



# CHARTER LONG LAKE MANAGEMENT DISTRICT STEERING COMMITTEE

Managing Long Lake since 1986

Revised January 30, 2024

## ARTICLE I – GOALS and OBJECTIVES:

### A. FORMATION:

- a. The environmental, recreational, and aesthetic values of many of the States lakes are threatened by eutrophication and other deterioration. Existing governmental authorities are unable to adequately address these conditions in WA lakes.
- b. RCW 36.36 provides a method for citizens to form Lake Management Districts, which are funded through self-assessments. The Long Lake Management District (LMD) was formed by County Ordinance in accordance with this RCW. LMD membership includes all property owners within the LMD boundaries as set forth in the LMD petition.

### B. MISSION/GOAL OF LLLMD:

- a. The Long Lake Management District Steering Committee is a group of committed Long Lake citizens, whose goal is to work with the County to direct LMD activities to ensure a high-level of lake health while balancing the multi-use environment of Long Lake.
- b. The purpose of the Long Lake Management District is to develop plans to achieve a high-level of lake health while balancing the multi-use environment of Long Lake.

## ARTICLE II – OBJECTIVES:

- a. Conduct the work of the LMD in accordance with the Standard Operating Procedures, SOP developed by the four Lake LMD leadership team in cooperation with County Staff. The SOP is a living document that will be updated and added to over time as procedures are developed to conform to the requirements of the Aquatic Plant and Algae Management (APAM), general permit, as well as County procedures and requirements.

- b. Implement and monitor the success of the current Long Lake integrated Aquatic Vegetation Management Plan and the Integrated Phosphorus Management Plan.
- c. Review and implement current best management practices, surveys, studies and environmental impacts and investigate new, promising practices.
- d. Manage nuisance/noxious weed densities/growth and nutrient sources to reduce nutrient loading of the lake, which, in so doing will enhance the multi-use environment of Long Lake.
- e. Respond to emerging problems.
- f. Use long-term strategies that focus on reducing the frequency of short-term emergencies to gain long term management.
- g. Implement strategies to educate our members on limiting/reducing nutrient inputs from human activities such as decreasing the introduction of nutrients into stormwater run-off, 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, protecting riparian areas and maintaining their waterfront out to the end of their docks.
- h. Manage the finances of the LMD and monitor the LMD budget and budget process on a monthly basis.
- i. Act as liaison between LMD residents and Thurston County for LMD related issues.
- j. Operate a Web Site and social media page(s) to communicate and inform our members and to provide a repository for studies, Plans and other relevant information.

### **ARTICLE III – LMD MEMBERSHIP:**

Membership of the LMD includes all property owners within the LMD boundaries as shown in the establishing petition.

### **ARTICLE IV – STEERING COMMITTEE:**

- A. The Long Lake Steering Committee is made up of twenty-five representatives with:
  - 1. Two representatives from each of the 11 areas/neighborhoods listed in Article IV.E and
  - 2. Up to three at large representatives from any of the 11 areas/neighborhoods listed in Article IV.E. At large members will be elected by the Steering Committee for 1-year terms.

- B. All members representing neighborhoods shall serve a minimum One-year term with unlimited renewals. Representatives shall be expected to attend a majority of the regularly scheduled Steering Committee meetings.
- C. Candidates for membership on the Steering Committee can volunteer or be selected by the property owners if a homeowner's association exists for the neighborhoods listed in Article IV.E. Candidates will be confirmed by the Steering Committee after attending three (3) consecutive regular meetings of the committee and participating in the mentoring program (see Article VIII.C.d.4).
- D. **Open Public Meetings Act, OPMA:** Within 90 days of being confirmed and every 4 years thereafter, the member will complete the requirements of the OPMA. (see SOP for additional information)
- E. Representatives shall work toward the accomplishment of the goals & objectives identified in Article I of the Long Lake Management District Charter
- F. Areas within Long Lake Management District include:
  - 1. Afflerbaugh Island – Lorna Court
  - 2. Homes Island Road – Including Holmes Island
  - 3. Lake Forest
  - 4. Lakeridge - Panorama Point
  - 5. Long Lake Drive North
  - 6. Long Lake Drive South - Arbors
  - 7. Mayes Road
  - 8. Timberlake
  - 9. 20<sup>th</sup> Ave. including Reflection Point
  - 10. Shorewood Villa - Carpenter Road
  - 11. Walthew Drive - Kyro Road
- G. Governmental entities owning property on Long Lake and therefore a part of the LMD may participate on the Steering Committee.
- H. When a committee Member resigns it will be his/her responsibility or the responsibility of the appointing Homeowners Association, if applicable, to recommend a replacement from their neighborhood.
- I. County staff shall be a non-voting member of the Steering Committee.

