Black Lake Special District

Black Lake Special District Regular Meeting
Monday, January 28 • 6:15 pm • 2102 Carriage Drive Bldg E• Olympia

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. Approval of Consent Agenda

   Attachments: *January Regular Minutes*

6. Old Business
   a. March Alum Treatment
      i. Treatment and Loan Funding
7. New Business
   a. Creek and Rivulet Screening
8. Items from the Floor
9. Continued Public Communication
   (If *needed* for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes.)
10. Adjournment of Public Meeting

Next Meetings:
Regular Meeting, February 11, 2019

Black Lake Special District

Black Lake Special District Regular Meeting
Monday, January 7 • 6:15 pm • 2102 Carriage Drive Bldg E• Olympia

1. Call to Order – **Chair Stintzi called the meeting to order at 6:10 pm.**

2. Roll Call – **Chair Stintzi called roll and established a quorum.** Present:

    a. Lake Stintzi
    b. Brian Wilmovski
    c. Vernon Bonfield

3. Approval of Agenda – **It was moved, second, passed unanimously to approve the agenda as Presented.**

4. Public Communication – None.

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

    Attachments:
    December Work Session Minutes
    December Financials
    Warrant Requests
    OrgSupport Invoice 3091
    Commissioner Q4 Bonfield Reimbursement
    Commissioner Q4 Stintzi Reimbursement
    Commissioner Q4 Wilmovsky Reimbursement

6. Old Business
    a. March Alum Treatment – Kitsap Bank has provided terms for a loan to cover the proposed March alum treatment. Commissioners discussed the possibility of engaging Deanna Gregory (bond counsel) to assess the draft loan terms and implications, particularly as related to special assessments. **It was moved, second, passed unanimously to authorize Chair Stintzi at his discretion to engage Deanna Gregory, at a maximum cost of $4,000.00, to provide a professional assessment of the proposed Kitsap Bank terms.**
        i. Bidding – Commissioners discussed engaging Herrera to create bid documents.
        ii. Acceptance of Treatment and Loan Funding – No action.

7. Items from the Floor
    a. Nutrient Screen – Gather data on all streams and rivulets draining to the lake. The best time to conduct analysis is during the winter season (high water flow periods). Nutrient screening could be based on a sampling plan of all streams and rivulets draining to the lake. *Consensus of Commissioners is to authorize Chair Stintzi to request a proposal from Herrera for nutrient screening.*

8. Continued Public Communication – None.

9. Adjournment of Public Meeting – **With no further business chair Stintzi adjourned the meeting at 7:10 pm.**

Black Lake Special District

Next Meetings:
Regular Session Meeting, January 28, 2019
Regular Session Meeting, February 11, 2019

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BLACK LAKE WATERSHED POLLUTANT MONITORING - PHASE 1

On January 8, 2019, the Black Lake Sewer District (District) requested that Herrera Environmental Consultants (Herrera) to prepare a scope of work and cost estimate to conduct sampling and analysis of major streams and storm drains flowing into Black Lake to identify locations that are important sources of phosphorus and fecal coliform bacteria indicative of contamination from on-site septic systems. For this initial pollutant monitoring project, Herrera will collect approximately four samples from each of 12 locations for analysis of total phosphorus and fecal coliform bacteria. Herrera will prepare a data report evaluating the results and providing recommendations for a second phase of monitoring to locate sources of septic system contamination.

This scope of work includes a discussion of the activities, assumptions, deliverables, and a schedule associated with this project. The schedule assumes a project start date of January 28, 2019.

TASK 1.0 – SAMPLING AND ANALYSIS

Herrera will prepare a map of the Black Lake watershed showing locations of known streams, storm drains, and septic systems. Herrera will select 12 sampling locations representing major surface water sources draining to Black Lake from subbasins containing septic systems. Subbasin drainage areas and will be delineated and septic system density will be calculated for each sampling location. Upon discussion and approval from the District on the proposed sampling locations, Herrera will collect four water samples from each location for a total of 48 water samples. Each location will be sampled once on each of four separate occasions to include two storm events and two non-storm (base flow) events. Storm events producing at least 0.25 inches of rain in 24 hours will be targeted during daylight hours. Base flow events will be targeted on a day when rainfall amount is less than 0.25 inches. Sample collection and handling methods will be according to methods approved by the EPA and Washington Department of Ecology.

The 48 water samples will be analyzed for total phosphorus and fecal coliform bacteria by a local laboratory using methods approved by the EPA and Washington Department of Ecology.

Assumptions

- The District will obtain any needed permissions for accessing private property to collect the samples.

- Each sampling location will be easily and safely accessible.
- Each sampling event will be conducted by one scientist from Herrera's Olympia office and all samples will be collected on weekdays.

