



**City of Tumwater  
Barnes Lake Management District**

**LMD Steering Committee Meeting Minutes**

December 14, 2011  
6 p.m. – 8 p.m.

Tumwater City Hall  
555 Israel Drive SW, Tumwater, WA 98501

**Call to order**

Chair Peterson called the regular meeting of the LMD Steering Committee to order at approximately 6:25 p.m. on December 14, 2011 at Tumwater City Hall.

**Roll Call, Introductions & Agenda Approval**

The following Steering Committee members were present for the meeting: Chair Kathy Peterson, Bill Baxter, Gary Bodeutsch, Dana Day, Bob Gillette, Judith Loft and Staff Representative Dan Smith. Member John Swander was absent. LMD Members in attendance: Cathy Weaver and Linnea Madison.

No changes were requested to the meeting agenda.

**Review & Approval of Minutes from October 12, 2011**

The minutes of the October 12, 2011 meeting were approved unanimously as written.

**2011 Budget, Assessment & Work Plan Update**

Smith provided a review of the annual LMD work plan for the rest of the year, reviewed the budget and outstanding assessments. See table below.

Smith reported that seven assessments are outstanding for 2011, totaling \$1,056. Five of these properties have outstanding balances for previous years; all seven currently have liens filed.

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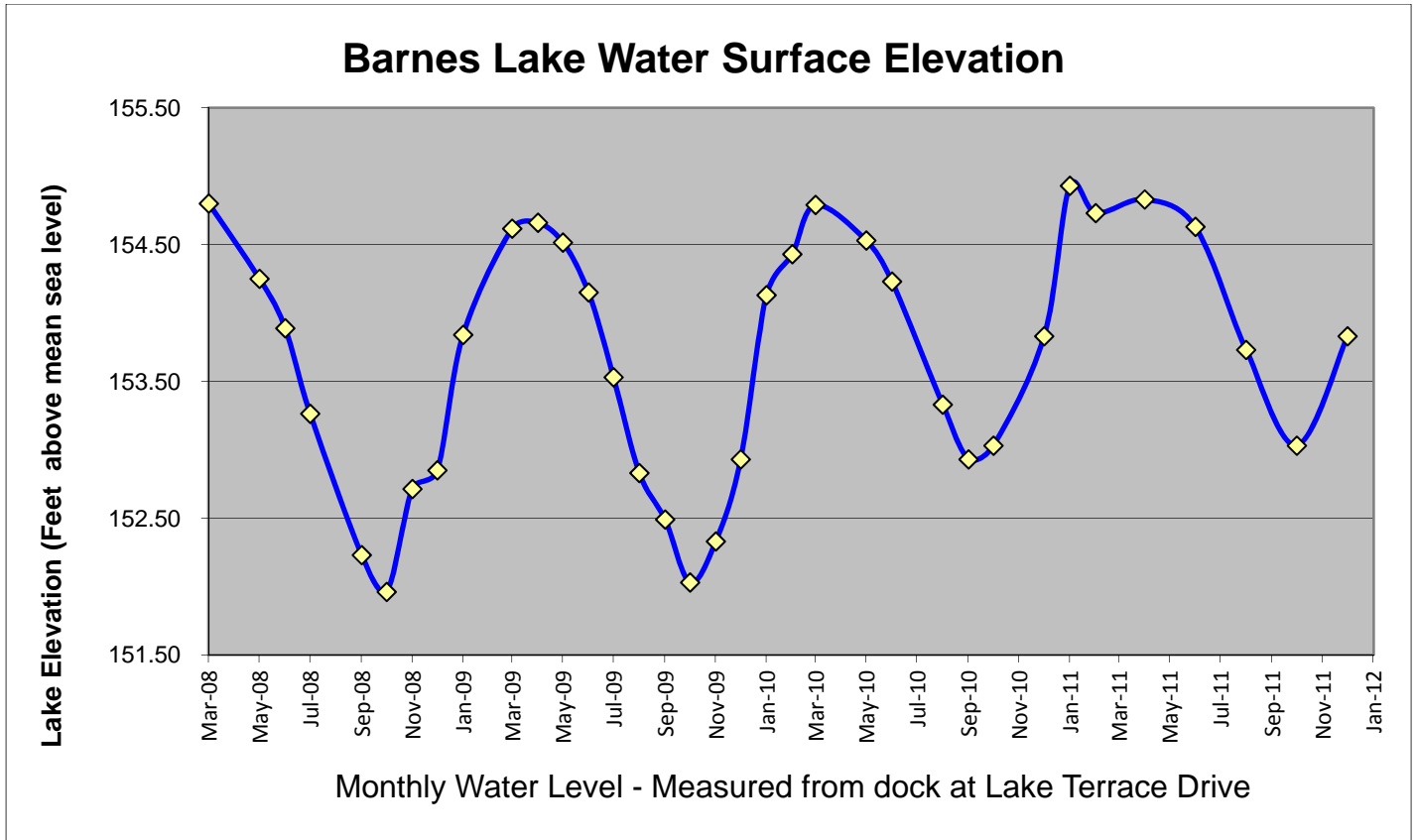
<b>Budget</b>		<b>Barnes Lake Management District</b>			<b>2011</b>
<b>Administrative</b>	<b>Budget</b>	<b>Actual</b>	<b>\$ Variance</b>	<b>% Variance</b>	
COT Admin	\$1,400.00	\$1,440.00	\$ 40.00	2.9%	
Admin Supplies	\$150.00	\$37.99	\$(112.01)	-74.7%	
Misc Admin	\$100.00	\$ -	\$(100.00)	0.0%	
<b>Operating</b>	<b>Budget</b>	<b>Actual</b>	<b>\$ Variance</b>	<b>% Variance</b>	
NWA EcoSystems	\$37,989.00	\$19,407.99	\$(18,581.01)	-48.9%	
Other Mat Removal	\$9,500.00	\$ -	\$(9,500.00)	0.0%	
Operating Supplies	\$250.00	\$117.78	\$(132.22)	-52.9%	
NPDES Permit Fee	\$450.00	\$ -	\$(450.00)	0.0%	
Misc Operating	\$466.00	\$ -	\$(466.00)	0.0%	
Reserve	\$2,981.92	\$ -	\$(2,981.92)	0.0%	
<b>Total Expenses</b>	<b>Budget</b>	<b>Actual</b>	<b>\$ Variance</b>	<b>% Variance</b>	
	\$53,286.92	\$21,003.76	\$(32,283.16)	-60.6%	
<b>Total Income</b>	<b>Budget</b>	<b>Actual</b>	<b>\$ Variance</b>	<b>% Variance</b>	
Assessments	\$17,305.00	\$16,249.00	\$(1,056.00)	-6.1%	
Carryover from 2010	\$35,981.92	\$35,981.92	\$ -	0.0%	
<b>Total</b>	<b>\$53,286.92</b>	<b>\$52,230.92</b>	<b>\$ (1,056.00)</b>	<b>-2.0%</b>	
<b>Variances</b>	<b>\$ -</b>	<b>\$31,227.16</b>			