## ARTICLE V – OFFICERS AND DUTIES:

- A. **Chair** – Oversee meetings, appoint committees, and set agenda. The Chair is also an ex officio member of all committees.
- B. **Vice-Chair** – Fill in for Chair as needed and chair other committees as assigned. Review annual assessments and update with any changes in property classification, seek grants and other funding.
- C. **Treasurer** – Chair the Finance Committee, provide monthly financial reports, pay incidental expenses and submit to the County for reimbursement.
- D. **Secretary** – Record minutes at all meetings, coordinate distribution of minutes. A non-Steering Committee representative can be appointed to carry out the Secretary's duties, but will not be considered an Officer, or be able to participate and vote in Committee discussions other than to clarify material for the Minutes.
- E. All officers are fully participating and voting members.

## ARTICLE VI – NOMINATIONS AND ELECTIONS:

- A. The Steering Committee shall accept nominations for officers at the January and February meeting.
- B. The Steering Committee will elect officers annually at the February meeting.
- C. Election will be by Show of Hands or by private ballot at the Chairman's discretion.
- D. The newly elected officers will take over leadership following the February Meeting.

## ARTICLE VII – MEETINGS:

- A. Steering Committee meetings shall be held monthly or as needed.
- B. The Chair will allow for open public comment at the beginning of the meeting. Comments will be held to a maximum of three (3) minutes and time may not be given to another individual.
- C. Committee meetings will follow the Roberts Rules of Order and the adopted ground rules. (See attached Ground Rules revised March 27, 2018)

- D. A quorum is established if at least a simple majority of active installed members of the committee are present, and shall be required in order to conduct the business of the Steering Committee. A majority vote of those in attendance shall be required for adoption of any motion.
- E. The Chair may approve expenditures or make decisions for emergencies not previously approved by the Steering Committee.
  - 1. Emergencies are defined as unforeseen circumstances beyond the control of the County or Steering Committee which present a real threat to the timely performance of work for the completion of the approved annual work program.
  - 2. When an emergency decision or purchase is required and there is insufficient time to poll the Steering Committee, the Chairman shall act for the Steering Committee. The Chairman will then submit written notification to the Steering Committee prior to the next scheduled meeting with justification for the purchase or decision.

#### **ARTICLE VIII – SUB-COMMITTEES:**

- A. Sub-Committee leaders and members shall be appointed by the Chair. See the LMD SOP for additional operating procedures for each sub-committee.
- B. Individuals who are non-Steering Committee members may attend and participate by invitation only. Written comments may be submitted by non-committee members to the Chair.
- C. Standing Committees:
  - 1. **Native and Noxious Weed management and Habitat Enhancement Committee** – Duties include:
    - a. Maintain meeting notes to be distributed with the monthly meeting material for the Steering Committee.
    - b. Work with the Contractor and recommend to the Steering Committee designated areas for aquatic weed harvesting and/or treatment.
    - c. With Steering Committee approval write up the work order and submit it to the County for issuance to the Contractor
    - d. Monitor Contractor performance to determine if work was completed in accordance with the contract and provide approval for payment of invoice to the County.
    - e. Monitor longer term performance of work to determine overall effectiveness of the work plan.

