County Public Health and Social Services Department.
 - a. Testing
 - i. Done monthly from May through October each year.
 - ii. Results take a year or more to be published.
 - iii. Primarily focused on collecting data to determine the health of the lake through a complicated set of test samples that determine the lake’s eutrophic status.

- b. There are three trophic states for lakes, (Click [HERE](#) to the Wikipedia definitions.)
 - i. Oligotrophic.
 - ii. Mesotrophic.
 - iii. Eutrophic.
- c. Thurston County Environmental Health has continued water quality testing since 2009. Data is currently available through 2021 and can be viewed at [2021 Lakes Report.pdf](#).
- d. General water quality data, definitions and other interesting facts can be viewed at: [Water Quality | Thurston County](#).

2. In May 2023, the Lake Lawrence SC accompanied the Environmental Health team doing water quality testing and shot a YouTube Video of how they collect the data. That video can be viewed at: <https://youtu.be/uXQcB2fdt3E>.

AA. IAVMP Development – See Appendix P. Pattison & Offut populate by June 2025.

BB. Phosphorus Management

An integrated Phosphorus Management (IPM) Plan is required to address phosphorus in your lake. Algae blooms during summer in western Washington lakes are caused largely by internal loading of phosphorus from sediments. This occurs largely because summer precipitation is low, resulting in low external loading relative to internal loading from the lake sediments during summer.

1. Phosphorus and nitrogen are the two key nutrients that influence algae growth in the lake with phosphorus making the largest impact. While both nutrients should be controlled, phosphorus has the greatest impact on algae growth.
 - a. Aluminum Sulphate, Alum is one of the two primary products used in the control of algae production. Alum performs two functions when introduced into the lake.
 - i. It strips the water column of suspended solids by coagulation and settles to the bottom.
 - ii. It combines with the soluble phosphate in the water column and on the bottom to form Aluminum Phosphate which is an inert mineral.
 - b. Alum will hold the phosphorus unless pH levels and temperatures increase. When Alum is used in a lake, buffers are required to reduce the pH to improve the Alum effectiveness and to reduce detrimental impact on the fish.
 - c. Alum is a preventive treatment and does not impact algae that have already formed a bloom.
2. Phoslock/Eutrosorb. Phoslock is a modified bentonite clay fixed with lanthanum, which has a 300x affinity for phosphorus. It is applied as a slurry to the surface of the lake and strips the soluble phosphorus from the water column and binds it permanently on the bottom. Excess phoslock combines with the phosphorus on the bottom to create a barrier on the lake bottom to prevent internal loading of phosphorus from the sediment. The key here is that it is a permanent bond. It should also be noted that phoslock does not strip the water column of suspended solids as Alum does.

3. Phosphorus management reset is when you totally lock up the phosphorus in the water column as well as sealing off the bottom. Typically, this is an expensive process to accomplish in one year but can be done over a few years. When accomplished you only need to manage the new phosphorus entering the lake from inlets, storm water outfalls, waterfowl excrement, and new rotting organic matter.
4. Phoslock/Eutrosorb and Alum treatments can be used in a multifaceted process. Utilize the Phoslock/Eutrosorb to strip the water column of soluble phosphorus and to form a barrier on the bottom. Then treat with Alum to strip the water column of suspended solids and remaining phosphorus. However, if you make the water too clear you will provide a great environment for weed growth. Therefore, careful planning is required.
5. Testing:
 - a. You will need to test for total phosphorus and soluble phosphorus both at the surface and about 1 ft off the bottom prior to the application to determine the concentration/pounds of Phoslock/Eutrosorb or Alum needed. You can have the contractor do this testing or purchase the equipment and do it yourself.
 - b. In late July/early August you will need to repeat this testing as well as adding temperature above and below the thermocline. This will tell you when the lake is about to “turn over”. When the lake turns over, the phosphorus contained in the thermocline is released into the lake and can cause an algae bloom. If you have another Phoslock/Eutrosorb treatment in the deep portions of the lake (12+ ft depth) just prior to “turn over” you can prevent this major release of phosphorus.
 - c. Testing again in late Sept/October will give you a reference for the following spring.

CC. Grant Development

1. Begin by reviewing this online PDF: [Aquatic Invasive Plant Grant Funding Guidelines](#)
1. It is wise for all Steering Committees to understand the grant timelines at the beginning of your LMD process so decisions can be made far enough in advance of those deadlines.
2. Because of the fiscal implications, it is important to involve the entire LMD Steering Committee in early discussions to:
 - a. Determine the rationale for applying for a grant.
 - b. Decide what project needs grant funding.
 - c. Solicit help with grant writing and review.