Notes:

\* As of 1-26-2011, 2010 Carryover (\$33,000) under review and may result in an increase to \$34,316.  
 Assessment update 3-1-2011: 44 payments rec'd  
 Assessment update 4-7-2011: Confirmed starting balance: \$35,981.92  
 Assessment update 4-12-2011: 22 properties outstanding (8 w/liens)  
 Assessment update 4-22-2011: 19 properties outstanding (7 w/liens)  
 Assessment update 6-8-2011: 5 liens; 3 liens pending (9 props outstanding)  
 Assessment update 8-2-2011: 7 liens; 2 new in 2011. (8 props outstanding)

### Lake Level Update

Smith reported that lake levels have begun to rise. The wetter summer and previous winter have kept water levels higher than in previous years.



*Note: Thanks to Bill Baxter for continuing to monitor the lake levels. The current level was recorded: 12/6/2011.*

### Floating Mat Project Update

Dorling reported that the 2011 summer pilot project was successful and much was learned from the process. Recommendations will be forthcoming in the Annual Treatment Summary Report. The biggest challenge for the removal team was managing the sediment load on the shoreline, specifically its soupy texture. Additional efforts will be undertaken in 2012 to set up the sites in advance of the mat removal effort, such as installing temporary retaining walls and using different materials to stabilize the shoreline for access. While sediment management was a challenge, the process and team used for the project worked well and is recommended for use again during 2012.

