



**GENERAL GOVERNMENT & PUBLIC SAFETY COMMITTEE**  
**JANUARY 12, 2015**  
**5:30 P.M.**  
**COUNCIL CHAMBERS**

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1. **LAKES MANAGEMENT DISTRICT**  
*SCOTT EGGER, PUBLIC WORKS DIRECTOR*  
(ATTACHMENT)
  
2. **REVIEW PROPERTY RETAINED**  
*COMMANDER JOE UPTON, POLICE DEPARTMENT*  
(ATTACHMENT)
  
3. **POLICE TO CITIZEN REPORTING ON RECORDS MANAGEMENT SYSTEM**  
*DUSTY PIERPOINT, CHIEF OF POLICE*  
(VERBAL)



**GENERAL GOVERNMENT &  
PUBLIC SAFETY COMMITTEE**  
January 12, 2015

**SUBJECT:** Lake Management Districts

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**RECOMMENDATION:** Brief General Government Committee on the formation of lake management districts (LMD).

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**STAFF CONTACT:** Scott Spence, City Manager *SS*  
Scott Egger, Public Works Director *SE*

**ORIGINATED BY:** Public Works Department

**ATTACHMENTS:** [1 - Lake Management District Formation Info](#)  
[2 - A Citizens Manual for Developing IAVMP - TOC](#)

**FISCAL NOTE:** Additional resources and funds would need to be budgeted to form and administer an LMD.

**PRIOR REVIEW:** None

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**BACKGROUND:**

Mike and Roxanne Mahoney and Michael Brooks spoke at open forum at the City Council meeting on October 23, 2014, and requested that the City Council take action to mitigate aquatic weeds on Hicks Lake. The item was referred to the General Government Committee for further review.

The mitigation of aquatic weeds and other lake maintenance is typically administered by a lake management district (LMD). LMDs are the government mechanism by which property owners can embark on a program of lake or beach improvements. The costs of improvements as well as the costs of forming and administering an LMD are typically paid by special assessments that are imposed annually on all the land in the District. An LMD may be initiated by the filing of a petition signed by owners of at least twenty percent of the acreage contained within the proposed lake management district. The petition shall set forth:

1. The nature of the lake improvement or maintenance activities proposed to be financed;
2. The amount of money proposed to be raised by special assessments or rates and charges;
3. If special assessments are to be imposed, whether the special assessments will be imposed annually for the duration of the lake or beach management district, or the full special assessments will be imposed at one time, with the possibility of installments being made to finance the issuance of lake or beach management district bonds, or both methods;
4. If rates and charges are to be imposed, the annual amount of revenue proposed to be collected and whether revenue bonds payable from the rates and charges are proposed to be issued;
5. The number of years proposed for the duration of the lake or beach management district;
6. The proposed boundaries of the lake or beach management district.

After a petition is submitted, reviewed and approved, all property owners within the proposed district are notified by mail of hearings on the LMD proposal. If following the initial hearing, the City Council determines the LMD to be in the public interest, the proposal is put to a vote of the property owners within the proposed LMD. Votes are weighted one vote for each dollar of proposed assessment. If a majority of the returned votes are in favor of the proposal, the LMD is established by the City Council. A final hearing is then held to consider written objections to the proposed LMD charges. If approved, the LMD would operate under the authority of the City Council.

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#### **ADVANTAGES:**

1. If an LMD is formed it can facilitate weed control and water quality improvements in the lake.

#### **DISADVANTAGES:**

1. The City does not currently have the resources available to engage in the process to form an LMD. Proponents may need to hire consultants to help define the lake management program and develop proposed costs and rates.

# Lake Management District Formation Info

## What is a Lake Management District?

A Lake Management District (LMD) is a form of special-service district that funds lake-management activities through charges on lake-area properties. Both the Lacey City Council and affected property owners must approve an LMD. Property owners vote by mail, and are granted one vote for each dollar they would be assessed under the proposed LMD. An LMD is established for a specific period of time, up to ten years.

The LMD formation process is defined in the Revised Code of Washington (RCW 35.21.403 & 36.61). To start the process, LMD proponents must circulate a petition among affected property owners, and submit the petition to Lacey City Council. The petition must include specific information about the type of work to be performed, the cost of work, the type of assessment and how much revenue will be generated to pay for the work.

