



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Work Session
Monday, January 9, 2017 • 6:00 pm • 2637 12th Ct SW • Olympia

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Communication
(Estimated Time: 0-30 Minutes, Sign-up Sheets are provided)
During this portion of the meeting, citizens may address the Board for up to 3 minutes regarding items related to Special District business. In the event testimony exceeds 30 minutes, the Commission will allow for additional testimony to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.
5. Informational Materials (No Action Required)
Attachment: December 5, 2016 Work Session Minutes
6. Warrant Requests
*Attachments: Herrera Invoice #39591
State Auditor's Office Invoice #L118056
Phillips Burgess Law Invoice #06.1933.01
OrgSupport Invoice #1494*
7. Old Business
 - a. Kiosk Updates
 - b. Grant Bids
 - c. Measurable Goals Framework
8. New Business
9. Reports and Referrals
10. Continued Public Communication
(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes.)
11. Adjournment of Public Meeting

Next Meetings:

Regular Meeting, Monday, January 23, 2017, 6:00 pm (OrgSupport Offices)
Work Session, Monday, February 6, 2017, 6:00 pm (OrgSupport Offices)



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Work Session
Monday, December 5, 2016 • 6:00 pm • 2637 12th Ct SW • Olympia

MINUTES

1. Roll Call – **Commissioner Stintzi called the meeting to order at 6:00 pm.**

Present: Lake Stintzi
Vernon Bonfield
Brian Wilmovsky

2. Approval of Agenda – **It was moved, second, passed unanimously to approve the December 5 agenda as presented.**

3. Public Communication – None.

4. Informational Materials (No Action Required)

Attachment: November 21, 2016 Regular Meeting Minutes

The commissioners requested the November 21 minutes be placed on the next regular meeting agenda for approval.

5. Warrant Requests

Attachments: OrgSupport Invoice #1445

It was moved, second, passed unanimously to approve the warrant request as presented.

6. Old Business

- a. Kiosk Updates – Commissioners reviewed the estimate from Aplus Properties for constructing a new kiosk for the boat ramp. **It was moved, second, passed unanimously to ask OrgSupport to seek a partnership with Thurston County and request 1/3 from the Sherriff's Department and 1/3 from Water Resources and to proceed with building a new kiosk.**
- b. Commissioners shared ongoing concerns about ditch maintenance. Some work has been accomplished, but areas under the bridge are still in need of attention.

7. New Business

- a. 2017 Budget – Commissioner Stintzi distributed a draft budget and resolution for review. **It was moved, second, passed unanimously to approve Resolution #16-11, adopting the 2017 budget as presented.**
- b. 2017 Rates and Charges – Commissioner Stintzi distributed a 2017 rates and charges adjustment worksheet. **It was moved, second, passed unanimously to adopt the adjustments to rates and charges for 2017 as presented and submit to Thurston County.** *OrgSupport will work with Commissioner Stintzi to submit the rates and charges adjustment to Thurston County for collection.*
- c. Water Quality Goals – Commissioner Wilmovsky recommended basing water quality goals on the Long Lake model. Consensus is the application amounts were small in comparison to those used for treating other lakes. Commissioners shared possible objectives, particularly those based on a budget sufficient to meet all goals. *OrgSupport will create a framework for creating measurable goals and put it on the next work session agenda for consideration.*
- d. *OrgSupport will seek up to three bids for grant writing on behalf of the BLSD and include on the next work session agenda.*



BLACK LAKE SPECIAL DISTRICT

8. Local Government Assessment Audit – Commissioners reviewed the audit exit packet shared by the Washington State Auditor’s Office. **It was moved, second, passed unanimously to accept the results of the 2017 audit report presented by the Washington State Auditor’s Office.**

Attachments:

Audit Exit Packet

9. Reports and Referrals

- a. **It was moved, second, passed unanimously to cancel the December 19, 2016 meeting of the board and resume meetings January 9 and 23 and then according to the adopted schedule.**
- b. Commissioner Bonfield reported Mr. Wilson at Thurston County was in attendance at the annual meeting and receptive to working with the BLSD.
- c. *OrgSupport will add ‘Annual Meeting Planning (April)’ to the February agenda.*
- d. *OrgSupport will send a final announcement for BLSD meetings the day of the meeting.*