Dorling will continue researching west shoreline options for participation in the project. Dorling anticipates the next removal attempt will take place in May, and likely take one week. More time is possible, provided the sites can handle additional material and funds remain for additional work.

Linnea Madison reported that her husband is a pilot and they own a small plane. She offered to have her husband fly LMD representatives for the aerial photo assessment of the lake.

## Property Access Agreements

Smith reported that the Right-of-Entry agreements for the properties at 213 & 231 Lark Street have been completed and recommended for approval by the Public Works Committee. The agreements will be on the December 20, 2011, City Council agenda for consent.

Doug Dorling reported that he is still reviewing additional sites on the west side of the lake; formal discussion will be brought forward to the committee once a plan is developed for any of the properties that are determined feasible.

## Charter Revisions & Steering Committee Assignments

Smith reported that the Charter and Ground Rules were reviewed by Public Works Committee on December 6, and have been recommended for approval by the City Council. The revisions will be on the December 15, 2011 City Council agenda for consent.

Also on the December 15, 2011 City Council consent calendar will be official appointments for Linnea Madison (West Neighborhood), Cathy Weaver (Northwest Neighborhood) and Lisa Mahoney (South Neighborhood). Following these appointments, all existing terms will be changed to match the adopted representative term, as outlined in the revised Charter. The representation matrix is proposed as follows:

Neighborhood	Position	Term Expiration (09/30/xxxx)
East (Lark Street)	Position 1 – Kathy Peterson	2014
	Position 2 – Dana Day	2013
Northeast (Linwood Avenue & Daisy Lane)	Position 1 – John Swander	2013
	Position 2 – Gary Bodeutsch	2014
Northwest (Lake Terrace Drive)	Position 1 – Bill Baxter	2013
	Position 2 – Cathy Weaver	2014
South (Barnes Lake Condo Assn, WA Department of Transportation and the Weiks Family Partners)	Position 1 – (OPEN)	2013
	Position 2 – Lisa Mahoney	2013
	Position 3 - Bob Gillette	2014
West (Lake Park Drive)	Position 1 – Judith Loft	2014
	Position 2 – Linnea Madison	2013

One position remains open for the South neighborhood. Representatives from the South neighborhood were asked to consider recruitment; the Steering Committee discussed announcement options.

## 2012 Budget & Work Plan Review

Smith provided a proposed budget for 2012, with a primary focus on mat removal efforts. The scope of work with Northwest Aquatic Eco-Systems has been revised to concentrate on mat removal with limited funding remaining to address vegetation control needs.

### 2012 Expense Budget Barnes Lake Management District

Administrative	Budget	Actual	\$ Variance
COT Admin	\$1,440.00	\$ -	\$(1,440.00)
Admin Supplies	\$750.00	\$ -	\$(750.00)
Misc Admin	\$225.00	\$ -	\$(225.00)
Operating	Budget	Actual	\$ Variance
NWA Eco-Systems	\$31,947.51	\$ -	\$(31,947.51)
Other Mat Removal	\$8,500.00	\$ -	\$(8,500.00)
Operating Supplies	\$1,750.00	\$ -	\$(1,750.00)
NPDES Permit Fee	\$1,000.00	\$ -	\$(1,000.00)
Misc Operating	\$1,500.00	\$ -	\$(1,500.00)
Total Expenses	Budget	Actual	\$ Variance
	\$47,112.51	\$ -	\$(47,112.51)
Total Income	Budget	Actual	\$ Variance
Assessments	\$17,305.00	\$ -	\$(17,305.00)
Carryover from 2011	\$31,227.16	\$ -	\$(31,227.16)
<b>Total</b>	<b>\$48,532.16</b>	<b>\$ -</b>	<b>\$(48,532.16)</b>
<b>Fund Balance</b>	<b>\$1,419.65</b>	<b>\$ -</b>	

A motion was made, seconded, and passed unanimously to recommend the City Council adopt the 2012 proposed budget, with amendments to confirm carryover from 2011 following review by the City Finance Department.

Smith reviewed the 2012 Work Plan. Committee discussed minor revisions to the draft, attached. A motion was made, seconded and passed unanimously to recommend the City Council adopt the 2012 proposed work plan, as amended

## Aquatic Lands Enhancement Account (ALEA) Volunteer Grant

Smith reviewed a ALEA Volunteer grant opportunity at the request of Chair Peterson. Funding guidelines permit the LMD to apply; however, an agreement would be necessary to allow for public access to the lake (or project area), since all properties surrounding the lake are privately held. No further action was requested.