Deliverables and Schedule

- Watershed map of sampling locations on February 11, 2019.
- Sample collection from February 18 through March 29, 2019.
- Laboratory reports by April 15, 2019.

TASK 2.0 – DATA ANALYSIS AND REPORTING

Herrera will review the quality of data provided by the laboratory and take appropriate corrective actions if necessary. Herrera will analyze the laboratory data upon receipt of all laboratory reports. The relative amount of phosphorus loading and potential for septic system contamination will be identified for each sampling location by comparing the results to water quality standards, historical data collected within and outside the watershed by others, and the subbasin drainage area and septic system density.

If significant sources (hot spots) of septic system pollution are identified, Herrera will recommend methods for a subsequent (Phase 2) investigation at locations upstream of the hot spots. The second phase of monitoring would employ microbial source tracking methods that Herrera has used in other lake watersheds to successfully identify locations of human fecal sources originating from septic systems. This two-phased monitoring approach is recommended by EPA to first identify hot spot locations using inexpensive traditional analytical methods and watershed analyses, followed by using expensive microbial source tracking methods at a limited number of locations where potential contamination from septic systems has been identified in the first phase.

Herrera will prepare a data report presenting the monitoring methods, results, conclusions, and recommendations. Results will be presented on the watershed map to facilitate interpretation. Laboratory reports and representative photographs will be presented in appendices. Herrera will submit a draft report to the District for review and will prepare a final report responding to comments on the draft report.

Assumptions

- The draft and final reports will be submitted as PDF files by e-mail.

- The District will provide one set of review comments on the draft report within 2 weeks of receiving the report.

Deliverables

- Draft data report by May 10, 2019.
- Final data report by June 7, 2019.

TASK 3.0 – PROJECT MANAGEMENT

Herrera's project manager (Rob Zisette) will be responsible for ongoing administration of the project, including preparing invoices and progress reports, as well as coordination of work efforts with the designated client point of contact (Lake Stintzi). Herrera's project manager will have phone and e-mail contact with the District on an as-needed basis.

Herrera's project manager (Rob Zisette) will prepare and present a brief PowerPoint presentation of the study results and recommendations at a District meeting upon completion of the draft report.

Deliverables

- Monthly progress reports and invoices.

HERRERA ENVIRONMENTAL CONSULTANTS

Cost Estimate for Black Lake Watershed Pollutant Monitoring - Phase 1
Herrera Proposal No. 15-06161-001

Black Lake Watershed Pollutant Monitoring - Phase 1 *Number of Tasks*: 3				**Task 1.0** *Sampling and Analysis*		**Task 2.0** *Data Analysis and Reporting*		**Task 3.0** *Project Management*		**TOTAL**	
Schedule (start and end dates)				***1/28/19 - 4/15/19***		***4/15/19 - 6/7/19***		***1/28/19 - 6/7/19***			
COST SUMMARY											
Labor					$9,777		$10,827		$1,718		$22,322
Travel and per diem					$38		$0		$0		$38
Other direct costs (ODCs)					$0		$0		$0		$0
Analytical laboratory					$2,640		$0		$0		$2,640
GRAND TOTAL					**$12,455**		**$10,827**		**$1,718**		**$25,000**
COST ITEMIZATION											
Labor			(2019 rates)								
Personnel			Rate/Hour	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Lenth, John	Vice President		$256.69	0	$0	2	$513	0	$0	2	$513
Zisette, Rob	Scientist VI		$247.87	8	$1,983	20	$4,957	6	$1,487	34	$8,428
Catarra, Gina	Scientist III		$148.48	0	$0	8	$1,188	0	$0	8	$1,188
Blaud, Brianna	Scientist III		$131.59	56	$7,369	24	$3,158	0	$0	80	$10,527
Geigel, Joseph	GIS Analyst II		$106.26	4	$425	4	$425	0	$0	8	$850
Saavedra, Robin	Accounting Admin. III		$115.58	0	$0	0	$0	2	$231	2	$231
Jackowich, Pam	Admin. Coord. IV		$117.03	0	$0	5	$585	0	$0	5	$585
SUBTOTAL LABOR (Burdened Labor)				**68**	**$9,777**	**63**	**$10,827**	**8**	**$1,718**	**139**	**$22,322**
TRAVEL AND PER DIEM		Unit	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost
Auto Use		Mile	$0.58	65	$37.70	0	$0.00	0	$0.00	65	$38
SUBTOTAL TRAVEL AND PER DIEM					**$38**		**$0**		**$0**		**$38**
ANALYTICAL LABORATORY		Unit	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost
TP, FC		Sample	$55	48	$2,640.00	0	$0.00	0	$0.00	48	$2,640
SUBTOTAL LABORATORY					**$2,640**		**$0**		**$0**		**$2,640**