- f. Work with the County Noxious Weed Department to insure they are aware of and have a plan for addressing any noxious weeds in or around Long Lake.
  - g. Work with the Contractor to determine/review year end results to predict work to be performed the following spring.
  - h. Assist in community educational activities to provide a better understanding of weed management issues.
2. **Water Quality Committee** – duties include:
- a. Maintain meeting notes to be distributed with the monthly meeting material for the Steering Committee.
  - b. Co-ordinate with the County, Department of Fish and Wildlife, and City of Lacey on water quality and lake level monitoring.
  - c. Work with the Dept of Health and Environmental Health in monitoring nutrient levels and developing programs to manage phosphorus and algae issues.
  - d. Perform testing on a monthly basis in line with Environmental Health procedures to provide the data needed to determine the phosphorus sequestration requirements.
  - e. Work with the Contractor and recommend the appropriate Phosphorus Sequestration to the Steering Committee.
  - f. Complete the work order and submit it to Environmental Health for issuance to the Contractor.
  - g. Repeat the process going into August for a potential treatment to limit phosphorus release when the lake turns over.
  - h. Write up a yearend report to be submitted by October 1<sup>st</sup> of each year.
  - i. Work with the Stormwater Utility District to reduce stormwater released directly into the lake without pre-treatment.
  - j. Assist in community educational activities to provide a better understanding of phosphorus management issues.
3. **Budget Committee** – duties include:
- a. Maintain meeting notes to be distributed with the monthly meeting material for the Steering Committee.
  - b. Work with the various committees and the Treasurer to develop the annual budget for the LLMD work plan.
  - c. Present the annual budget to the Steering Committee for discussion in March of each year for the following two years and get approval from the Steering Committee by May 30 of each year for submittal to Environmental Health to be inserted into the County budgeting process
  - d. Submit the biennial budget to Environmental Health by May 30<sup>th</sup> to be inserted into the County budgeting process
  - e. Forecast expenses and maintain a 10-year cashflow spreadsheet.
  - f. Perform a semi-annual review of expenses vs. budget and report to the Steering Committee. Reviews will be performed in March and October.

4. **Membership Committee** – duties include:
  - a. Maintain meeting notes to be distributed with the monthly Steering Committee meeting reread material.
  - b. Actively recruit members to ensure that there are two representatives from each neighborhood. Determine any skill sets needed for the Steering Committee and actively seek a member(s) to fill At Large spaces.
  - c. Monitor meeting attendance and follow up with members who do not attend.
  - d. Replace representatives who do not meet the attendance requirements stated in Article III.
  - e. Establish a mentoring program for new members.
  - f. Make sure each member has a Steering Committee Handbook.
  
5. **Marketing Communications Committee, MCC:** The MCC will consist of the following key function:
  - a. Webmaster:
    1. Maintains and updates the LMD Website
    2. Information to include - educational material, Reports, Studies, meeting minutes/notes, meeting agendas and schedules.
  - b. Facebook and other Social Media Coordinator – Keep the dialogue going with our members and announce information added to the web site.
  - c. Newsletter Coordinator – Manage the development and presentation of the semi-annual newsletter and monthly articles of interest to be added to the web site.
  
6. **Ad hoc Committees:** Established as needed.

#### **ARTICLE IX – AUTHORITY OF STEERING COMMITTEE:**

- A. Represent the membership in lake management decisions relating to the goals and objectives of the LMD.
  
- B. Advocate on behalf of the membership with the Thurston County Board of County Commissioners, BoCC on issues related to the LMD.
  
- C. To administer LMD activities, consistent with RCW 36.61, the County Integrated Pest Management Policy, the Shoreline Master Program, the County Stormwater Management Program and the SOP.
  
- D. Participate, as requested, at budget implementation meeting with the BoCC.

- E. Work with County Point of Contact to write Request For Proposals RFPs, review bids, select contractors, provide Contractor evaluations to County POC, complete and report contract-related critical path actions assigned to the LMD.

**ARTICLE X – AMENDMENTS to CHARTER and GROUND RULES:**

- A. The Charter may be amended at any regularly scheduled meeting by a simple majority of the active Steering Committee members present.
- B. The Ground rules may be amended at any regularly scheduled meeting by a simple majority of the active Steering Committee members present.

Approved by vote of the Steering Committee January 30, 2024

A handwritten signature in blue ink that reads "Douglas J. Kauffman". The signature is written in a cursive style with a large initial 'D'.

Chair, LLMD Steering Committee