

## Lake Lawrence Lake Management District Steering Committee

Lake Lawrence Community Club  
15735 Topaz Dr. SE  
Yelm, WA 98597



1. 7:00 PM Call to Order – Co-Chair Barry Halverson called the LLLMD Meeting on December 12, 2023, to order at 7:01PM. SC provided self-introductions.  
SC Members Present: Barry Halverson (Co-Chair), Kim Nelson (Co-Chair), Frank Hudik (Co-Chair), Issac Smith, Mary Caselnova, Steven Slater, Larissa Ada and John Carpenter  
Members Present: Mike Fischer, Janice & Randy Leitzke, Chris Collins, Ann Carpenter, Curt Cleveland and Dan Moffett  
Government Staff: None
2. 7:05 PM Approval of Agenda  
**MOTION: SC Member Kim Nelson moved to approve the agenda. SC Member Steven Slater seconded. The motion passed unanimously.**
3. 7:05 PM Approval of Minutes  
**MOTION: SC Member Kim Nelson moved to approve the October 11, 2023 meeting minutes. SC Member Frank Hudik seconded. The motion passed unanimously.**
4. 7:10 PM Public Communications – No one wished to make any statements/testimony.
5. 7:12 PM Recurring/Continued Business:

### Health & Safety – Kim Nelson

Boating – Nothing at this time.

Toxic Algae Update – None at this time.

Signage at DFW Boat Launch – still researching and getting bids.

Signs/Buoys at South End of Lake – still under consideration. More discussion needed.

### Budget – Barry Halverson

Current – As of Nov 23 total Revenue was \$123,674, \$3,000 more than budgeted. Total expenses were \$36,374. Leaving a current fund balance for 2023 of ~\$87,300.

Proposed 2024 Budget – Revenue of \$115,040 expected. Awaiting BoCC Decision on 15 Dec on reimbursement of 2024 Interfund Costs (~\$7,000). BoCC approved budget adjustment to change LMD budget lines to conform with new LMD transition (removing Interfund Costs Lines as appropriate & inputting LMD Admin Rate). Should have better clarification after 15 Dec 23 budget decision. Most likely will not see on county budget report until February 2024.

#### Purchases/Invoices –

Reviewed estimates for mailing meeting/website notification cards to all LMD members (approximately 670 members in January 2024) and herbicide treatment notification card to all waterfront properties prior to any treatment (approximately 175 members in the April-June 2024 timeframe) for a total cost of not more than \$1,400.00. Need to obtain three bids or more and either select lowest bid or provide justification for selection of another bid.

**MOTION: SC Member Isaac Smith moved to approve expenditure of up to \$1,400 to send notification cards to ~ 670 members in January 2024 and another ~175 cards to members on lake shorelines prior to herbicide treatment for a cost not to exceed \$1,400.00.**

Discussed purchase of Arc GIS Software ~\$1,800 -one time purchase. May require software updates/annual licensing requirements. Have downloaded free Q-GIS Software, which was suppose to provide similar benefits, but very difficult to use and cannot get it to provide polygons for lake. Will continue to work with the free



version and will look at contractor bids in February for doing surveys with us to provide same information. Want to see what they are going to charge us to do this. May pay for itself first year. Also discussed Secchi Disc w/25-50' rope (\$61+tax); Digital Temp Sensor w/50' cable (\$75+tax); Rain Gauge (\$53+tax). Will continue to research need for any of these items and report back to committee at next meeting in January 2024.

Discussed need for LMD mailing address. Four options provided to SC: PO Box (\$166+tax); UPS Store Mail Box (\$240+tax); Nisqually Post & Print Mail Box (\$105+tax); Barry's personal address that is not used for USPS Mail (\$0). After discussion US PO Box was decided to be the best option at least for the first year to see how this transition pans out.

**MOTION: SC member Steven Slater moved to approve purchase of US Post Office Box for LMD mailing address (~\$166+tax) SC Member Isaac Smith seconded. The motion passed unanimously.**

Discussed requirement for website, domain name and potentially a website manager. Estimated costs for website were ~\$400 a year. Barry recommended that since it was required and we had three years left on our current LMD we should purchase a robust website for the entire three-year period (~\$1,200+tax). A domain name would also need to be purchased – cost unknown and funding needed to be approved to hire a website manager with an expected need of 30 hours initially at a cost of from \$600 - \$1,500. A virtual (zoom) platform was also discussed (\$15.99 per month \$192+tax per year). Steven Slater offered his zoom platform for LMD use for the first year until we determine what we actually need.

**MOTION: SC member Isaac Smith moved to approve purchase of website, domain name and funding for website manager, if needed not to exceed \$3,500. Larissa Ada seconded. Motion passed unanimously.**

Discussed need for office supplies (copy paper, printer ink, envelopes, first class stamps, mailing labels, stamps & stamp pad).

**MOTION: SC member Isaac Smith moved to approve purchase of office supplies not to exceed \$300. Kim Nelson seconded. Motion passed unanimously.**

**Lake Level/Temps** – Frank Hudik – Lake levels are climbing, however because we had the lowest water level in five years as of September, we are almost exactly one month behind last years lake level. Water temps are dropping – currently at 44 degrees

**YFI Floating Islands** – Frank Hudik – Discussed our problem. Have had 14 reported floating island observations with a total of 32 floating island mats since 2006. Efforts to engage Thurston County and State Departments since July 2022 have met with minimal results. Had to engage with our District State Representative Peter Abbarno to get any response from Department of Natural Resources (DNR) who since representatives out to Lake Lawrence on 30 October to conduct a boat tour of problem with Frank Hudik. No one wants to accept responsibility even though state claims they own the bottom of the lake they also say that once the yellow flag iris releases from the bottom and becomes a floating island they no longer have jurisdictional responsibility. Next Step is to reengage with Representative Abbarno and DNR and nail down who has responsibility.

**CALL FOR VOLUNTEERS:** Every year we have had floating islands that need to be towed to the cove south of the public boat launch. If you are capable of helping, please contact Kim Nelson at [kforte72@yahoo.com](mailto:kforte72@yahoo.com) or Barry Halverson at [lakelawrence750@gmail.com](mailto:lakelawrence750@gmail.com). We will put you on a list to contact in case your help is needed. THANK YOU!!!

**LMD Meetings** – Virtual Special Meetings scheduled for January 25<sup>th</sup> and February 15<sup>th</sup> from 6:30-8:30pm. All other meetings remain as scheduled.

**MOTION: SC Member John Carpenter moved to approve addition of meetings. SC Member Larissa Ada seconded. The motion passed unanimously.**

**Weed Treatment Review** – New Prescription Approved by Pest & Vegetation Management Committee (PVMAC) 20 November 2023 that included a new, less harmful herbicide to be used in certain circumstances and revised aquatic vegetation harm levels that will allow treatment early enough to be effective and not so late as to miss the treatment window like in 2023/ New RFP released for bids 12 December 2023. Bids are expected to be back for review by 15 February 2024. One member of each LMD Steering Committee will be on committee to select contractor.



**Submerged (Pond Weeds)** - \$70,000 budgeted. Lake surveys begin 20 April 2024.

**Floating (Fragrant Water Lily)** - \$2,500 budgeted. Decision will be made following May/June Lake surveys as to whether there is a need to treat. All shoreline residents and community HOA's are encouraged to remove Fragrant Water Lily along their shorelines. This is the easiest, quickest and least impactful way on our environment to get rid of this invasive lily species. A YouTube Video has been produced by the Steering Committee and posted to the Lake Lawrence YouTube Channel at: <https://www.youtube.com/@lakelawrence> that shows you how to do this. There are many other videos on this channel that provide detailed information on how to identify and remove noxious and invasive plant species. Please take the time to review these videos and take necessary action.

**Terrestrial (YFI, Purple Loosestrife, Knot Weed, etc.)** - \$1,500 budgeted. Awaiting Noxious Weed notification that they have received grant funds for the remaining costs. Will be sending out YFI Permission Letters to only 24 waterfront residential parcels with a high concentration of Yellow Flag Iris once we have been informed county has grant funding to provide their portion of the funding. All other shoreline property owners, to include HOA's need to removed YFI manually (see YouTube Channel for the How To) when you find it. We have spent 7 years and thousands of dollars treating YFI. Our residential and community shorelines are almost clear of it except for what pops up as new seedlings every year. Reach down and pluck them out. THANK YOU!!!

**Algae Management Plan** - \$50,000 Grant submitted, expect to hear by 1 July if grant funding will be provided. If not, we will need an RFP in place to move forward without the grant. 2024 will be working on a contract to perform the Algae Management Plan. 2025 will be the year we will be able to perform an Algae Management Program (Toxic Algae Mitigation) should the study/plan provide evidence that it is needed. We all feel it is needed based on the toxic algae blooms we have experienced; however, we cannot perform a treatment without the plan being in place and approved by Department of Ecology.

**Action Item Status** - Barry Halverson - The Action Item status sheets were reviewed and updated.

**MOTION: SC Member Kim Nelson moved to archive AIs 2022-1, 2022-2, 2023-17 & 20. SC Member John Carpenter seconded. The motion passed unanimously.**

**Committee Items of Interest**

Status of SB 5638 DRAFT Lake and Beach Management District Bill RCW 36.61 - Barry Halverson - Bill was completed and ready for submission to legislature. Department of Fish and Wildlife stopped the bill at the last minute stating they had an addition to the bill they wanted included. They have not provided us that addition yet. Were told we would have it by 15 December.

Social Media - Barry Halverson - looking for a volunteer to help with this. If interested please contact me.

Shoreline Master Program - Barry Halverson - Approved by Board of County Commissioners 12 December. Most of the changes recommended by the County Planning Commission were accepted including the setback and dock permit requirements. This is good. Now it goes to Department of Ecology for their review/approval. Expect another year.

6. **8:30 PM New Business:**

Aquatic Plant and Algae Management (APAM) Permit - Barry Halverson - updated permit sent to Ecology for review/approval. Notices put in Olympian. Expect approval by mid-January. All the changes we wanted made were included.

LMD Standard Operating Procedures (SOP) - Steering Committee - Ongoing transition planning by members of all four Lake Management Districts in the County. We have had bi-monthly meetings with the Deputy Assistant County Manager and the new LMD Program Manager (Stuart Whitford, Environmental Health) for the past three months. Starting next year, we will continue with monthly meetings until this transition is completed. We sent out a DRAFT of the SOP a few weeks ago. Have received some good comments back. This is the future of the LMDs in Thurston County. More decision-making authority over our budget and work plan with less county staff interference. We will see how it goes.

LMD Charter - Steering Committee - Barry Halverson - Charter was staffed out to all SC members. Changes were made.

**Motion: SC Member Kim Nelson moved to approve the LLLMD Charter. SC Member Isaac Smith seconded. Motion passed unanimously.**

**LMD Equipment Hand Receipts** – Barry Halverson – The new LMD SOP requires all LMD equipment to be signed for by LMD members in possession of that equipment. Hand receipts have been sent out to those needing to sign them. Need these signed and returned as soon as possible.