## 2012 Meeting Schedule

Chair Peterson reviewed potential dates for meetings in 2012, as follows:

February 8  
March 28  
June 13  
August 8  
September 12  
October 10  
December 12

The LMD Membership Meeting is scheduled for Wednesday, September 12.

## 2012 Election of Officers

Chair Peterson requested a vote on LMD Steering Committee Officers, particularly Chair and Recorder, since the Steering Committee will not be meeting in January and Gary Bodeutsch was elected to Vice Chair at the previous meeting.

Judith Loft motioned for Kathy Peterson to remain as Chair, and Staff Rep Smith to remain as Recorder. Bob Gillette seconded; motion carried unanimously.

## Member Comment

No member comment.

## Adjourn

Chair Peterson adjourned the meeting at approximately 7:50 p.m. The next Steering Committee meeting is scheduled for Wednesday, February 8, 2012, at Tumwater City Hall.

Minutes submitted by: Dan Smith, Staff Representative, 12-15-2011

Minutes approved by: Barnes LMD Steering Committee, 2-8-2012

**Barnes Lake Management District  
2012 Work Plan DRAFT**

For more information, visit: [www.ci.tumwater.wa.us/BLMD.htm](http://www.ci.tumwater.wa.us/BLMD.htm)

**The following tasks are outlined by month completion is expected, but not guaranteed. Unforeseen circumstances and delays may require modification of tasks as necessary.**

**January / February**

1.  *Submit 2012 Annual Work Plan for Council review and approval*
2.  *Submit 2012 Operating Budget for Council review and approval*
3.  *Prepare for mat & debris removal activity*
4.  *Begin preparation of Member Outreach letter to be distributed in March/April*

**March / April**

1.  *Distribute outreach letter to LMD members relating to 2012 work plan, budget, treatment schedule, and 2011 Treatment Summary Report*
2.  *Conduct Pre-Treatment Aquatic Vegetation Survey*
3.  *Initiate additional report development based on permit review requirements*
4.  *Prepare properties on west side of lake for mat & debris removal activity*
5.  *Prepare ROE agreement for properties on west side of lake*

**May / June**

1.  *Review Pre-Treatment Aquatic Vegetation Survey and update IAVMP as necessary*
2.  *Conduct first chemical treatment on lake if possible (dependent on vegetative growth & lake water levels)*
3.  *Conduct mat removal activity using properties on east side of lake*
4.  *Conduct mat removal activity using properties on west side of lake*
5.  *Conduct aerial photo assessment of lake, as conditions permit*

**July / August**

1.  *Review results of initial treatment activity*
2.  *Initiate second round of treatment activity*
3.  *Draft postcard for August delivery re: the Annual Member Outreach meeting*
4.  *Review results of second treatment application*
5.  *Review Steering Committee Appointments, as needed*
6.  *Distribute Steering Committee volunteer forms for pending vacancies, if any*
7.  *Conduct follow-up aerial photo assessment of lake, as conditions permit*

**September**

1.  *If not done earlier, prepare for final lake treatment*
2.  *Begin consideration of 2013 work plan based on member priorities*
3.  *Conduct Annual LMD Stakeholders meeting*

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### **October**

1.  *Consider budgetary needs for 2013*
2.  *Review permit compliance needs and requirements for 2013*
3.  *Review results of third chemical treatment activity*
4.  *Develop new roll of rates and charges for 2013 assessments, as necessary*
5.  *Submit new roll of rates and charges to Tumwater Finance Department*
6.  *Review Contractor Status; prepare RFP/RFQ as necessary.*

### **November / December**

1.  *Annual election of Steering Committee officers – Chair, Vice-Chair, Recorder*
2.  *Refine 2013 work plan tasks based on 2012 activities, membership needs and budget considerations*
3.  *Review Treatment Summary Report and update IAVMP with results*
4.  *Review results of lake management activity*
5.  *Develop draft Operational budget for 2013*
6.  *Finalize meeting schedule for 2013*
7.  *Review Vegetation Management RFP/RFQ; outline scope of work and PSA as needed.*