Proponents of new LMDs may need to hire consultants to help define the lake management program and develop the proposed boundaries and rates (City of Lacey provides limited staff assistance for new LMD proposals.) The City of Lacey may require proponents to submit financial security of up to \$5,000 to cover procedural costs.

## Which Activities Can an LMD Finance?

An LMD can finance a broad range of activities, including:

- Aquatic vegetation control.
- Water quality improvement, including control of stormwater and agricultural runoff.
- Lake water-quality studies to pinpoint problems and identify solutions.

Over the past several years, Lake Management Districts have been formed for durations ranging from two to five years on Long Lake, Lake Lawrence, Summit Lake and Pattison Lake in Thurston County. (The Long Lake and Lake Lawrence districts are still in effect.) Projects funded by LMDs have included aquatic plant control, comprehensive lake studies, development of long-term management plans, and watershed controls to protect drinking water supplies.

In many cases, private consultants or vendors provide services to the LMD. LMD funds may be used in combination with grants from state or federal agencies.

## How Do We Begin the LMD Process?

Forming a committee or association of interested lake residents is the best way to begin. The first formal step in the LMD process is to submit a petition to the City Council. The owners of at least 20 percent of the acreage in the proposed district must sign the petition in support of the proposal. It's important to work with consultants and city staff in writing the petition; this will ensure that all legal requirements are met and that the proposed budget is feasible.

The petition should identify:

- Proposed lake management activities;
- Amount of money to be raised;
- Proposed assessment formula;
- Boundaries of the district; and
- Duration of the district (up to ten years).

Financial security of up to \$5,000 may be required with the petition.

### **What Property is Included in the Assessment District?**

An LMD may include all or part of a lake, private and publicly owned lakefront property, and upland lots with access to a community beach area, is commonly included

### **What is the Basis for Property Assessment?**

LMD assessments or charges can be based on any reasonable factors, including: benefit, use, front footage, acreage, improvements or services to be provided.

### **What Voice do Property Owners Have in Creating the Districts?**

After the petition is submitted, all property owners within the proposed district are notified by mail of hearings on the LMD proposal. If following the initial hearing, the City Council determines the LMD to be in the public interest, the proposal is put to a vote of the property owners within the proposed LMD. Votes are weighted one vote for each dollar of proposed assessment. If a majority of the returned votes are in favor of the proposal, the LMD is established by the City Council. A final hearing is then held to consider written objections to the proposed LMD charges.

### **Who Manages the LMD? Do Property Owners Have a Role?**

LMDs operate under the authority of the City Council. There is not a separate elected commission for each LMD (as there would be for a drainage district or water district). However, ongoing involvement by lake property owners is crucial to a successful program. Forming a committee of lake residents is the preferred way to work with city staff and elected officials in initiating and implementing the LMD program

# **A Citizen's Manual for Developing Integrated Aquatic Vegetation Management Plans**

Written by  
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WATER Environmental Services, Inc.

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## **Table of Contents**

### **A Note From The Authors and Acknowledgments**

#### **Preface**

- Material Covered In Manual
- A Quick Walk Through The Manual

## **PART I: Introduction To Aquatic Plant Management**

### **Chapter 1: Introduction**

- Does Your Water Body Have an Aquatic Plant or an Algae Problem?
- What Is An Integrated Aquatic Vegetation Management Plan?
- When Is an IAVMP Required?

## **PART II: Developing A Plan**

This is the heart of the manual and is divided into twelve chapters. Chapter 2 describes how a few concerned individuals can start the planning process rolling. Each of the remaining chapters (Chapters 3-13) covers a step in the process of creating an integrated aquatic vegetation management plan.

### **Chapter 2: Getting Started**

- Organization Is Key
- The Steering Committee
- Planning Steps Summarized

### **Chapter 3: Develop Problem Statement (Step A)**

- What Is The Problem?
- How To Write A Clear Problem Statement
- Example Of A Problem Statement

### **Chapter 4: Identify Management Goals (Step B)**

- Goal-Setting Criteria
- Example Of Aquatic-Plant Management Goals

### **Chapter 5: Involve the Public (Step C)**

- The Importance of Public Involvement
- Public Involvement Steps

### **Chapter 6: Identify Waterbody/Watershed Features (Step D)**

- Water Body-Watershed Connection
- How To Describe The Watershed and Water Body
- Getting Started In Your Search Of The Water Body
- Sampling/Monitoring To Fill Data Gaps

### **Chapter 7: Identify Beneficial Use Areas (Step E)**

- How To Determine Beneficial Use Areas Of Your Water Body
- Example Of Water Body Usage Map