**Steering Committee Training Requirements (required by Open Public Meetings)** – Barry Halverson – New LMD SOP requires this training for all SC members. Information sent out. Visit the online video, take the 33 minutes class, execute the certificate of training and send to Barry NLT 30 January 2024. We are required to turn these in to the county Point of Contact.

7. **9:00 PM Other Business:**

Upcoming meetings – all regular meetings are from 6:30-8:30 p.m. In person at LLCC Lower Lodge

LMD Regular/Special Meetings: January 25 (virtual), February 15 (virtual), 21 March (virtual), 16 May (in-person), 18 July (virtual), 17 October (in-person). Virtual meeting log on information will be published on the new LMD Website once developed (within the next month). Notices will also be sent out via the LMD contact list.

Annual Meeting: 28 September, 3-5 p.m. LLCC Lower Lodge

Upcoming surveys – 20 April, 14 May, 11 June, 25 June, 9 July and 20 August

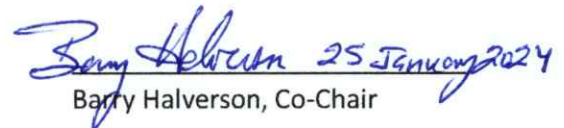
8. **9:05 PM Good of the Order**

9. **9:15 PM Adjourn** – With no further business, meeting was adjourned at 9:15 pm.

12 December 2023 Meeting Minutes Attachments:

1. LMD Attendance & Vote Sheet
2. LMD Budget through Nov 2023
3. V 10.0 DRAFT Standard Operating Procedures w/o Appendices
4. LMD Charter

Prepared by Barry Halverson

 25 January 2024  
Barry Halverson, Co-Chair





2014 - Present LMD Budget Comparison

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Object	2014 Budget (Actual)	2015 Budget (Actual)	2016 Budget (Actual)	2017 Budget (Actual)	2018 Budget (Actual)	2019 Budget (Actual)	2020 Budget (Actual)	2021 Budget (Actual)	2022 Adopted Budget	2022 Budget (Actual)	2023 Proposed Budget	2023 Budget (Actual)	2024 Proposed Budget	2025 Proposed Budget			
1	Program: 1740WCode:420 Project																	
2	Approved Rate Increase																	
3	Budgeted FTE																	
4	REVENUE / Actual FTE	0.3122	0.3789	0.4212	0.4725	0.1725	0.159	0.15	0.1718	0.1703								
5	# of Snr/Dis Exemptions									57								
6	Beginning Fund Balance		67306	49234	30358	27062	92997	143979	197,866	219,017								
7	Penalties - Operating Assessment																	
8	Investment Interest/Earnings	359300	212	112	172	245	180	188	143	200	243	200	61					
9	Other Interest - Op Assessment	361440	403	296	292	1117	2412	1804	1287	1000	2,554	1000	5515					
10	Operating Assessment Charges	368510	421	258	409	545	385	486	235	350	637	350	414					
11	O/T - ER&R Replacement	369913	91187	88,409	94,502	98,539	103,149	105,166	106,191	106,323	106,241	110,909	109,476					
12	O/T - General Fund	397001				4383	15059	8	10003	7000	7000	8000	8000					
13	WSDA Grant Yellow Flag Iris																	
14	Total Revenue	0	159529	138309	131233	146950	199123	251631	117,875	114,873	116,680	120,459	123,674					
15	Interfund Prof Svcs																	
16	Software + IT Support		360	564	622	677	739	1005	1727	891	891	739	677					
17	IT Equipment Replacement		83	107	101	101	101	107	134	61	61	118	108					
18	Indirect Costs - 2yr Lag		2263	2488	3353	3828	4176	4493	3504	2320	2320	2507	2298					
19	Geodata (Maps/Data)		112	1140	1497	1163	302	368	1838	1767	1767	2224	2039					
20	Benefits Admin - 2yr Lag		113	151	151	154	32	32	32	38	38	46	42					
21	IT Apps Replacement																	
22	County wide services - Contract																	
23	IF Leave Buyout Charge																	
24	Phones & Mobile Device Spt																	
25	Mail & Delivery Ops																	
26	Telecommunications - 2yr Lag																	
27	Op Rentals - Co-Owned																	
28	Op Rentals - Pool Car (Central Svcs)																	
29	ER&R Equip Reserve																	
30	Interfund Custodial																	
31	Interfund Utilities																	
32	Insurance Risk - Services - 2yr Lag																	
33	Facilities/Bldg Reserves																	
34	Subtotal - Interfund Costs	0	5285	6357	9633	11524	7654	7451	15657	6399	6695	7841	7290					
35	Administrative Rate 5%																	
36	IAVMP Development																	
37	Nuisance Weed Program		70793	55839	47686	21606	30511	26765	47755	256,000	44,452	280,750	2000					
38	Yellow Flag Iris																	
39	Lily Treatment																	
40	Prof Svcs - Advertising		308	1247	0	237	0	216	739	250	19	250	770					
41	Subtotal - Prof Svcs	0	70793	55839	47686	21606	32258	29235	48494	260250	48,344	285,000	2,517					
42	Salaries & Payroll		33785	39399	45809	20188	14589	13806	19,187	20,822	18,955	22,015	25,109					
43	Supplies		205	218	396	17	72	9	113	650	354	650	281					
44	Fuel Consumed																	
45	At-Risk Small Tools/Minor Equip																	
46	Small Tools & Minor Equip		68	1033	145	0	0	21	998	2000	0	2000	0					
47	Communications (Mailers)		29	1748	74	0	190	797	231	1500	280	1500	175					
48	ARS Travel Exp																	
49	Operating Leases/Rentals (LLCC)		120	60	120	180	60	60	0	150	60	150	100					
50	Repairs & Maint		10	0	0	0	11	26	18	20	100	100	98					
51	Misc - Trng/Conf Registration																	
52	Misc.																	
53	Machinery & Equipment																	
54	Intergovernmental (IG) Prof Svcs																	
55	Subtotal - Supplies & Op Expenses	0	432	6356	1043	635	643	1181	1712	4900	1448	4900	1458					
56	TOTAL EXPENSES	0	110295	107951	104171	53953	55144	51673	85050	292371	75,442	319,756	36,374					
57	TOTAL REVENUE	0	159529	138309	131233	146950	199123	251631	117875	114873	116680	120459	123674					
58	Ending Fund Balance		0	49234	30358	27062	92997	143979	199958	232782	55284	274020	87300					
59	Table																	
60	Unresolved Invoice Issues/Other Concerns																	
61	End of green area shows where a new budget line was added																	

Unresolved Invoice Issues/Other Concerns  
End of green area shows where a new budget line was added



# Thurston County Lake Management District Standard Operating Procedures

(Draft 12/13/2023)

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22

23 **REFERENCES:**

- 24 a. RCW 36.61 Lake and Beach Management Districts
- 25 b. RCW 42.30 Open Public Meetings Act
- 26 c. RCW 42.56 Public Records Act
- 27 d. RCW 40.14 Records Retention/Management Act
- 28 e. Aquatic Nuisance Weed Control Prescription, Thurston County, 20 November 2023
- 29 f. Aquatic Plant and Algae Management General Permit, State of Washington, Department of Ecology, 31 March 2021
- 30
- 31 g. Lake Lawrence Integrated Aquatic Vegetation Management Plan (IAVMP), May 2004
- 32 h. Long Lake Integrated Aquatic Vegetation Management Plan (IAVMP), September 2004
- 33 i. Department of Environmental Quality (DEQ) Procedures for Aquatic Vegetation Surveys, October 2005
- 34
- 35 j. Washington State Department of Ecology Aquatic Plant Sampling Protocols, June 2001
- 36 k. Thurston County Procurement Policy Main Elements 201-02, effective 6/16/2020
- 37 l. Thurston County Integrated Pest Management (IPM), 16 Dec 2014
- 38 m. Thurston County Procedure #201-05 Using Small Works Rosters, Consultant Rosters and Vender Lists, 1 January 2020
- 39
- 40 n. Thurston County Procurement Policy #201, 23 April 2019
- 41

42 **PURPOSE:** To provide the roles, responsibilities and detailed processes/tasks for how Thurston

43 County and Lake Management District (LMD) communities will work together to achieve lake

44 management goals as specified in their forming resolution.

45



1 **GENERAL:**

2 Consistent with the Revised Code of Washington (RCW) 36.61, reference a, these operating  
3 procedures provide the details for furtherance of the LMD program. County point of contact (POC)  
4 will provide limited administrative support as requested by the LMDs and detailed in this document  
5 to include oversight and compliance with the county's fiduciary responsibilities. For the purpose of  
6 this document, the term: Board refers to the Thurston County Board of County Commissioners  
7 (BoCC).

8  
9 To enable efficient management of each LMD, the citizens of each LMD will establish a Steering  
10 Committee (SC) consisting of LMD fee-paying constituents whose Charter includes cooperative  
11 engagement with the county for lake stewardship activities and responsible for daily operational  
12 activities and administrative functions.

13  
14 **Steering Committee Representation**

15 The SC will be established by the community using the following principles:

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

22  
23  
24 **Steering Committee Meetings**

25 The SC shall meet in-person, virtually or hybrid at a frequency as they determine, but at least  
26 quarterly to develop short- and long-term management strategies, make decisions on projects,  
27 discuss performance and results of projects and conduct such business as needed to ensure the  
28 continued operation of the LMD. All SC actions and meetings must be in adherence to Open Public  
29 Meetings Act (OPMA) requirements (reference b). Meetings must have a physical location to attend  
30 in-person or virtually.. This is to accommodate members that do not have the means for virtual  
31 meetings. The physical location could be a SC personal residence. Meeting location/method, date  
32 and time will be scheduled and announced in a manner in which all LMD members have access to  
33 the meeting notices and can attend meetings (e.g., email, Facebook, website or other appropriate  
34 method). Meeting agenda will be published and available at least 48 hours prior to meeting. The  
35 agenda, resulting minutes and action items will define each meeting for archival purposes. Archives  
36 will be made available to members and Thurston County staff. The archives should be easily  
37 searchable.

38  
39 **ROLES AND RESPONSIBILITIES**

40 **Thurston County**

- 41 • Administer the LMD program under the provisions of RCW 36.61, Board adopted Resolutions  
42 and Ordinances, and LMD Standard Operating Procedures (SOP).  
43 • Provide a Point of Contact (POC) from a county department to interact cooperatively with the  
44 LMDs. The appointed POCs role is liaison, administrative and not policy-setting. County POC  
45 may attend SC meetings at their discretion, but in a non-voting capacity.  
46 • Facilitate procurement of contracts.

