



BLACK LAKE SPECIAL DISTRICT

BLACK LAKE SPECIAL DISTRICT MEETING
Monday, February 22, 2016 • 5:30 pm • [1520-A Irving St](#), Tumwater

AGENDA

1. Roll Call
2. Approval of Agenda
3. 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.
4. Approval of Consent Agenda
Attachments: January 25, 2016 Regular Meeting Minutes
February 8, 2016 Work Session Meeting Minutes
5. Warrant Requests
Attachments: Herrera Invoice 38031
Thurston Geodata Center Invoice #25-1602-12
OrgSupport Invoice #1207
6. New Business
 - a. Senior Tax Exemptions
7. Old Business
 - a. Thurston First Loan Offer
8. Reports and Referrals
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:

Work Session, Monday, March 14, 5:30 pm (OrgSupport office)
Regular Meeting, Monday, March 28, 5:30pm (OrgSupport office)



BLACK LAKE SPECIAL DISTRICT

BLACK LAKE SPECIAL DISTRICT MEETING
Monday, January 25, 2016 • 5:30 pm • [1520-A Irving St](#), Tumwater

MINUTES

ACTION ITEMS

- Commissioners will review the alum application plan documents and email questions for the contractor to info@blacklakespecialdistrict.org by close of business, February 3rd.
- Commissioner Stintzi will request a commitment letter showing a 5-year and 7-year rater from Thurston First Bank for review and possibly action by the BLSD at the February 8 or February 22 meeting.

1. Roll Call – Commissioner Stintzi called the meeting to order at 5:45pm.

Present: Lake Stintzi
Vernon Bonfield
John Henkle

2. Approval of Agenda – Commissioner Stintzi moved approval of the January 25th agenda as presented, second by Commissioner Bonfield; passed unanimously.

3. Public Communication

4. Approval of Consent Agenda

*Attachments: December 3, 2015 Work Session Meeting Minutes
January 11, 2016 Work Session Meeting Minutes*

Commissioner Stintzi moved approval of the Consent Agenda as presented, second by Commissioner Bonfield; passed unanimously.

5. Review Application RFP – Commissioners discussed the draft alum treatment documents, including scheduling and the general notice process. One additional notification step is required, mailing between 10-42 days before the application, with a copy of the notice to the Department of Ecology. Commissioners discussed whether to post to a larger reaching advertising platform as outlined in the treatment plan.

- a. Commissioner Stintzi will communicate with Patty May about the use of alum. Key points are that it is not an herbicide, it is commonly used to treat drinking water, and it will eliminate toxic blooms of algae.
- b. Commissioners will review the alum application plan documents and email questions for the contractor to info@blacklakespecialdistrict.org by close of business, February 3rd. OrgSupport will email the documents for review and reminders to commissioners about the deadline.

6. Financing Preliminary Approval – Thurston First Bank – Commissioner Stintzi will request a commitment letter showing a 5-year and 7-year rater from Thurston First Bank for review and possibly action by the BLSD at the February 8 or February 22 meeting.

7. Warrant Requests

*Attachments: OrgSupport Invoice #1124
Herrera Invoice 37908*



BLACK LAKE SPECIAL DISTRICT

Commissioner Stintzi moved approval of Item 7, Warrant Requests, second by Commissioner Bonfield; passed unanimously.

8. Reports and Referrals
 - a. Burlap Bottom Barrier – *OrgSupport will contact Tim and Nita with Save Black Lake to learn if they are able to receive the burlap from the county and notify the county of the outcome.*
 - b. Election Process Update – Commissioners discussed the timeline for the election. Only two candidates filed for three seats. The Board of County Commissioners will appoint to the third seat should John Henkle choose to resign.

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 – **With no further business to come before the Special District, Commissioner Stintzi adjourned the meeting at 7:30 pm.**

Next Meetings:

Work Session, Monday, February 8, 5:30 pm (OrgSupport office)
Regular Meeting, Monday, February 22, 5:30pm (OrgSupport office)



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Work Session
Monday, February 8, 2016 • 5:30 pm • [1520-A Irving St](#), Tumwater