Example: Offut Lake, as a new LMD with a very limited annual revenue, realized that if they received grant funding to finance at least part of the very expensive and required IAVMP, the LMD would be able to move forward with the IAVMP almost a year earlier than if they waited for adequate funding to accrue from tax assessments.

3. Things to Know.
 - a. All grants have application windows.
 - b. The date the grant application period opens.
 - c. The date deadline for submission.
 - d. The date applicants are notified of the grant application results.
 - e. The date when funds will be available to successful applicants.
 - f. These dates vary depending upon the grant provider.
4. The LMD Steering Committee (SC) should identify when it is advisable to submit a grant and what activity the LMD hopes to fund with the grant funds.
5. Contact the County POC and ask what information they can give about available grant options.
6. Research Washington State websites to see what grants are being offered and their submission timelines.
7. Here are some useful links:

WASHINGTON STATE LAKE PROTECTION ASSOCIATION:

<https://www.walpa.org/lakes-resources/lakes-links/>

WASHINGTON DEPARTMENT OF ECOLOGY:

<https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/find-a-grant-or-loan>

STEPS FOR GRANTS

- Step 1: The Steering Committee (SC) decides to move forward with the grant application and creates a subcommittee to do the grant writing.
- Step 2: POC for the LMD submits the **Grant Approval Application Request Form** (see Appendix) to the BoCC.
- Step 3: Community Input should be gathered at a regularly scheduled SC meeting. At this meeting the grant content should be shared with the LMD membership. Grant content may also be shared through publication via the LMD website and/or monthly newsletter to the membership.
- Step 4: Contact past successful grant recipients and obtain copies of their successful grant applications. (Grant recipients are listed on the website of the department offering the grant).
- Step 5: Write and edit grant.
- Step 6: Submit DRAFT to POC and ask them for feedback.
- Step 7: Submit grant DRAFT to POC for them to input into the Secure Access Washington (SAW) Grant Application System for Thurston County and request POC provide a copy of the grant application once input into SAW.

DD. BoCC Engagement

LMD leadership will jointly schedule semi-annual one-hour meetings with no more than two commissioners simultaneously to discuss LMD action items/issues/workplans. LMDs will be invited by POC to all BoCC meetings where LMD issues and/or budgets will be discussed (bi-annual/mid-term/budget amendment). BoCC may request LMD participation at meetings or ask LMDs questions or provide clarification.

EE. LMD Equipment Accountability

It may be necessary to purchase equipment for the LMD. Some already have and another has equipment currently controlled by Public Works that will need to be transferred either to the LMD or to the new LMD POC. It is necessary that this equipment be checked and accounted for. Use these steps to do that:

- Step 1: Identify a specific LMD SC member as the responsible person for all LMD equipment. This is needed even if the equipment is maintained by County personnel. You need to know what equipment your LMD has purchased and where it is located.
- Step 2: Identify a secure location for storage of equipment.
- Step 3: Utilize the LMD specific equipment inventory (see Appendix) to log in and account for the equipment/property. Complete all lines on the form.
- Step 4: If equipment/property is to be signed out to other LMD members/volunteers utilize the LMD specific equipment sub-hand receipt (see Appendix) to maintain positive control.
- Step 5: At least once a year have two LMD SC members jointly inventory the equipment and validate during an LMD meeting that all equipment was accounted for. Validation will be included in LMD meeting notes. If LMD equipment is parceled out to LMD members (i.e., weed rakes) either have those members return the equipment to the LMD SC member responsible for accounting for the equipment and if necessary, sign it back out to those members or have the LMD member resign the equipment sub-hand receipt.

VII. APPENDIX

- A. Abbreviations, Acronyms, and Terms.docx
- B. Affidavit of Publication Notice of Public Hearing example.pdf
- C. Annual LMD Report example.pdf
- D. Budget & Work Plan example.docx
- E. Equipment Inventory samples and templates.xlsx
- F. Grant Approval Application request example.docx
- G. Grant Approval Application request template.docx
- H. LMD Formation Process Timeline.pdf
- I. Non-Employee Reimbursement template.xlsx
- J. OPMA Certificate of Training template.docx
- K. OPMA MRCS Tips & Training.pdf
- L. SC Meeting Notification Card example.docx
- M. TC Auditor Financial Services Vendor Information Account Form.pdf
- N. Treatment Notification Card sample.docx
- O. [LMD Creation and Renewal.pdf](#)
- P. IAVMP- To be done by Pattison & Offut Lake by June 2025
- Q. [Sample LMD Work Order](#)

VIII. DOCUMENT CHANGE SHEET

For Thurston County & Lake Management District Standard Operating Procedures

DATE	ACTION	APPROVED BY	COMMENTS