- 1 • Facilitate payments of invoices through department budget to treasurer's office to carry out the  
2 workplan of the LMDs.
- 3 • Develop in conjunction with LMDs the critical path schedule(s) for contract approval that  
4 includes committed critical path completion dates for each county agency. The POC will  
5 manage this process, reporting to SC critical path status and necessary actions taken to correct  
6 missed commitments.
- 7 • Provide monthly or quarterly budget and accounting reports journal detail reports, invoice  
8 processing, and payment, as requested by LMDs.
- 9 • Develop contracts in consultation with SCs to cover all Thurston County LMDs. Some of these  
10 contracts may be sole source. Key contracts are: 1) Aquatic Vegetation; 2) Non-native Fragrant  
11 Water Lily control; 3) Harvesting; 4) Phosphorus/Algae testing and management; 5) LMD  
12 Administration. All LMDs will be included in these contracts, however, will only be charged for  
13 those contract services they utilize. In this regard, due diligence is implied to ensure pro-rata  
14 cost savings across LMDs.
- 15 • County financial services to manage and be accountable for financial activities in alignment with  
16 generally accepted accounting principles and county financial policies and procedures, applied  
17 consistently throughout the county.
- 18 • Assist LMDs in obtaining GIS/GeoData information if requested to facilitate mailing of treatment  
19 notification cards, newsletters, invitations, assessment management.
- 20 • Staff will input grant requests for LMDs as requested and work with the respective LMDs to  
21 brief the grant proposal to the BoCC if needed.
- 22 • Department Director in which the POC resides will hold the county permit for lake vegetation  
23 and algae management control as issued by WA State Department of Ecology. Effected LMDs  
24 will be charged equally for cost of permit.
- 25 • Manage and process any prescription changes needed by the LMDs to perform work.
- 26 • POC will write, submit and brief resolutions and other actions requested by or needed by the  
27 BoCC to implement LMD goals in accordance with RCW 36.61 and LMD formation resolution.  
28 POC may request assistance from LMDs where appropriate.
- 29 • Meet with LMD Steering Committees at a frequency determined collaboratively to collaborate  
30 with staff on work being performed by both entities to benefit of the LMD workplan.
- 31 • County Noxious Weed will work directly with LMDs, or through the POC, to treat any identified  
32 and verified terrestrial noxious weeds on the county noxious weed list.
- 33 • Provide LMDs budget timeline and format and work with LMDs on budget and budget  
34 amendment process to enable LMD workplan.
- 35 • In accordance with Thurston County Code, Chapter 15.06.040(d) the County Treasurer will apply  
36 the stormwater fee reduction to all LMD parcels.
- 37 • Review of Work Plans submitted to the Stormwater Manager shall include agreement with  
38 actions necessary to fulfill the requirements for the stormwater reduction fee.

39

#### 40 **Steering Committee**

- 41 • Upon formal Board of County Commissioners (BoCC) approval and initiation of a LMD, a SC  
42 comprised of LMD constituents shall be formed to administer LMD activities, consistent with  
43 RCW 36.61 and these Standard Operating Procedures.
- 44 • Develop and submit annual budgets in coordination with POC and county timelines. LMD  
45 leadership will be invited to and participate, as requested, at budget implementation meetings  
46 with BoCC.



- 1 • Develop annual work plans consistent with LMD formation resolution and present the workplan  
2 to the BoCC annually during the budget process or during semi-annual meetings with  
3 commissioners.
- 4 • As executors of LMD funds, be responsible and accountable for sound fiscal management of the  
5 LMD. Expenditure of LMD funds will be consistent with approved budgets, annual work plans  
6 and strategic goals as expressed in LMD forming resolution, presented to and approved by the  
7 BoCC annually.
- 8 • Create and distribute meeting agendas prior to scheduled meetings in a method that allows all  
9 members access.
- 10 • Create, distribute and approve for archive meeting minutes in a method that allows all  
11 members access.
- 12 • LMD meeting agenda items will always include financials (budget vs. expenditures), contractor  
13 status, action items and review/discussion/approval of any ongoing projects to include lake  
14 weed treatment status.
- 15 • Ensure alignment between LMD goals and workplans with all Board approved policies and  
16 plans, including the county's Integrated Pest Management Policy, Shoreline Management  
17 Program, and Thurston County Stormwater Management Program. Perceived  
18 conflicts/prioritization between policies shall be reported to the county POC for BoCC attention  
19 and resolution, as applicable to the LMDs.
- 20 • Work with county POC to write RFPs, review bids, select contractors, provide contractor  
21 evaluations to county POC. Complete and report contract-related critical path actions assigned  
22 to the LMDs.
- 23 • Work with contractors to ensure LMD stewardship goals are met, county prescriptions and  
24 Integrated Pest Management practices are followed and required reports are submitted to the  
25 county staff ([EH\\_LMD@co.thurston.wa.us](mailto:EH_LMD@co.thurston.wa.us)) to include the Pest and Vegetation Management  
26 Advisory Committee (PVMAC) and Department of Ecology.
- 27 • Assess the effectiveness of stewardship actions and recommend work and strategic plan  
28 updates as required.
- 29 • Inform and coordinate directly with county noxious weed to treat any terrestrial noxious weeds  
30 identified in the county noxious weed list within the LMD boundaries and inform (copy on  
31 emails and documents / cc) county POC on any interactions if desired by county POC.
- 32 • Coordinate directly with any non-LMD governmental agencies as necessary to execute the work  
33 plan of the LMD. Inform (cc) county POC on any interactions if desired by county POC.
- 34 • Initial Integrated Aquatic Vegetation Management Plans (IAVMP) is required, at the expense of  
35 the LMD. LMDs will request any grant funding they wish through the county POC, contract for,  
36 provide information to contractor along with lake specific experience/history, and implement  
37 the tenants of the IAVMP. IAVMPs must include, by reference, adherence to the county's  
38 current Integrated Pest Management (IMP).
- 39 • Annual work plans must provide educational information, workshops and/or informational  
40 flyers to LMD members to qualify for the stormwater fee reduction per current Thurston County  
41 Code, Chapter 15.06.040(d). To qualify for the fee reduction LMDs will submit a final copy of  
42 their workplans through county POC to the Storm and Surface Water Utility (SSWU) manager by  
43 1 November, summarizing workplan efforts that were conducted during the previous calendar  
44 year.
- 45 • Develop technical expertise within the LMD or acquire it through contractor support.
- 46 • Act as the point of contact for communicating with contractors and field experts.



- 1 • Manage all contracts to ensure performance in compliance with LMD workplan and county  
2 approved policies.
- 3 • Work with experts inside and outside of county, state and federal agencies to get answers,  
4 technology, expertise, etc. needed to manage the workplan and look to the future needs of the  
5 LMD.
- 6 • Represent and communicate as a member of the LMD SC, not as an agent of Thurston County.
- 7 • Steering Committee members are required to complete a training session within 90 days of  
8 being elected/appointed to the Steering Committee and at least every four years thereafter.  
9 See training section below for more information.

10

## 11 **Contractors**

12 **Aquatic Vegetation Contract** - Selected through the Request for Proposal (RFP) process conduct  
13 surveys, make recommendation, treat invasive and/or noxious vegetation, submit required reports  
14 and perform other services as requested.

- 15 • Within the terms of the contract, provide services as requested by the respective LMD SCs.
- 16 • Comply with all state and federal laws, regulations, permits, conditions, requirements, and  
17 Thurston County IPM Policy related to these projects, including posting affected parcels.
- 18 • Using digital ArcGIS maps and shapefiles provided by Thurston County, LMD SC, or as an  
19 optional method in contract, done by contractor and coordinated with LMD SC. Use high  
20 accuracy GPS equipment to treat areas during product application and provide documentation  
21 of treated areas.
- 22 • Post and remove shoreline notifications to all affected parcels unless otherwise arranged with  
23 LMD SCs. LMDs will have option to remove notification signs.
- 24 • In selected and agreed upon areas harvest vegetation and/or apply the selected herbicide in a  
25 manner that will target noxious and nuisance surface and/or submerged vegetation following  
26 polygons of a map and complete treatment in the entire area indicated, discussed and agreed  
27 to. Maps may be provided with work orders or by contractor in direct coordination with LMD  
28 SCs to indicate which portions of the area to treat and which to leave untreated.
- 29 • Ensure all required reports, to include pre- and post-treatment reports, are submitted to  
30 Washington Department of Ecology, Thurston County LMD POC ([EH\\_LMD@co.thurston.wa.us](mailto:EH_LMD@co.thurston.wa.us))  
31 and LMD SCs.
- 32 • Ensure Washington State Pesticide Application (WSDA) Records are completed on day of  
33 treatment and forwarded to Thurston County LMD POC ([EH\\_LMD@co.thurston.wa.us](mailto:EH_LMD@co.thurston.wa.us)) and LMD  
34 SCs within seven days. Version three is the WSDA version normally used when treating multiple  
35 areas on a waterbody. These forms can be found at [Recordkeeping | Washington State](#)  
36 [Department of Agriculture](#).
- 37 • Within the terms of the contract, provide technical assistance and research as requested by  
38 LMD SCs.
- 39 • Conduct lake surveys and provide written documentation, treatment area maps, shapefiles and  
40 recommendations to LMD SCs as requested. Recommendations may be done in-person or  
41 virtual depending on LMD SC request. .
- 42 • Maintain contact with LMD SC to report issues or problems and to provide expertise in project  
43 planning.
- 44 • Meet with LMD SC at the end of the season to conduct a post lake survey and evaluate  
45 effectiveness of treatments and plan the following years project as requested by LMD SC.



- 1 • Upon issue of a request for proposal for a delineated area/treatment area of the lake requiring  
2 service, contractor will submit a proposed scope, schedule and price for the effort in sufficient  
3 detail to include estimated quantities for product, equipment and labor at the pre-negotiated  
4 rates.
- 5 • Once LMD SC in coordination with Thurston County issues an authorization to proceed (which  
6 can be an email to contractor) with the work order, contractor will have a maximum of 14 days  
7 to begin the specified work and 21 days to complete the first treatment/application.
- 8 • Contractor will be responsible for obtaining a permit from the Washington Department of Fish  
9 and Wildlife, Region 6, Lands Program Manager, Habitat Management Program to use the  
10 public boat ramps for the duration of the project.
- 11 • Contractor shall maintain insurance, including pollution liability coverage, as set forth in the  
12 professional services contract for the duration of the contract.
- 13 • Contractor will provide a current certificate of insurance each November to the County staff  
14 covering the next year.

15

16 **Phosphorus Management Contract** - Selected through the Request for Proposal (RFP) process to  
17 conduct surveys, perform testing, make recommendation, neutralize phosphorus in both the water  
18 column and the sediment, submit required reports and perform other services as requested.