MINUTES

1. Open Public Meetings Act Training – Postponed to next work session.
2. Roll Call
Commissioner Stintzi called the meeting to order at 5:35 pm.
Present: Lake Stintzi, Vernon Bonfield, John Henkle
3. Approval of Agenda – **It was moved, second, passed unanimously to approve the agenda as presented.**
4. Public Communication – No public communication at this time.
5. Informational Materials (No Action Required)
Attachments: January 25, 2016 Regular Meeting Minutes
6. Warrant Requests – Commissioners reviewed the warrant requests and asked the warrants be included for approval on the February 22 agenda.
*Attachments: Thurston GeoData Center #25-1602-12
OrgSupport Invoice #1207*
7. New Business
 - a. 2016 Exemptions (*Attachment*) – The commissioners decided to continue deducting senior/disabled exemptions, preferably on a case by case basis. Those who receive a tax deduction from the county could apply for exemption through BLSA. *The commissioners asked OrgSupport to run a report showing the exemptions.*
 - b. Appointment Process – The commissioners reviewed the appointment process and transition timeline.
8. Old Business
 - a. Final Comments to Herrera on Bid Document – The commissioners discussed comments on the Herrera bid document. There was concern about the quick turnaround between notifying the successful bidder and the timing of the treatment. *Lake will talk to Rob about pushing out bid documents early to potential bidders.*
 - b. Review of Thurston First Offer – The commissioners discussed the loan offer from Thurston First. Lake presented budget sheets projecting cost over both 5 and 7 years. The 7 year budget allows for more flexibility if projects come up. There is no pre-payment penalty for paying the loan early. The commissioners would like to make a final decision at the February 22 meeting. The loan money would be deposited into a separate account, which could be transferred to the county. Vendors would continue to be paid through warrant requests. Craig is checking with the treasurer's office regarding the process to handle loan money. *Lake will contact Ken about simplifying the process.* The commissioners will vote at the February 22 meeting.
 - c. DRAFT Policy Manual Review – *OrgSupport will send the draft policy manual to the commissioners for review.*
 - d. Insurance Coverage – **It was moved, second, passed unanimously to approve the Swett & Crawford proposal.**
9. Reports and Referrals – No reports or referrals.
10. Continued Public Communication – No further public communication.



BLACK LAKE SPECIAL DISTRICT

(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 – **The meeting was adjourned at 6:34 pm.**

Next Meetings:

Regular Meeting, Monday, February 22, 2016, 5:30pm (OrgSupport office)

Work Session, Monday, March 14, 2016, 5:30pm (OrgSupport office)



February 8, 2016
 Invoice No: 38031

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 January 1, 2016 to January 29, 2016

Task 1.0 Final Design

Professional Personnel

	Hours	Rate	Amount
Scientist VI			
Michaud, Joy	2.50	205.57	513.93
Zisette, Reginald	22.00	205.47	4,520.34
Scientist III			
Catarra, Gina	15.00	119.76	1,796.40
Engineer III			
Sytsma, Anneliese	8.00	109.03	872.24
GIS Analyst II			
Lau, Olivia	8.00	101.07	808.56
Administrative Coordinator IV			
Jackowich, Pamela	4.00	98.88	395.52
Totals	59.50		8,906.99
Total Labor			8,906.99
		Task Total	\$8,906.99

Task 2.0 Permitting



Professional Personnel

	Hours	Rate	Amount	
Scientist VI				
Zisette, Reginald	6.00	205.47	1,232.82	
Totals	6.00		1,232.82	
Total Labor				1,232.82
			Task Total	\$1,232.82

Task 3.0 Technical Specifications and Contractor Procurement

Professional Personnel

	Hours	Rate	Amount	
Scientist VI				
Zisette, Reginald	2.00	205.47	410.94	
Engineer IV				
Avolio, Christina	10.50	152.36	1,599.78	
Engineer II				
Echterling, Caitlyn	13.75	99.02	1,361.53	
Engineer I				
Wu, Valerie	4.50	89.70	403.65	
Totals	30.75		3,775.90	
Total Labor				3,775.90
			Task Total	\$3,775.90

Task 7.0 Project Management and Contract Administration

Professional Personnel

	Hours	Rate	Amount	
Scientist VI				
Zisette, Reginald	4.00	205.47	821.88	
Accounting Administrator II				
Tonkikh, Natalya	.50	77.86	38.93	
Totals	4.50		860.81	
Total Labor				860.81
			Task Total	\$860.81

Total Due this Invoice \$14,776.52

	Current	Prior	Total
Billed to Date	14,776.52	9,361.69	24,138.21



Project	15-06161-000	Black Lake Mgmt/Oversight Alum Treatment	Invoice	38031
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Outstanding Invoices