### **Chapter 8: Map Aquatic Plants (Step F)**

- What Is An Aquatic Plant Survey?
- How To Map Aquatic Plants
- Example of Aquatic Plant Map

### **Chapter 9: Characterize Aquatic Plants (Step G)**

- Example of Written Description Characterizing Aquatic Plants

### **Chapter 10: Investigate Control Alternatives (Step H)**

- Control Alternatives Available In Washington
- Control Alternatives Summarized

### **Chapter 11: Specify Control Intensity (Step I)**

- What Are the Different Levels of Control?
- How To Determine Levels of Control in Water Body

- Example Of Control Intensity Map

### **Chapter 12: Choose Integrated Treatment Scenario (Step J)**

- The Integrated Approach - A Juggling Act
- A Procedure For Choosing An Appropriate Treatment Scenario
- Example Of Recommended Treatment Scenario

### **Chapter 13: Develop Action Program (Step K)**

- Putting All the Pieces Together
- Components of the Action Plan
- The Road Well Traveled

## **PART III: Implementing A Plan**

Part III offers guidance on how to use an integrated aquatic vegetation plan.

### **Chapter 14: I Have a Plan - What's Next?**

- Permits and Other Requirements
- Funding
- Implementation Needs Management
- Monitoring Program Effectiveness
- Keeping Everyone Informed

## **PART IV: Technical References**

### **Appendix A: Glossary of Terms**

### **Appendix B: Invasive, Non-native Aquatic Plant Fact Sheets (Illustrated)**

### **Appendix C: Watershed and Limnological Background Information**

### **Appendix D: Aquatic Plant Control Methods**

### **Appendix E: Aquatic Weeds Management Fund (Ecology)**

### **Appendix F: Resources and Reference**



**GENERAL GOVERNMENT & PUBLIC SAFETY COMMITTEE**  
**January 12, 2015**

**SUBJECT:** Yearly review of property retained by the Police Department.

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**RECOMMENDATION:** Forward a list of property retained by Lacey Police Department to the full City Council in accordance of RCW 63.32.01.

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**STAFF CONTACT:** Scott Spence, City Manager   
Dusty Pierpoint, Police Chief   
Joe Upton, Police Commander 

**ORIGINATED BY:** Police Department

**ATTACHMENTS:** [2014 Police Department Retained Property List](#)

**FISCAL NOTE:** None.

**PRIOR REVIEW:** None.

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**BACKGROUND:**

RCW 63.32.010(2) states Police Departments may:

“Retain the property for the use of the police department subject to giving notice in the manner prescribed in RCW 63.32.020 and the right of the owner, or the owner's legal representative, to reclaim the property within one year after receipt of notice, without compensation for ordinary wear and tear if, in the opinion of the chief of police, the property consists of firearms or other items specifically usable in law enforcement work: PROVIDED, That at the end of each calendar year during which there has been such a retention, the police department shall provide the city's mayor or council and retain for public inspection a list of such retained items and an estimation of each item's replacement value.”

The attached “retained property list” complies with this RCW instruction and provides the City Council and Mayor with the list of items currently retained by the Police Department along with their current location and estimated value.

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**ADVANTAGES:**

1. Compliance with RCW 63.32.010(2).
2. Retention of selected items assists the Police Department in the performance of official duties and helps decrease the expenditure of public funds.

**DISADVANTAGES:**

1. None.

## Lacey Police Department Retained Property List

<u>Case #</u>	<u>Description</u>	<u>Location</u>	<u>Approx. Value</u>
2006-3914	Two tree limb cutters	Response Trailer	\$40
2007-1322	24" bolt cutters	Sgt. Vehicle	\$20
2008-4414	"Dakine" brand backpack	Bait Vehicle	\$15
2008-4751	Coleman Generator	Response Trailer	\$300
2009-2055	"Nextar" brand GPS unit	Bait Vehicle	\$60
2009-2905	"Rosetti" brand purse	Bait Vehicle	\$20
2009-4680	"Garmin" brand GPS unit	Bait Vehicle	\$80
2011-0750	"LG" brand 55" LED TV	Briefing Room	\$600
2011-0750	Honda Generator ES6500	Impound Yard	\$900
2011-4190	24" bolt cutters	Sgt. Vehicle	\$20
2013-6829	128GB Apple i-pad air 174	Detectives	\$400
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