- 19 • Within the terms of the contract, provide services as requested by the respective LMD SCs.
- 20 • Comply with all state and federal laws, regulations, permits, conditions, requirements, your lake  
21 Integrated Phosphorus Management Plan and Thurston County IPM Policy related to these  
22 projects, including posting affected parcels.
- 23 • Using digital ArcGIS maps and shapefiles provided by Thurston County, LMD SC, or as an  
24 optional method in contract, done by contractor and coordinated with LMD SC. Use high  
25 accuracy GPS equipment to treat areas during product application and provide documentation  
26 of treated areas.
- 27 • Post and remove shoreline notifications to all affected parcels unless otherwise arranged with  
28 LMD SCs. LMDs will have option to remove notification signs.
- 29 • In selected and agreed upon areas apply phosphorus sequestration products following polygons  
30 of a map and complete treatment in the entire area indicated, discussed and agreed to. Maps  
31 may be provided with work orders or by contractor in direct coordination with LMD SCs to  
32 indicate which portions of the area to treat and which to leave untreated.
- 33 • Ensure all required reports, to include pre- and post-treatment reports, are submitted to  
34 Washington Department of Ecology, Thurston County LMD POC ([EH\\_LMD@co.thurston.wa.us](mailto:EH_LMD@co.thurston.wa.us))  
35 and LMD SCs.
- 36 • Ensure Washington State Pesticide Application (WSDA) Records are completed on day of  
37 treatment and forwarded to Thurston County LMD POC ([EH\\_LMD@co.thurston.wa.us](mailto:EH_LMD@co.thurston.wa.us)) and LMD  
38 SCs within seven days. Version three is the WSDA version normally used when treating multiple  
39 areas on a waterbody. These forms can be found at [Recordkeeping | Washington State](#)  
40 [Department of Agriculture](#).
- 41 • Within the terms of the contract, provide technical assistance and research as requested by  
42 LMD SCs.
- 43 • Conduct lake surveys and provide written documentation, treatment area maps, shapefiles and  
44 recommendations to LMD SCs as requested. Recommendations may be done in-person or  
45 virtual depending on LMD SC request.



- 1 • Maintain contact with LMD SC to report issues or problems and to provide expertise in project  
2 planning.
- 3 • Meet with LMD SC at the end of the season to conduct a post lake survey and evaluate  
4 effectiveness of treatments and plan the following years project as requested by LMD SC. This  
5 meeting can be in person or virtual depending on LMD SC request and can be combined with  
6 the aquatic vegetation evaluation.
- 7 • Upon issue of a request for proposal for a delineated treatment area of the lake requiring  
8 service, contractor will submit a proposed scope, schedule and price for the effort in sufficient  
9 detail to include estimated quantities for product, equipment and labor at the pre-negotiated  
10 rates. LMD SC will provide lake levels at the time of the request to assist in developing  
11 costs/pricing.
- 12 • Once LMD SC in coordination with Thurston County issues an authorization to proceed (which  
13 can be an email to contractor) with the work order, contractor will have a maximum of 14 days  
14 to begin the specified work and 21 days to complete the first treatment/application.
- 15 • Contractor will be responsible for obtaining a permit from the Washington Department of Fish  
16 and Wildlife, Region 6, Lands Program Manager, Habitat Management Program to use the  
17 public boat ramps for the duration of the project. If other lake access is obtained contractor will  
18 inform the LMD SC of this arrangement.
- 19 • Contractor shall maintain insurance, including pollution liability coverage, as set forth in the  
20 professional services contract for the duration of the contract.
- 21 • Contractor will provide a current certificate of insurance each November to the County staff  
22 covering the next year.
- 23 • See example of the Phosphorus Management Contract \_\_\_\_\_
- 24 • The Thurston County LMD POC will provide and process the contract for your lake.
- 25 **LMD Administration Contract** – Select the best qualified contractor through the Request for  
26 Proposal (RFP) process to assist LMD SCs in administering specified LMD tasks.
- 27 • Provide services as defined by the respective LMD SCs.

28

## 29 **TASKS**

30 **Technical Assistance/Emerging Issues** – LMDs should: 1) reach out to other governmental, non-profit or  
31 private organizations; or 2) include consulting/technical services in a contract with private sources. The  
32 latter could be included in an aquatic weed management/treatment contract (e.g., NW Aquatic, Aqua  
33 Technex, etc.) or another contract with companies having experts in a field/area of interest required by  
34 the respective LMD (e.g., Tetra Tech, Herrera Inc., etc.)

35 **Technical Research** – LMDs can 1) conduct their own research; 2) reach out to other governmental, non-  
36 profit or private organizations; or 3) open a contract for services. Refer to procedures for contracting  
37 below.

38 **Steering Committee Training** - This link: <https://www.atg.wa.gov/open-government-training>  
39 provides the Washington State on-line training video for the Open Public Meetings Act (OPMA)  
40 RCW 42.30 training video for Open Public Records Act RCW 42.56; and training video for  
41 Records Retention/Management Act Training RCW 40.14. These online resource videos will  
42 take approximately two hours to view. These lessons provide the training information SC  
43 members may need to complete. All SC members will need to complete, at a minimum lesson  
44 #2 below.



- 1 Lesson #2: <https://www.atg.wa.gov/lesson-2-open-public-records-act-basics-rcw-4256>  
2 Lesson #3: <https://www.atg.wa.gov/lesson-3-open-public-meetings-act-rcw-4230>  
3 Lesson #4: <https://www.atg.wa.gov/lesson-4-records-management-and-retention-basics-rcw-4014>  
4  
5 Lesson #5: <https://www.atg.wa.gov/lesson-5-supplemental-public-records-act-training-rcw-4256>  
6

7 A certificate of training is provided as a final step that can be completed on-line and then  
8 downloaded and forwarded to your LMD SC Secretary/Recorder for subsequent submission to  
9 [EH\\_LMD@co.thurston.wa.us](mailto:EH_LMD@co.thurston.wa.us).

10 This link: <https://mrsc.org/explore-topics/legal/open-government/open-public-meetings-act/open-public-meetings-act-basics> provides additional information on the OPMA with links to  
11 specific references.  
12

13  
14 **OPMA RCW 42.30** – Required within 90 days of election/appointment and every four years  
15 thereafter.

16 Step 1 - Read reference b above, RCW 42.30.

17 Step 2 - Complete online training

18 Step 3 - Certify that training was completed by filling out the Certificate of Training form on-line or  
19 at Appendix B-1.

20 Step 4 - Submit certificate to the LMD SC Secretary/Recorder for filing.

21 Step 5 – LMD SC Secretary/Recorder will send a digital copy of certificates for each LMD SC member  
22 to the staff POC at [EH\\_LMD@co.thurston.wa.us](mailto:EH_LMD@co.thurston.wa.us).  
23

24 **Public Records Act RCW42.56** – Only identified SC member(s) will be required to complete this training  
25 and certification requirement. LMDs will develop and maintain a website where all LMD documentation  
26 is available to the public to include, but not limited to: meeting agendas, meeting minutes, contracts,  
27 lake surveys, studies, etc. Any public requests for information will refer requester to the website.

28 **Records Retention/Management Act Training RCW 40.14** – Only identified SC member(s) will be  
29 required to complete this training and certification requirement. LMD websites will be the source for all  
30 information pertaining to the LMDs. LMDs are encouraged to use LMD specific email addresses to avoid  
31 Public Records Act (PRA) request for information from personal emails. **[NOTE: All LMDs need to  
32 understand that this is an immense amount of work and takes a lot of space.]**

### 33 **Budget Management**

34 **Work Plan/Budget Development** – Annually (June-August), normally done in conjunction with regularly  
35 scheduled meetings as part of agenda (action items, projects, review of previous tasks, after-action-  
36 reviews [successes and failures]). Identifying LMD member educational needs and methods to answer  
37 those needs (flyers, YouTube, social media, newsletters, scheduled in-person or online classes, etc.).  
38 Conduct or have contractors conduct lake surveys to identify submersed invasive and nuisance aquatic  
39 vegetation issues; floating vegetation issues (lilies); terrestrial noxious weed issues (Yellow Flag Iris,  
40 Purple Loosestrife, knotweed, etc.). During LMD meetings or through sub-committee reports back to SC  
41 at regularly scheduled meetings identify methods to address problem areas (education, mechanical  
42 control, weed barriers, chemical treatment, coordination with county noxious weed, etc.).

- 1 Step 1 – Identify and prioritize problems that require resolution (needs vs. wants). This is an ongoing  
2 and evolving step.
- 3 Step 2 – Identify methods (best practices) to address problems.
- 4 Step 3 – Research costs (as close as you can – experience and historical data will get you in the ballpark)  
5 associated with each identified problem. Plan on budgeting 10 percent more than you expect to need –  
6 doing budget amendments cost you time and money.
- 7 Step 4 – Prioritize your needs in column 1 and their expected costs in column 2. What is most important  
8 first. You might not get past 1 or 2.
- 9 Step 5 - Do steps 1 through 4 first, then look at your budget and available funds. Column 3 is your  
10 annual revenue (budget).
- 11 Step 6 – Assemble your workplan. See example from Long/Lawrence Appendix A-1.
- 12 Step 7 – Staff POC will brief budget to BoCC during department budget presentations.
- 13 Step 8 – County POC, in conjunction with departments budget deliberations, schedules all LMDs  
14 (collectively) with BoCC through Clerk of the Board or normal budget process for briefing – normally  
15 October-November timeframe. LMDs will be invited to attend and participate, if requested by BoCC.
- 16 Step 9 – BoCC approves budget with or without changes.
- 17 Step 10 – Financial Services inputs budget.
- 18 Step 11 – LMDs execute work plan.
- 19 **Budget Amendments** – (twice per year in June and November) If you didn't budget sufficient funds to  
20 cover expenses (primarily professional services) and you have additional funds you can use then you will  
21 need to submit a budget amendment to move the funds or make them available. This type of budget  
22 amendment can be done twice per year but is usually done for LMDs during the mid-year budget cycle. If  
23 you don't use funds that are in your budget, and you need to move them forward to the next year you  
24 will need to do a budget amendment. That type of budget amendment is done at the same time the  
25 BoCC is briefed on your annual budget each year.
- 26 Step 1 – Identify budget shortfall.
- 27 Step 2 – Determine if sufficient funds are available in another budget line to move and ensure it is what  
28 you need to do.
- 29 Step 3 – Obtain SC approval (at a regular meeting or a special meeting that has been properly noticed)  
30 for the budget amendment.
- 31 Step 4 – County POC will prepare appropriate budget amendment form and submit to financial services.  
32 These amendments are normally done in (June – mid-year budget amendment) and all  
33 departments/entities are done during the same BoCC session.
- 34 Step 5 – County POC schedules with Clerk of the Board for presentation to BoCC.
- 35 Step 6 – BoCC approves/denies amendment.



1 Step 7 – If approved financial services makes adjustment to LMD budget and funds become available for  
2 the purpose requested by the LMD.

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

8 Step 1 – (June-Aug) LMD SC votes to increase or decrease rates and charges. SC also identifies any  
9 parcels where rates and charges will be increased/decreased due to changes in parcel (e.g., parcel was  
10 previously undeveloped, but was developed and rates/charges will increase) where owner will be  
11 assessed at a higher or lower level than the previous year or new parcels are added to the boundaries of  
12 the LMD (e.g., expansion of HOA). Note these changes, however they will not be made until you renew  
13 your LMD. Changes to RCW 36.61 may ultimately provide a mechanism to allow changes in LMD  
14 boundaries/parcel development to be included during this process.