Number	Date	Balance
37908	1/13/2016	9,361.69
Total		9,361.69

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: January 1 through January 29, 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	\$6,157.27	\$8,906.99	\$15,064.26	\$5,476.74	73%	95%	Prepared draft treatment plan (submitted 1/22/16)
2-Permitting	\$2,926	\$201.45	\$1,232.82	\$1,434.27	\$1,491.73	49%	80%	Contacted Ecology about permit status
3-Specifications	\$5,984	\$2,805.14	\$3,775.90	\$6,581.04	-\$597.04	110%	90%	Prepared draft contractor bid package (submitted 1/22/16)
4-Oversight	\$10,637	\$0.00	\$0.00	\$0.00	\$10,637.00	0%	0%	
5-Monitoring	\$19,544	\$0.00	\$0.00	\$0.00	\$19,544.00	0%	0%	
6-Report	\$15,450	\$0.00	\$0.00	\$0.00	\$15,450.00	0%	0%	
7-Management	\$5,730	\$197.83	\$860.81	\$1,058.64	\$4,671.36	18%	30%	Prepared invoice and updated progress
Total	\$80,812	\$9,361.69	\$14,776.52	\$24,138.21	\$56,673.79	30%	35%	



COUNTY COMMISSIONERS
 Cathy Wolfe
 District One
 Sandra Romero
 District Two
 Bud Blake
 District Three

CENTRAL SERVICES DEPARTMENT

Creating Solutions for Our Future

Martin D. Casey, Director

Thurston GeoData Center - Billing Invoice

Company:	<u>Black Lake Special District</u>	Invoice No:	<u>25 - 1602 - 12</u>
Attn:	<u>Lydia</u>	Order Date:	<u>2/1/2016</u>
Address:	<u>120 State Ave NE, #303</u>	Ship Date:	<u>2/1/2016</u>
	<u>Olympia, WA 98501-</u>	Method:	<u>E-mail</u>
Phone No:	<u>(360) 867-8814 ext:</u>		

Notes: Update Parcel Map and Spreadsheet for Black Lake Special Use District

You are hereby requested to pay the total shown below to the County of Thurston:

<i>Product Name</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Net Amount</i>	<i>Discount</i>	<i>Item Total</i>
Custom Map 11x17, 15 minute minimum	\$24.00	1	\$24.00	50.00%	\$12.00
			<i>Sub-Total:</i>		\$12.00
			<i>Freight Charge:</i>		\$0.00
			<i>Tax:</i>		\$1.06
			<i>Total:</i>		\$13.06

A convenience fee of 2.35%, based on the total, or a minimum of \$2.00, is charged on Credit Card payments.

For Questions Regarding this Order please contact GeoData at (360) 754-4594

Make Check Payments to:

Thurston County Central Services
 Attn: Central Services Accountant
 2000 Lakeridge Drive. SW
 Olympia, WA 98502

Make Credit Card Payments to:

Thurston GeoData Center
 (360) 754-4594



OrgSupport

120 State Avenue NE, #303
Olympia, WA 98501

Invoice

Date	Invoice #
3/1/2016	1207

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

Description	Qty	Rate	Amount
Contract Services - February	1	2,500.00	2,500.00
Printing B&W	797	0.10	79.70
Stamps	2	0.49	0.98
Office Supplies - Tax Forms	3	1.00	3.00
		Total	\$2,583.68