10. Adjournment of Public Meeting – **Chair Stintzi adjourned the meeting at 7:30 pm.**

Next Meetings:

Work Session, Monday, January 9, 2017, 6:00 pm (OrgSupport Offices)
Regular Meeting, Monday, January 23, 2017, 6:00 pm (OrgSupport Offices)



December 20, 2016
 Invoice No: 39591

Lake Stintzi
 Black Lake Special District
 120 State Avenue NE, #303
 Olympia, WA 98501

Project 15-06161-000 Black Lake Management and Oversight of an Alum Treatment
 Attn: Lake Stintzi
 info@blacklakespecialdistrict.org

Professional Services from September 3, 2016 to November 25, 2016

Task 7.0 Project Management and Contract Administration

Professional Personnel

	Hours	Rate	Amount	
Scientist VI				
Zisette, Reginald	1.00	205.47	205.47	
Accounting Administrator II				
Tonkikh, Natalya	.50	77.86	38.93	
Totals	1.50		244.40	
Total Labor				244.40
				Task Total
				\$244.40
				Total Due this Invoice
				\$244.40

	Current	Prior	Total
Billed to Date	244.40	68,901.76	69,146.16

Total Compensation 80,812.00



Black Lake Project Progress Report for Herrera Environmental Consultants

Herrera Environmental Consultants

Progress Report: Management and Oversight of the Black Lake Alum Treatment

Invoice Period: September 3 through November 25, 2016

Task	Project Budget	Previously Invoiced	Amount this Period	Billed to Date	Budget Remaining	Percent Spent	Percent Complete	Work Performed
1-Final Design	\$20,541	\$15,718.69	\$0.00	\$15,718.69	\$4,822.31	77%	100%	None - complete
2-Permitting	\$2,926	\$4,208.12	\$0.00	\$4,208.12	-\$1,282.12	144%	100%	None - complete
3-Specifications	\$5,984	\$9,475.72	\$0.00	\$9,475.72	-\$3,491.72	158%	100%	None - complete
4-Oversight	\$10,637	\$11,498.10	\$0.00	\$11,498.10	-\$861.10	108%	100%	None - complete
5-Monitoring	\$19,544	\$23,372.43	\$0.00	\$23,372.43	-\$3,828.43	120%	100%	None - complete
6-Report	\$15,450	\$498.82	\$0.00	\$498.82	\$14,951.18	3%	5%	None
7-Management	\$5,730	\$4,129.88	\$244.40	\$4,374.28	\$1,355.72	76%	80%	Prepared invoice and progress report, alum grant research, report extension request
Total	\$80,812	\$68,901.76	\$244.40	\$69,146.16	\$11,665.84	86%	85%	

Invoice Voucher

Remit To: State Auditor's Office
PO Box 40021
Olympia, WA 98504-0021
Federal ID No. 91-6001098



Page: 1 of 1
Invoice No.: L118056
Invoice Date: 12/12/2016
MCAG No.: 3150
County: Thurston

Black Lake Special District
120 State Ave NE #303
Olympia, WA 98501

If change in address, please write new address above:

Billing Addr

Mailing Addr



(Return this portion with your payment)

State Auditor's Office

(Detach and retain for your records)

Entity Name: Black Lake Special District
Invoice No.: L118056
Invoice Date: 12/12/2016

Audit No.: 47471 Audit Period: 14 - 15 Purchase Order:

Month/Year	Work Performed	Bill Rate	Hrs	Amount	Travel/Other Expenses	Total
11/16	Assessment Audit	\$93.10	12.0	\$1,117.20	\$0.00	\$1,117.20
Sub Total:			12.0	\$1,117.20	\$0.00	\$1,117.20
Total Due This Invoice:			12.0	\$1,117.20	\$0.00	\$1,117.20

JV Number: 170426

**FULL PAYMENT DUE
IN 30 DAYS**

I hereby certify the amount listed herein is a proper charge for services rendered:

By: Janel M. Roper, Financial Services Manager

December 30, 2016

TRANSMITTED VIA FIRST-CLASS U.S. MAIL
AND VIA ELECTRONIC MAIL TO LAKE@BLACKLAKESPECIALDISTRICT.ORG

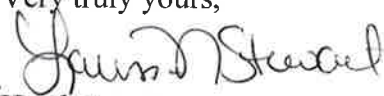
Lake Stintzi
Black Lake Special District
120 State Avenue Northeast, #303
Olympia, Washington 98501

Re: Invoice for Services Rendered
06.1933.01 – Black Lake Special District – Black Lake Ditch Claim

Dear Lake:

Enclosed please find the firm billing for services performed on behalf of Black Lake Special District through December 22, 2016 on the above-referenced matter. Please note that we have billed only for authorized research on title issues; our rates will be adjusted and credit applied should the District elect to use the firm for broader representation at its January meeting.