15 Step 2 – (Aug) SC includes vote results in meeting minutes and submits to county POC who schedules a  
16 briefing to BoCC.

17 Step 3 – BoCC directs Clerk of the Board to schedule a public hearing. This should be coordinated  
18 between all LMDs, so all rates and charges public hearing/work sessions/board decision briefing is  
19 consolidated. POC submits staff actions as required to accomplish this.

20 Step 4 – (Aug-Sep) Public Hearing scheduled – Clerk of the Board places notice of hearing in publication  
21 of record (The Olympian). Cost charged to LMD(s) admin rate, divided equally amongst those LMDs that  
22 requested increase/decrease.

23 Step 5 – (Sep-Oct) Public Hearing – Board may vote to approve Rates and Charges Resolutions  
24 immediately following the public hearing, request a follow-up work session or defer the decision to a  
25 follow-up commissioner meeting.

26 Step 6 – (Oct) Once approved and resolution signed a copy is sent to county treasurer. LMDs include a  
27 copy of the resolution with their assessment management input through the POC to the county  
28 treasurer by November of each year. Assessment Management to be discussed below.

29 **Invoice Processing Professional Services** – Invoices for professional services received by POC are sent to  
30 LMD SC for review and sent back to county POC for processing.

31 Step 1 – Receive invoice(s) and one member of SC sign off on invoice(s).

32 Step 2 – Forward invoice(s)/form(s) to county POC for approval/processing.

33 Step 3 – County POC processes invoice(s) to county treasurer for payment.

34 Step 4 – Financial Services updates MUNIS/Daily Journal Report to reflect expenditure of funds.

35 **Invoice for Expenditure of Personal Funds** – Such expenses may include receipts for office supplies,  
36 annual meeting expenditures, virtual meeting platform, website expenses, meeting facilities, and other

- 1 miscellaneous expenses incurred by committee members. These expenses must be approved by  
2 majority vote of steering committee and recorded in meeting minutes.
- 3 Step 1 - Requires steering committee member to attach receipts (copies okay) and fill out county form  
4 for non-employee expenditure reimbursement request (see example Appendix A-6). For blank form see  
5 Appendix B-2.
- 6 Step 2 – Two members of SC other than person receiving payment must sign off on invoice(s) or county  
7 form if personal funds expended.
- 8 Step 3 – Forward invoice(s)/form(s) to county POC for processing.
- 9 Step 4 – County POC processes invoice(s) to county treasurer for payment.
- 10 Step 5 – Financial Services updates MUNIS/Daily Journal Report to reflect expenditure of funds.
- 11 **Monthly /Daily Journal Reports** – These are standard county budget reports. The county POC will need  
12 to do a query on the county system to obtain copies for the LMDs. Currently LMDs receive monthly  
13 reports (budget report), but frequency may need to be only quarterly. This would reduce costs to  
14 respective LMDs charged against LMDs respective admin rate. Daily Journal Reports itemize every  
15 specific expenditure of LMD funds, by the day they were charged against the fund, where budget line-  
16 item level of detail for monthly expenditures showing original budget, revised budget, year-to-date  
17 expenditures, month-to-date expenditures, and available budget by budget line-item. It is not time  
18 consuming to query the system, run the report and email it to LMDs. A single point of contact for each  
19 LMD to receive information from POC would reduce cost and avoid confusion. That designated LMD POC  
20 could then forward information to the appropriate LMD committee members.
- 21 Step 1 – LMDs coordinate with county POC on frequency they wish to receive monthly and/or Daily  
22 Journal Reports. Daily Journal Reports LMDs should request the timeframe for the report (e.g., 1  
23 January – 31 March).
- 24 Step 2 – County staff runs query and distributes reports to requesting LMD(s).
- 25 Step 3 – Discrepancies on reports need be to be addressed through county POC at  
26 EH\_LMD@co.thurston.wa.us.
- 27 **Monthly CAMS Reports** – The Cost Accounting Management System (CAMS) Timecard Audit Trail is an  
28 employee timecard showing hours worked on any specific date. With the system we are moving to this  
29 may not be a report that is needed. If LMDs see expenditure of funds budget line items 51000 (Salaries),  
30 then they may want to request a report to determine which county employee has been charging their  
31 fund. If LMD(s) are charged FTE a CAMS report will be provided showing the details as to how these  
32 charges were incurred (individual, date, hours charged, etc.).
- 33 Step 1 – LMDs notify county POC and request a CAMS report for a specific period.
- 34 Step 2 – County POC runs query and distributes report to requesting LMD(s).
- 35 **Assessment Management** – Annually (Sep-Nov) This is the process of validating LMD boundaries,  
36 parcels, rates and charges. The file created through this process is provided to the county treasurer by



1 mid-November of each year so parcel assessments can be updated for property tax purposes. This  
2 process is required regardless if LMD had any rates and charge increases.

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

5 Step 2 – LMDs review file to:

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

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

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

16 Step 5 – POC submits delimited file to county treasurer.

17 **Contract Management** – There are several different types of contracts. Refer to current procurement  
18 policy main elements Reference h above. Each has a different process. County POC/Procurement will  
19 need to assist LMDs with this. Mailing service does not require a contract because of its small dollar  
20 amount, however only companies on the county small works roster are eligible to provide these services.  
21 Most lily contracts will be <\$10,000. Lily treatment likewise is normally below the dollar threshold  
22 requiring the formal contracting process. Most aquatic vegetation and phosphorus management  
23 contracts will be >\$50,000 but could be lower. Just because you enter a contract for >\$50,000 does not  
24 mean you need to spend that amount. Aquatic vegetation contracts usually have expenditures between  
25 \$40 and 65,000. Phosphorus management contracts are usually much higher. 2023 Aquatic vegetation  
26 contract costs were expected to be approximately \$1,800 per acre. It will depend on the chemical used  
27 and the area treated. All contracts, except sole source follow the same basic process.

28 Per previous comment, contracts that require multi-agency approval should have a critical path schedule  
29 developed by the POC in coordination with the LMDs. Many of the tasks below would be included in this  
30 schedule.

31 Step 1 – LMD SC collaborate and develop RFP for contracts that will involve more than one LMD.  
32 Contracts involving only one LMD would not require LMD to LMD coordination.

33 Step 2 – LMD SC(s) Review/Approve RFP.

34 Step 3 – Forward RFP to county POC for coordination with county procurement.

35 Step 3 – County Releases RFP and sends out public notification in local paper of record. Costs to be  
36 equally split between LMDs named in the contract.

37 Step 4 – Procurement/County POC receive intents to Bid and notify applicable LMDs.

- 1 Step 5 – Procurement/County POC receive bidder questions and coordinates response with applicable
- 2 LMDs.
- 3 Step 6 – Procurement/County POC responds to bidder questions.
- 4 Step 7 – Procurement/County POC receive proposals.
- 5 Step 8 – Procurement/County POC and LMDs collaborate on development of evaluation criteria.
- 6 Step 9 – Procurement/County POC form evaluation committee. At least one member of each LMD
- 7 named in the contract will be on evaluation committee.
- 8 Step 10 – Procurement/County POC and LMD representatives evaluate proposals.
- 9 Step 11 – Procurement/County POC Announce successful bidder.
- 10 Step 12 – Procurement/County POC brief unsuccessful bidders.
- 11 Step 13 – Procurement/County POC finalize contract.
- 12 Step 14 – Department Director or BoCC, depending on size (value) approve contract and provide copies
- 13 to applicable LMDs.
- 14 Step 15 – Applicable LMD representatives meet after contracts have been executed to evaluate
- 15 contractor performance. Provide County POC results of that evaluation. This would normally be done a
- 16 month or more after contract completion so efficacy of treatment can be evaluated
- 17 Step 16 – Procurement/County POC if multi-year contract solicits updated pricing (if applicable) and
- 18 Insurance form from contractor. Multi-year contracts requiring annual renewal should be avoided.
- 19 Step 17 – Procurement/County POC issue contract extension, only if multi-year renewable contract
- 20 issued.
- 21 Step 18 – LMD consults with contractor on work requirements. Contractor (aquatic or phosphorus
- 22 management) may conduct survey/required testing and provide LMD with recommendations. This
- 23 needs to be specified in RFP and subsequently contract and work order issued.
- 24 Step 19 – LMD develops work order and provides a copy to POC for review and comment if desired.
- 25 LMD then issues work order.
- 26 Step 20 – LMD provides necessary/agreed on contractor support (e.g., retrieval of notification signs, etc.)
- 27 and oversight. In the case of lake weed or phosphorus treatment contractor will be required to notify
- 28 LMD representative at least 48 hours prior to execution of contract and follow-up with any changes to
- 29 date/time.
- 30 Step 21 – LMD conducts a post treatment evaluation of contract performance that wraps back into Step
- 31 15 above.
- 32 **Contract Execution.** There are several different types of contracts (e.g., aquatic vegetation treatment,
- 33 aquatic vegetation harvesting, floating vegetation [lily] treatment, terrestrial noxious weed treatment
- 34 (Yellow Flag Iris, Purple Loosestrife, knotweed, Narrow Leaf Cattail, etc.), phosphorus management, and
- 35 mailing services. There are many similarities. The primary steps for each will be discussed below.



1 **Aquatic Vegetation Treatment.** Once you have established the need to treat aquatic vegetation by  
2 conducting the requisite lake surveys and following all guidance in accordance with references e, f and I  
3 proceed as follows:

4 Step 1 – Have an aquatic vegetation contract ready.

5 Step 2 – Determine impacted areas and identify treatment areas, with map showing treatment polygons,  
6 type(s) of vegetation requiring treatment, density of vegetation, acreage to be treated and average  
7 depth for each area. This can be accomplished by your LMD survey committee, the contractor or jointly.

8 Step 3 – If surveys are done by contractor.

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

14 -If surveys are done by LMD survey committee.

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

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

25 Step 5 – This step may actually happen before the briefing of the SC. As soon as you have confirmation  
26 on when the treatment will be conducted or you are certain a treatment will be needed within the next  
27 42 days send out the treatment notification cards to all impacted shoreline parcel owners including  
28 communities and governmental entities with shoreline parcels (e.g., HOAs, DFW Boat Launch, city  
29 and/or county parks, etc.). These notification cards are required to be delivered 10-42 days prior to any  
30 treatment, before the first treatment of each year. If the notice explains the application schedule for the  
31 entire treatment season and there is no deviation from that schedule Ecology requires no further notice  
32 for the rest of the treatment season. A sample notification card is at Appendix A-3.

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

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

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



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

6  
7 This report is required whether a treatment or monitoring occurred. The report must include:  
8 waterbody name, chemicals used, amount of active ingredient applied in pounds, acreage treated,  
9 monitoring results, and the plant species targeted.

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

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

24 Step 2 – If the area to be harvested will exceed \$10,000 you will need to go through the RFP/Contract  
25 procedure which may delay your work until the following year.