Senior Exempt Parcels

ParcelNumber	OWNER_NAME	ADDRESS1	CITY	STATE	ZIP	COUNTRY	EXEMPT_TY
09860031000	NEVITT, DAVID L	6814 LAKESIDE ST SW	OLYMPIA	WA	98512		Senior/Disabled
12706110100	DOOLEY, RAY E	5825 BLACK LAKE BELMORE RD S	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
12831130106	SANCHEZ, GOLDIE L	4515 BLACK LAKE BLVD SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
12831130201	SPILLMANN, DENISE R	4717 BLACK LAKE BLVD SW	OLYMPIA	WA	98512		Senior/Disabled
12831130500	RICKETTS, SHIRLEY A	4525 BLACK LAKE BLVD SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
12831311300	SCHUMOCK, JOHN L	5120 BLACK LK BLVD SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
12832230400	PARSONS, CHARLES F & J	4511 BLACK LAKE BELMORE RD S	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
12832231001	LEE, EDWARD ERIC	4119 DENT RD SW	OLYMPIA	WA	98512		Senior/Disabled
35330002000	NABORS, HARRY E	7725 FAIRVIEW RD SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
46850001300	FARRINGTON, LOIS B	7405 TSUGA CT SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
46850002800	BABBITT, MICHAEL	5347 75TH CT SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
46850003800	DAY, CHARLES R	7519 GREENRIDGE ST SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
46850007200	BIALE, CHERYL A	7711 GREENRIDGE ST SW	OLYMPIA	WA	98512		Senior/Disabled
46860013500	HENNEN, SHEILA A	1111 ARCHWOOD DR SW UNIT 3	OLYMPIA	WA	98502		Senior/Disabled
46860014400	TERRIEN, TERESA H	7906 GREENRIDGE ST SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
46860015500	ROGERS, MARILYN	7817 BOX ELDER DR SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
46860016700	ERICKSON, SCARLETT R	4021 DENT RD SW	OLYMPIA	WA	98512		Senior/Disabled
46860017300	STOKES, JAMES E	5327 80TH CT SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
46860018300	DAIGNEAULT, JAMES B &	8014 BOX ELDER DR SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
46860019000	BURNES, SANDRA E	7914 BOX ELDER DR SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
46860019700	MILES, MARK E & BETTY .	8001 BOX ELDER DR SW	OLYMPIA	WA	98512		Senior/Disabled
46860020300	HUXTABLE, JACK W	8025 BOX ELDER DR SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
46860020400	CLOTT, ALTON B	5333 80TH AVE SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
46860022200	ALEXANDER, MILTON & C	7722 MAZAMA ST SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
46860022300	PARKER, SHIRLEY E	7718 MAZAMA ST SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
46870045500	BROHAMER, BONNIE	8106 CATKIN CT SW	OLYMPIA	WA	98512		Senior/Disabled
46870046100	POWELL, WILLIAM R	8103 CATKIN CT SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
46870047200	NELSON-RAY, JULIE	5328 81ST AVE SW	OLYMPIA	WA	98512		Senior/Disabled
46870048000	YAKLICH, ANTHONY A	5214 81ST AVE SW	OLYMPIA	WA	98512-242		Senior/Disabled
46870048300	CAREW, KRISTIN T	5204 81ST AVE SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled
46880023900	REYNOLDS, SUSAN M	PO BOX 13378	OLYMPIA	WA	98508-337		Senior/Disabled
46880028500	GOFF, JANET E	7341 GREENDALE CT SW	OLYMPIA	WA	98512	UNITED ST,	Senior/Disabled

46880028700	WATKINS, RICHARD	7337 GREENDALE CT SW	OLYMPIA	WA	98512 UNITED ST, Senior/Disabled
46880029300	BARTLEY, ROY & AMY	7323 LAKESIDE ST SW	OLYMPIA	WA	98512 UNITED ST, Senior/Disabled
46880036400	MARTIN, CHARLENE L	7522 LAKESIDE ST SW	OLYMPIA	WA	98512-240 Senior/Disabled
58210000200	LASHELL, CHARMAINE M	4016 60TH AVE SW	OLYMPIA	WA	98512 UNITED ST, Senior/Disabled
58210002300	ROHR, WALLACE	4335 60TH AVE SW	OLYMPIA	WA	98512 UNITED ST, Senior/Disabled
58210002600	BENNETT, DONNA J	4247 60TH AVE SW	OLYMPIA	WA	98512 UNITED ST, Senior/Disabled
58210003900	ELMORE, LINDA M	4039 60TH AVE SW	OLYMPIA	WA	98512 UNITED ST, Senior/Disabled
77700600000	BECK, DONALD H	7014 LAKESIDE ST SW	OLYMPIA	WA	98512 UNITED ST, Senior/Disabled
77701100000	SELNESS, GLENN D	7130 LAKESIDE ST SW	OLYMPIA	WA	98512 UNITED ST, Senior/Disabled
78410000801	NOREN, NAN L	7407 FAIRVIEW RD SW APT 16	OLYMPIA	WA	98512 UNITED ST, Senior/Disabled
78410000802	ZEE, DOROTHY R	7407 FAIRVIEW RD SW # 15	OLYMPIA	WA	98512-747 Senior/Disabled