We appreciate the opportunity to represent the District in this matter. Should you have any questions or concerns regarding the fees or costs incurred, please do not hesitate to contact me or our Client Services Director, Larissa Stewart.

Very truly yours,

For Heather L. Burgess

HLB/vlr
Enclosures

Phillips Burgess PLLC

724 Columbia St. NW, Suite 320

Olympia, WA 98501

360-742-3500

Tax ID No. 45-3569683

Black Lake Special District
Attn: Lake Stintzi
120 State Avenue Northeast
#303
Olympia, WA 98501

December 23, 2016
Invoice # 5929

CLIENT: 1933 - Black Lake Special District
Re: 06.1933.01 Black Lake Special District - Black Lake Ditch Claim

Date		Services	Hours	Amount
12/06/16	HLB	Briefly review client-provided information for December 12, 2016 client meeting; coordinate with A. Resto-Spotts to prepare initial summary of same. [NO CHARGE]	0.30 *NON	90.00
12/09/16	ARS	Review client materials re establishing special use district, statutory obligations of County in management, and propriety of any claims for mismanagement or failure to act in managing Lake. [NO CHARGE]	1.00 *NON	200.00
12/09/16	HLB	Review summary materials to prepare for December 12, 2106 client meeting. [NO CHARGE]	0.30 *NON	90.00
12/12/16	TAZ	Conference with district commissioners and H. Burgess re ditch issue and routine legal counsel. [NO CHARGE]	1.30 *NON	325.00
12/12/16	HLB	Prepare for and attend initial client meeting re ditch maintenance with board members and C. Otavelli. [NO CHARGE]	1.50 *NON	450.00
12/13/16	TAZ	Conduct online research to attempt to identify ownership of Black Lake Ditch; telephone conference with Thurston County Title re ownership and responsibility for Black Lake Ditch; email clients re preliminary title research.	1.40	350.00
12/13/16	HLB	Research Oregon Spotted Frog listing and critical habitat rules as applied to Black Lake Ditch; draft and send email to Board and C. Otavelli summarizing same; follow up with T. Zandell re title research status and client follow up.	0.70	210.00
12/20/16	TAZ	Review client's emails of December 16, 2016 and December 19, 2016 re Black Lake Ditch title research; email client re same; email Thurston County Title company re title research.	1.00	250.00

Client Ref: 1933 - 06.1933.01
Invoice # 5929

December 23, 2016
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Recapitulation

		Rate	Hours	Amount
*NON	Non-billable time	262.50	4.40	1,155.00
HLB	Heather Burgess	300.00	0.70	210.00
TAZ	Trevor Zandell	250.00	2.40	600.00
For Current Services Rendered			7.50	\$810.00
				<hr/>
Total Current Work				\$810.00
				<hr/> <hr/>

Please return this page with remittance

to
Phillips Burgess PLLC
724 Columbia St. NW, Suite 320
Olympia, WA 98501

Invoice # 5929
Bill Date: December 23, 2016
Client Code: 1933
Client Name: Black Lake Special District
Matter Code: 06.1933.01
Matter Name: Black Lake Special District - Black Lake Ditch Claim

Total Current Work

\$810.00

Amount enclosed: _____



OrgSupport

120 State Avenue NE, #303
Olympia, WA 98501

Invoice

Date	Invoice #
2/1/2017	1494

Bill To
Black Lake Special District 120 State Avenue NE, #303 Olympia, WA 98501

Description	Qty	Rate	Amount
Contract Services - January	1	2,500.00	2,500.00
Printing B&W	200	0.10	20.00
Printing Color	2	0.25	0.50
Stamps	1	0.49	0.49
Flat Rate Mailer	1	6.80	6.80
Total			\$2,527.79