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

31 Step 3.b – If the survey is done by the LMD Survey Committee: See comments under Aquatic Vegetation  
32 Treatment.

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

34 Step 5 – Once it is determined that harvesting will be conducted, contact the County POC to have a  
35 contract issued to the contractor for the area to be harvested. At the same time, you will consult with  
36 the contractor to determine when they are available, and schedule the treatment.

37 Step 6 – No posting or notifications for the harvesting are required. However, depending on the area to  
38 be harvested you may want to inform the lake front owners in the areas to move their boats to make it  
39 easier for the harvester to do a good job. This might be in narrow channels where boats and equipment  
40 may extend past the end of the docks.

1 Step 7 – Require the contractor to notify the LMD POC (EH\_LMD@co.thurston.wa.us) and the Survey  
2 Committee Chair or other designated person of the specific dates(s)/time(s) they will arrive at the lake to  
3 conduct the harvesting.

4 Step 8 – The contractor performs the harvesting in accordance with the harvesting polygons and notifies  
5 the LMD Survey Committee when the work is complete and ready for inspection.

6 Step 9 – The LMD Survey Committee inspects the areas within the polygons provided to make sure that  
7 at least 90% efficacy has been accomplished. This also includes the clean up of floating debris released  
8 by the harvesting process. If the Committee does not feel the harvesting meets expectations, they work  
9 with the contractor to rectify the deficiency prior to the contractor leaving the lake. This will mean  
10 someone from your lake survey committee or SC will need to be available to conduct this inspection.

11 Step 10 – No formal report is required to be sent to Ecology because herbicides were not used, however,  
12 and end of year reporting to county should include the total tons of vegetation removed from the lake.  
13 This information should be included in the contractor's invoice for payment. Contractor will provide that  
14 information within seven days of harvesting.

15 Step 11 – The Survey Committee will notify both the contractor and the County POC at  
16 EH\_LMD@co.thurston.wa.us that the work is complete. Instruct the contractor to send his invoice to the  
17 POC at EH\_LMD@co.thurston.wa.us with a copy to the Survey Committee.

18 Step 12 – The Survey Committee will review the invoice for accuracy and if complete/correct, endorse  
19 the invoice indicating ok to pay and forward a copy to the LMD POC at EH\_LMD@co.thurston.wa.us.

20 Step 13 – Forward a copy of the documents to the LMD Chair to be included with the meeting material  
21 for the next Steering Committee Meeting. Also save a copy of the documents in the appropriate SC  
22 document storage platform.

23 **Floating Vegetation (lily) Treatment.** A formal RFP contract process is not required unless expected costs  
24 are above \$10,000. The steps necessary to conduct floating vegetation treatment are:

25 Step 1 – During regular lake surveys make note of the location and density levels of floating vegetation  
26 on your survey documentation.

27 Step 2 – When invasive floating vegetation (e.g. Fragrant Water Lily) is identified during surveys it can be  
28 targeted for removal. There are several methods used for floating vegetation removal:

- 29 1. Manual – Least impactful to environment and best method for small isolated clumps of  
30 plants. Refer to Lake Lawrence YouTube Channel <https://youtu.be/ms-MfnAhCi8U> Usually  
31 Manual Control of Lily's for how to remove Fragrant Water Lily. Requires education of  
32 shoreline parcel owners/HOAs and may require volunteers willing to assist elder or disabled  
33 parcel owners to remove plants.
- 34 2. Harvesting – Used by both Long and Lawrence Lakes for several years to control large areas  
35 of floating vegetation. Expensive and ended up spreading lily fragments all over the lake. If  
36 harvesting is used ensure harvester is equipped with equipment to properly collect all lily  
37 fragments cut. This method may be practical for limited use in concentrated/isolated areas.
- 38 3. Herbicides – Most effective method for larger clumps/areas of floating vegetation.



1 Step 3 – When survey committee determines that 2 or 3 above are necessary an estimate of cost needs  
2 to be obtained. If greater than \$10,000 start the RFP/Contract process. This may mean a one-year delay  
3 in removal of vegetation to get a contract in place. If less than \$10,000 proceed to next step.

4 Step 4 – To obtain an estimate of cost you will need to map floating vegetation similar to how you  
5 document aquatic vegetation. Difference is floating vegetation density is measured in acres or portions  
6 of acres with specific (GPS) locations around the lake. Take this information and contact as many  
7 contractors as you can that perform this type of work and obtain an estimate of work. Keep detailed  
8 records on which contractors you contact and the bids they provide. Obtain firm bids before.

9 Step 5 – Provide bid information and treatment details to SC to obtain approval.

10 Step 6 - Notify [EH\\_LMD@co.thurston.wa.us](mailto:EH_LMD@co.thurston.wa.us) of your decision and request confirmation that proper  
11 process was followed.

12 Step 7 – Select a contractor and complete a Work Order detailing work to be performed and send to  
13 contractor and cc [EH\\_LMD@co.thurston.wa.us](mailto:EH_LMD@co.thurston.wa.us).

14 Step 8 – If harvesting is the selected method no herbicide treatment notification card/letter to parcel  
15 owners is required. **If herbicide is the recommended treatment steps 4 through 16 under aquatic**  
16 **vegetation treatment will be done.**

17 Step 9 – SC Survey Committee conduct regularly scheduled surveys. Depending on herbicide used  
18 impact on targeted vegetation may take weeks (3-6) to see results.

19 Step 10 – SC Survey Committee and/or contractor will conduct a survey at the conclusion of the  
20 vegetation growth cycle to 1) determine the efficacy of any treatment and 2) to inform the SC on  
21 potential need to conduct additional vegetation treatment next year. This information provides valuable  
22 information for budget formation and work plan development.

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

24 **Terrestrial Noxious Weed Treatment.** Terrestrial noxious weed control is under the purview of the  
25 County Noxious Weed Department. All Class A through C noxious weeds identified as such by the state  
26 and county are listed in the County Noxious Weed list at [Noxious Weeds List | Thurston County](https://www.thurstoncountywa.gov/NoxiousWeedsList)  
27 [thurstoncountywa.gov](https://www.thurstoncountywa.gov).

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

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

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

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

7 How to identify and control Purple Loosestrife: <https://youtu.be/43eu1t8D-qc>

8 How to identify and control Yellow Flag Iris: [https://youtu.be/spE\\_BfHvSG4](https://youtu.be/spE_BfHvSG4)

9 **Algae Control Contract** – To control Filamentous algae a new prescription must be obtained. The  
10 treatment methods are much like the aquatic vegetation control. Once a Prescription is obtained  
11 and an RFP is approved and issued a contract can be written. This section will be completed when  
12 one of the LMDs decides to move forward with this program.

13  
14 **Mailing Services.** A contract is not required unless expected costs are above \$10,000. It is  
15 recommended that SCs obtain three bids for services, at least initially, to ensure cost/performance  
16 metrics are acceptable to committee.

17 **Annual Reporting** – Annually (Nov-Dec) LMD SC writes and disseminates annual report to POC, LMD  
18 members, County Commissioners and the Storm and Surface Water Utility (SSWU) manager and PVMAC.  
19 Report is required to identify actions taken, educational activities conducted, project status, aquatic  
20 weed treatment assessment, etc. (see examples at Appendix A-11). Report satisfies requirement for  
21 SSWU storm water reduction fee. Report is normally written, staffed amongst LMD Steering Committee  
22 leadership, then entire SC, then approved by SC at a regularly scheduled LMD meeting. At minimum  
23 copies are sent via email, social media, posted to website County Commissioners [do you mean the BoCC  
24 website? Or the LMD website AND then to the BoCC?], SSWU manager and anyone else you desire.

25 **GIS/GeoData** – LMDs can access GeoData themselves and download mailing lists, maps and other  
26 information by logging on to the GeoData Center at:  
27 <https://www.thurstoncountywa.gov/departments/geodata-center>. At this site see a selection menu to  
28 obtain the various documents, maps, etc. If you have a technical request that requires analysis/research  
29 or maps printed you will need to submit that request to [EH\\_LMD@co.thurston.wa.us](mailto:EH_LMD@co.thurston.wa.us). EH will work with  
30 GEODATA to determine timeline for working the request and GEODATA will bill respective LMD fund for  
31 directly for services.

32 **Community Education** – To inform and educate LMD members through guest speakers, YouTube, social  
33 media, website, newsletters, community meetings, etc. LMD SC can provide their own resources for  
34 these activities, invite experts to inform and educate members through special meetings or in  
35 conjunction with scheduled meetings or contract.

36 Step 1 – During your budget and workplan development identify what you want to do such as website,  
37 guest speaker(s) newsletter(s), workshop(s), etc., how much to spend (budget) and which LMD SC  
38 member or sub-committee is going to develop and execute each.



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

5           **Website** – Volunteer, contractor or hybrid run. Identify the hosting site, obtain a website  
6 name/address, determine website format and execute. You will need content providers (stories, photos  
7 and artwork), and someone to upload and format the material on the website. Submit invoice through  
8 county POC for reimbursement.

9           **Newsletter** – Volunteer, contractor or hybrid run. Determine method of delivery (USPS, email,  
10 website, etc.). Assign LMD member or contractor task with defined scope, content and timeline. You will  
11 need writers and photographers, plus someone to format the newsletter. Execute. If funds are  
12 expended, ensure it was addressed in your budget and work plan. Submit invoice for reimbursement  
13 through county POC.

14           **Community Meeting/Workshops** – Volunteer, contractor or hybrid run. Identify LMD POC, task,  
15 define scope, content, timeline and location (facility). Schedule three to 12 months in advance, get the  
16 word out via every possible method (email, social media, posters, flyers, USPS, website, newsletter, etc.)  
17 depending on funds available/budgeted. May also include guest speaker(s) (see above). May also  
18 include food. Submit invoice for reimbursement thru county POC.

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

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

33           Step 1 – Identify a weed survey committee where at least one person will be able to perform this  
34 function for several years to provide continuity. The learning curve is steep and takes effort.

35           Step 2 – Gather information on how to conduct effective and efficient surveys. There are numerous on-  
36 line resources, local lakes with survey committees, state Department of Ecology aquatic biologist who  
37 does lake surveys for the state, etc.

38           Step 3 – Build your survey kit. Refer to online resources.

39           Step 4 – Go on a survey at another lake with their weed committee.

- 1 Step 5 – Have a member of another lake weed committee come to your lake to conduct a lake weed  
2 survey with your committee.
- 3 Step 6 – Schedule your lake weed surveys. Normally monthly from April through August or September.
- 4 Step 7 – Conduct surveys, record information collected, report results to SC and post to your website.
- 5 Step 8 – Invasive Species found or suspected.
- 6 a. If any invasive species are identified report them immediately to county noxious weed and  
7 state Department of Ecology. If you can't identify a weed species secure a sample, take  
8 detailed pictures and forward to the Department of Ecology aquatic biologist for review and  
9 identification. This can normally be done via email with attached photos.
- 10 b. Depending on species immediate action may be required (Eurasian watermilfoil). NOTE TO  
11 BH: As you know, there are two kinds of milfoil: native and non-native. I want to be clear that  
12 it is non-native / invasive you are referring to. Department of Ecology could provide  
13 emergency grant funds to assist.
- 14 Step 9 – Nuisance (Harmful level of native vegetation).
- 15 a. If you have vegetation that reaches nuisance (harmful) levels and you have a contract in  
16 place, notify contractor to either 1) conduct a survey to validate and/or 2) consult on  
17 treatment method, areas to treat and cost based on your survey results and information  
18 provided to the contractor.
- 19 1) Prioritize treatment areas. Boat launches and community swim areas should be high  
20 priority with high density residential second and undeveloped areas last. Do not treat  
21 conservation areas native vegetation unless treatment is focused only on invasive  
22 species.
- 23 2) Consult with contractor to conduct treatment.
- 24 b. If your budget supports herbicide or harvesting treatment and a contract is not in place,  
25 consult with SC and decide whether to initiate contracting process. This process takes three  
26 to five months so any effort will likely not be in place until the next weed growth cycle.
- 27 c. If your budget does not support herbicide or harvesting treatment, consider removing  
28 vegetation in and around docks/swim areas with weed rakes (mechanical). This requires no  
29 contract or local/state approval. You may consider purchasing weed rakes and signing them  
30 out to HOA's and individuals.
- 31 Step 10 – It is important to continue weed monitoring throughout the season. It is also important to  
32 conduct weed surveys after treatment to determine efficacy of treatment. Document it. Did treatment  
33 work, did it work in some areas and not others, did it not work. Understand that depending on the type  
34 of herbicide used it may take three or more weeks to see if there is any appreciable difference. Noting  
35 the differences from one survey to another is important. During your consultation with the contractor,  
36 they should advise you on the results you might expect to see depending on the herbicide treatment  
37 used.
- 38 Step 11 – Provide feedback to contractor on treatment results. In some cases, contractor may want to  
39 go to your lake and observe the treatments areas, especially if your weed committee says it didn't work.
-



1 **Lake Level Monitoring** – This is a volunteer/educational/data collection opportunity solely at the  
2 discretion of each LMD. Most lakes have some sort of gauge or monitoring device. If they don't, they  
3 should install one. It doesn't need to be expensive. To be effective it needs to be monitored regularly,  
4 data collected, stored and ultimately used. Several lakes in Thurston County have had lake gauges  
5 installed at their public boat launches either by the Thurston County Environmental Health Department  
6 or scientist from the University of North Carolina through a grant funded by the National Aeronautical  
7 and Space Administration (NASA) that enable citizen scientist or LMD volunteers to take lake level  
8 readings and report them.

9 The latter assumes a depth meter was installed by NASA or a government agency (County Environmental  
10 Health). Assumes permission is granted by the program administrators to report results via website  
11 portal designed for this purpose or the former where the LMD has established a reporting mechanism to  
12 collect, store, report and use the data. Either will work. When the NASA grant expires or is not renewed  
13 lakes utilizing this portal will need to either discontinue the effort or transition to a self-support process.

14 The NASA supported web portal is [Liquid Earth Lake](#) for Washington State Lakes. To view, report or  
15 obtain data for LMD lakes click the above link and go to the following site:

16 Lake Lawrence "LAW2, XAW2 or TCW2" – TCW2 is a gauge where citizens visiting the public boat launch  
17 can send in lake depth information by text. The other two locations are monitored by LMD volunteers  
18 and provide more reliable information that is recorded and reported to the LMD SC at regularly  
19 scheduled meetings.

20 Long Lake "LGW2"

21 Offut Lake "FTW2"

22 Pattison Lake "PAW2"

23 To be effective any gauge requires good processes. Follow these steps:

24 Step 1 – Annually or as required – inspect the gauge for "Straight-and-level" status, make corrections as  
25 necessary. Clean the gauge to ensure accurate readings. Cleaning is best performed when the water  
26 level is low and the water is warm.

27 Step 2 – The NASA gauges currently installed at all LMD lakes are metered in 0.2FT increments.  
28 Interpolate to 0.1 FT increments for reports. NOTE: Other gauges may be metered differently.

29 Step 3 – Readings are best performed when the water surface is calm but if reporting through the NASA  
30 program NASA may request (via e-mail) if you have a registered POC a reading within 24 hours to  
31 correspond with panned satellite pass-over flights. NASA also provides an a-priori schedule of requested  
32 reporting dates. If the surface undulates with wave motion, interpolate to an average reading and report  
33 via portal or in the case of those installed at public boat launches report via text message.

34 Step 4 – If an assigned NASA gauge collector in the notes section of the portal – add any free-form  
35 narrative observations as you see fit (e.g., precipitation since last reading, observable snow accumulation  
36 on Mount Rainier or hills/landscape in your vicinity, daily air temperature since the previous reading,  
37 surface water temperature at the gauge site. Also include observations related to surface algae or water  
38 clarity, and goose observations (number/location). If a toxic algae closure is invoked report the closure

1 status until the restriction is relaxed and include any other related observables. Even if not reporting on  
2 the NASA portal including this information in your local lake measurement format provides valuable data  
3 for future decisions.

4 Step 5 – If possible, conduct readings before and after significant precipitation events, e.g., no  
5 precipitation since previous report. This helps to correlate local precipitation with changes in the lake  
6 levels.

7 Step 6 – When ready, submit the data via the portal. Once submitted, it is not revocable by the  
8 submitter. NASA must be contacted directly to modify or remove the submission. This would not be  
9 applicable if you are not reporting data via the NASA portal.

10 Step 7 – If using the NASA portal, after submission, the data will automatically plot as a graph. You can  
11 copy that graph for power point presentations or sharing the data with your SC or LMD members.  
12 Similar software could be used if the NASA portal is not available or used by your lake.

13 **Water Quality Monitoring – Doug Karman to populate.**

14 **LMD Creation** – Pattison Lake to work on a detailed step-by-step process. Reference LMD Creation Flow  
15 Chart Appendix A-7.

16 **IAVMP Development – Offut/Pattison** – to be worked over the course the next year. Product not due  
17 until January 2025.

18 **Phosphorus Management: IPM Required** – An integrated Phosphorus Management Plan is required  
19 to address phosphorus in your lake. Algae blooms during summer in western Washington lakes are  
20 caused largely by internal loading of phosphorus from sediments. This occurs largely because  
21 summer precipitation is low, resulting in low external loading relative to internal loading from the  
22 lake sediments during summer.

- 23 • Phosphorus and nitrogen are the two key nutrients that influence algae growth in the lake with  
24 phosphorus making the largest impact. While both nutrients should be controlled, phosphorus  
25 has the greatest impact on algae growth.
- 26 • Aluminum Sulphate, Alum is one of the two primary products used in the control of algae  
27 production. Alum performs two functions when introduced into the lake. It strips the water  
28 column of suspended solids by coagulation and settles to the bottom. It also combines with the  
29 soluble phosphate in the water column and on the bottom to form Aluminum Phosphate which  
30 is an inert mineral. This compound will hold the phosphorus unless ph levels and temperatures  
31 increase and temperatures increase. When Alum is used in a lake, buffers are required to  
32 reduce the ph to improve the Alum effectiveness and to reduce detrimental impact on the fish.  
33 Alum is a preventative treatment and does not impact algae that have already formed a Blume.
- 34 • Phoslock/Eutrosorb is a modified bentonite clay fixed with lanthanum, which has a 300x affinity  
35 for phosphorus. It is applied as a slurry to the surface of the lake and strips the soluble  
36 phosphorus from the water column and binds it permanently on the bottom. Excess phoslock  
37 combines with the phosphorus on the bottom to create a barrier on the lake bottom to prevent  
38 internal loading of phosphorus from the sediment. The key here is that it is a permanent bond.  
39 It should also be noted that phoslock does not strip the water column of suspended solids as  
40 Alum does.



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

#### 23 **Grant Development – Offut Lake**

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

29 **LMD Equipment Accountability** – It may be necessary to purchase equipment for your LMD. Some  
30 already have and another has equipment currently controlled by Public Works that will need to be  
31 transferred either to the LMD or to the new LMD POC. It is necessary that this equipment be controlled  
32 and accounted for. Use these steps to do that:

33 Step 1 – Identify a specific LMD SC member as the responsible person for all LMD equipment. This is  
34 needed even if the equipment is maintained by county personnel. You need to know what equipment  
35 your LMD has purchased and where it is located.

36 Step 2 – Identify a secure location for storage of equipment.

37 Step 3 - Utilize the LMD specific equipment inventory form at Appendix B-\_\_\_ to log in and account for  
38 the equipment/property. Complete all lines on the form.

39 Step 4 – If equipment/property is to be signed out to other LMD members/volunteers utilize the LMD  
40 specific equipment sub-hand receipt form at Appendix B-\_\_\_ to maintain positive control.

1 Step 5 – At least once a year have two LMD SC members jointly inventory the equipment and validate  
2 during an LMD meeting that all equipment was accounted for. Validation will be included in LMD  
3 meeting notes. If LMD equipment is parceled out to LMD members (i.e., weed rakes) either have those  
4 members return the equipment to the LMD SC member responsible for accounting for the equipment  
5 and if necessary, sign it back out to those members or have the LMD member resign the equipment sub-  
6 hand receipt.

DRAFT





# CHARTER

## LAKE LAWRENCE LAKE MANAGEMENT DISTRICT STEERING COMMITTEE

Draft 4 December 2023

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### ARTICLE I - Formation:

1. The Lake Lawrence Lake Management District (LLLMD) is formed by County Ordinance in accordance with RCW 36.61. The environmental, recreational and aesthetic values of many of the state's lakes are threatened by eutrophication and other deterioration and that existing governmental authorities are unable to adequately improve and maintain the quality of the states Lakes. An ecosystem-based management approach should be used to promote the health of aquatic ecosystems. The management approach should use long-term strategies that focus on reducing nutrient inputs from human activities such as decreasing nutrients into stormwater sewers, decreasing fertilizer application, promoting the proper disposal of pet waste, promoting the use of vegetative borders, promoting the reduction of nutrients from on-site septic systems where appropriate and protecting riparian areas. It is in the public interest to promote the conservation and stewardship of shorelines and upland properties adjoining lakes and beaches to:

- a. Conserve natural or scenic resources
  - b. Protect riparian habitats and water quality
  - c. Promote conservation of soils, wetlands and shorelines
  - d. Enhance the value of lakes or beaches to the public as well as the benefit of abutting or neighboring parks, forests, wildlife preserves, nature reservations or sanctuaries and other open space
  - e. Enhance recreation opportunities
  - f. Protect visual quality along roads, trails and other corridors or scenic vistas.
2. The LLLMD Steering Committee (SC) is formed as part of the governance under RCW 36.61 and the Thurston County Lake Management District Standard Operating Procedures (SOP). Specific SC responsibilities are laid out in the SOP. Key concerns for the SC are the direction, scope, budget, timelines and methods used. The SC meets periodically to discuss each of these aspects and help set or reset, direction.

## ARTICLE II - GOALS and OBJECTIVES:

1. The LLLMD SCs goal is to work in partnership with the County to direct LLLMD activities to insure a high-level of lake health while balancing the multi-use, public and private, of the lake.
2. To achieve this goal, the following objectives are presented:
  - a. Monitor and review the LLLMD budget and budget process on a quarterly basis.
  - b. Review current management practices, surveys, studies and environmental impacts for continued process improvement.
  - c. In partnership with County staff, manage nuisance/noxious weed growth and their underlying causes to reduce nutrient loading of the lake.
  - d. Continue cooperative efforts with the Stormwater Utility to reduce the introduction of stormwater directly into the lake.
  - e. In coordination with State and County agencies, address emergent problems affecting the lake.
  - f. Represent the LLLMD residents in partnership with Thurston County for LMD related issues.
  - g. Promote educational opportunities in lake management practices, water quality, habitat enhancement and responsible lake stewardship topics for LLLMD residents.



- h. In support of these objectives, conduct regular meetings for all LMD constituents.

**ARTICLE III - LMD MEMBERSHIP:** Membership of the LLLMD includes all property owners within the LMD boundaries.

**ARTICLE IV - STEERING COMMITTEE:**

1. The LLLMD SC consists of a maximum of seventeen (17) LLLMD representatives. The number of SC members from each HOA/Group of private parcels by neighborhood is based on the number of parcels physically located in each of those areas (<50 = 1; 50-100 = 2; 100-150 = 3; 150-250 = 4; >250 = 5; and two at-large representatives). Based on this formula, maximum representation follows:
  - a. Lake Lawrence Community Club (LLCC) HOA with 307 members = 5 SC members.
  - b. Scenic Shores HOA with 210 members = 4 SC members.
  - c. Wildaire HOA with 60 members = 2 SC members.
  - d. Lisa Lane HOA with 6 members = 1 SC member.
  - e. Pleasant Beach & Lake Point Drive with 79 Private Parcels = 2 SC members.
  - f. Lawrence Lake Drive & 153rd Ave SE with 21 Private Parcels = 1 SC member.
  - g. At large members - can be from any HOA or private parcel = 2 SC members.
2. There are no term limits. Representatives shall be expected to attend a majority of the regularly scheduled SC meetings, shall work toward the accomplishment of the goal and objectives identified in Article II of the LLLMD Charter.
3. Homeowner's Associations (HOAs) Board of Directors (BOD), if applicable, will elect or appoint SC members they are allocated. As a HOA SC member, the representative must live and/or own a parcel in the designated neighborhood being represented.
4. When a committee member resigns it will be the responsibility of the private parcel neighborhood or appointing Homeowners Association, if applicable, to recommend a replacement.

5. County staff and other governmental entities (e.g., Washington Departments of Fish and Wildlife WDFW, and Natural Resources) are always invited to attend LLLMD meetings and activities. They are non-voting members of the SC.

#### **ARTICLE V - EXECUTIVE STEERING COMMITTEE OFFICERS AND DUTIES:**

1. The Executive Steering Committee is comprised of Five (5) Officer Co-Chairs - Oversee/facilitates meetings, appoint committees, and set agenda. The Co-Chairs are exofacial members of all committees.
2. One Co-Chair will be appointed to Chair the Budget Committee and another to Chair the Weed/Survey Committee and other committees as assigned.
3. Recorder - Record minutes at all meetings, coordinate distribution of minutes to SC members, county staff and webmaster if applicable. A non-Steering Committee representative can be appointed to carry out the Recorder's duties, but will not be considered an Officer or be able to vote.
4. All officers are fully participating and voting members.

#### **ARTICLE VI - STEERING COMMITTEE NOMINATIONS AND ELECTIONS:**

1. The SC shall accept nominations for officers (Co-Chairs [5ea] and Recorder) bi-annually at the October meeting.
2. The SC will elect officers bi-annually at the October meeting immediately following nominations.
3. Election will be by private ballot with results announced at the end of the October meeting.
4. The newly elected officers will take over leadership following the October meeting.

#### **ARTICLE VII - STEERING COMMITTEE MEETINGS:**

1. SC meetings shall be held quarterly or more frequently if needed (e.g., to address an emergent issue).
  - a. The SC may limit any visitor or group of visitors to a maximum of three (3) minutes of discussion at the open public session of the regular Committee meetings to make sure all voices are heard within a reasonable amount of time.
  - b. Committee meetings will follow the Roberts Rules of Order - simplified as shown in Appendix A to this Charter.



- c. A quorum is established if at least a simple majority of active members of the SC are present, and shall be required in order to conduct business of the SC. A majority vote of those in attendance shall be required for adoption of any motion.
  - d. The Executive Committee comprised of the five (5) Co-Chairs, Recorder and applicable Committee Chair may with a majority vote of the group available approve expenditures or make decisions for emergencies not previously approved by the SC.
2. Emergencies are defined as unforeseen circumstances beyond the control of the SC which present an imminent safety issue, or comprise a threat to the timely performance of work for the completion of the approved annual work program.
  3. When an emergency decision or purchase is required and there is insufficient presence of the SC Co-Chairs for decisioning, to the best of the ability of those available, put forth the best decision required for the safety and soundness of the LLLMD. The Co-Chair will then submit written notification to the SC prior to the next scheduled meeting with justification for the purchase or decision.

**ARTICLE VIII - SUB-COMMITTEES:** Sub-Committees are created by the SC, organized as smaller working groups and are focused on relevant LLLMD priorities. The expectation is for the subcommittees to accomplish the requirements of each working group and to report back to the SC for action approvals. These subcommittees may change due to member participation and capacity as well as the ever-changing needs of the lake.

1. Sub-Committees should review the Thurston County LMD SOP, specifically the section dealing with SC responsibilities to identify any specific tasks that they need to accomplish that may not be included below.
2. Ideally, all sub-committees would have at least one SC member, but is not all members of said subcommittees are required to be on the SC.
3. Committee responsibility may include, but is not limited to the following:
  - a. Weed and Survey Committee: Partner with contractor(s) and county staff to manage weed treatment.
    - 1) Perform weed tours/surveys and document weed presence and corresponding impact levels in accordance with established survey procedures.

- 2) Prepare work orders (WO) and treatment area maps with or without contractor support, send to county staff for review and then issue WO to contractor(s) for execution after obtaining cost estimate and approval from SC.
- b. Budget Committee - Partner with county staff and act as the liaison between the LLLMD, SC and the County on the development of the annual/biennial budget in accordance with County procedures:
  - 1) Review monthly/quarterly expenses vs. budget and provide report and any recommendations.
  - 2) Work with SC members that have purchased goods &/or services to submit to county staff and track non-employee reimbursement for expenses.
  - 3) Produce annual work plans for upcoming 2 years and include in budget forecast.
- c. Ad hoc Committees: Established as needed.

**ARTICLE IX - AUTHORITY OF STEERING COMMITTEE:**

- 1. Professionally represent, in good faith, the membership in lake management decisions relating to the budget, work plan, goal and objectives of the LLLMD.
- 2. Work in partnership with County staff to accomplish the goal and objectives of the LLLMD.
- 3. Advocate on behalf of the membership with the Thurston County Board of County Commissioners on issues related to the LLLMD.

**ARTICLE X - AMENDMENTS to CHARTER:** The Charter may be amended at any regularly scheduled meeting by a simple majority of the active SC members present.

**Appendices:**

- A. Robert's Rules of Order - Simplified

Approved by vote of the Steering Committee \_\_\_\_\_ (date)

SC Co-Chair Signatures:

\_\_\_\_\_  
 \_\_\_\_\_



## APPENDIX A

### Robert's Rules of Order - Simplified

Adapted on September 7, 2023 for LLLMD from:

[https://assembly.cornell.edu/sites/default/files/roberts\\_rules\\_simplified.pdf](https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf)

Updated on October 21, 2023

#### Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the Chair/Co-Chair, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

#### How to do things:

1. You want to bring up a new idea before the group
  - a. After recognition by the Chair/Co-Chair, present your motion.
  - b. A second is required for the motion to go to the floor for discussion, or consideration.
2. You want to change some of the wording in a motion under discussion
  - a. After recognition by the Chair/Co-Chair, move to amend by
    - adding words,
    - striking words or
    - striking and inserting words.
3. You like the idea of a motion being discussed, but you need to reword it beyond simple word changes
  - a. Move to substitute your motion for the original motion.
  - b. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.
4. You want more study and/or investigation given to the idea being discussed
  - a. Move to refer to a committee.
  - b. Try to be specific as to the charge to the committee.
5. You want more time personally to study the proposal being discussed
  - a. Move to postpone to a definite time or date.
6. You are tired of the current discussion
  - a. Move to limit debate to a set period of time or to a set number of speakers.
  - b. Requires a 2/3rds vote.
7. You have heard enough discussion
  - a. Move to close the discussion. Also referred to as calling the question.

- b. This cuts off discussion and calls for a vote on the pending question only.
  - c. Requires a 2/3rds vote.
8. You want to postpone a motion until some later time
    - a. Move to table the motion. The motion may be removed after 1 item of business has been conducted.
    - b. If the motion is not taken from the table by the end of the next meeting, it is dead.
    - c. To kill a motion at the time it is tabled requires a 2/3rds vote.
    - d. A majority is required to table a motion without killing it.
  9. You believe the discussion has drifted away from the agenda and want to bring it back.
    - a. "Call for orders of the day."
  10. You want to take a short break
    - a. Move to recess for a set period of time.
  11. You want to end the meeting
    - a. Move to adjourn.
  12. You are unsure the Chair/Co-Chair announced the results of a vote correctly
    - a. Without being recognized, call for a "division of the house." A roll call vote will then be taken.
  13. You are confused about a procedure being used and want clarification
    - a. Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry."
    - b. The Chair/Co-Chair will ask you to state your question and will attempt to clarify the situation.
  14. You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side
    - a. Move to reconsider.
    - b. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.
  15. You want to change an action voted on at an earlier meeting
    - a. Move to rescind.
    - b. If previous written notice is given, a simple majority is required.
    - c. If no notice is given, a 2/3rds vote is required.

**You may INTERRUPT a speaker for these reasons only:**

1. to get information about business –to get information about rules– parliamentary inquiry
2. if you can't hear, safety reasons, comfort, etc.–question of privilege
3. if you see a breach of the rules –point of order
4. if you disagree with the Chair/Co-Chair's ruling–appeal
5. if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Rescinded or Reconsidered
Main Motion	√	√	√	Majority	√



Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3rds	√
Close Discussion	√			2/3rds	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

**Documented Changes to LLLMD Charter**

<b>Date</b>	<b>Action</b>	<b>Approval Names</b>	<b>Comments</b>
12/12/2023	Initial Charter Developed	Barry Halverson, Frank Hudik, Kim Nelson, Jim Biehl, Rick Nemes	Required per Thurston County LMD SOP