



# BLACK LAKE SPECIAL DISTRICT

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**Black Lake Special District Meeting**  
**Monday, March 20, 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. Approval of Consent Agenda  
*Attachment: February 6, 2017 Work Session Minutes  
March 6, 2017 Work Session Minutes*
6. Warrant Requests  
*Attachments: Herrera Invoices #39945 & #40017  
Phillips Burgess Law Invoice #6237  
OrgSupport Invoice #1521*
7. Old Business
  - a. Herrera Report
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:**

Work Session, Monday, April 3, 2017, 6:00 pm (OrgSupport Offices)  
Regular Meeting, Monday, April 17, 2017, 6:00 pm (OrgSupport Offices)



# BLACK LAKE SPECIAL DISTRICT

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

## AGENDA

1. Call to Order – **Commissioner Stintzi called the meeting to order at 6:12 pm.**
2. Roll Call

Present	Vern Bonfield
	Lake Stinzi
	Brian Wilmovsky
3. Approval of Agenda – **It was moved, second, passed unanimously to approve the agenda as presented, with the addition of “Policy Manual” under new business.**
4. Public Communication – None.
5. Approval of Consent Agenda – **It was moved, second, passed unanimously to approve the Consent Agenda as presented.**

*Attachment: January 23, 2017 Regular Meeting Minutes*
6. Warrant Requests – **It was moved, second, passed unanimously to approve the Warrant Requests as presented.**

*Attachments: Herrera Invoice #39788  
Phillips Burgess Invoice #6096  
Commissioner Reimbursements  
OrgSupport Invoice #1496*
7. New Business
  - a. Annual Meeting Planning (April) – The commissioners discussed potential meeting dates for moving the annual meeting to spring. With concurrence of the Commissioners, Commissioner Bonfield recommended Tuesday, April 25, 2017 as a date for the annual meeting.
  - b. Commissioners discussed AquaTechnex recent efforts and activities on behalf of Black Lake Special District. Consensus of the Commissioners is that Commissioner Wilmovsky should continue to work with AquaTechnex to support the completion of their work.
  - c. Policy Manual – The commissioners discussed the existence of the policy manual and noted that nothing has been done with it to this point because it may not be wholly applicable to the District. The commissioners discussed the history of BLSD and its capacity to choose existing as a flood management district. *Commissioner Bonfield will reach out to Tim Ericson to discuss the pros and cons of moving forward with the question of the creation of a specific RCW that will reflect the true nature of the district. Commissioner Stinzi will discuss the policy manual with Phillips Burgess with time not to exceed 4 hrs (\$1,000).*
  - d. John Holz Call – The commissioners called expert John Holz to discuss his impression of the lake application. John Holz’ opinion was that the dose used to treat the lake was the lightest amount of alum they had seen applied. He discussed the visual impressions, with the alum treatment behaving differently than anticipated. He believes this may be due to the specific chemistry of the lake. He suggested some additional sediment cores, specifically from shallower areas. The tannins, or hemic acid, may contribute to the difficulty seen with the longevity of the treatment. He recommended, as well, having a detailed review of treatment and exploring the chemistry of the lake to recalculate an alum dose. The commissioners discussed the thinking surrounding the lighter dose and asked John Holz his opinion. It is



# BLACK LAKE SPECIAL DISTRICT

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his opinion that the relationship with the flooded wetlands that surround the lake make Black Lake a very unique situation. The commissioners discussed with Mr. Holz potential grants and he expressed his willingness to work with the BLSD's grant writer in the future.

- e. *Commissioner Stintzi will connect with Gayle Palmer to discuss how they can move forward with grant writing before the next meeting. OrgSupport will furnish Commissioner Stintzi with Gayle's contact information.*

8. Adjournment of Public Meeting – **Commissioner Stintzi adjourned the meeting at 7:15 pm.**

### **Next Meetings:**

Work Session, Monday, March 6, 2017, 6:00pm (OrgSupport Offices)  
Regular Meeting, Monday, March 20, 2017, 6:00pm (OrgSupport Offices)



# BLACK LAKE SPECIAL DISTRICT

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

## MINUTES

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

Present	Vern Bonfield
	Lake Stintzi
	Brian Wilmovsky
3. Approval of Agenda – **It was moved, second, passed unanimously to approve the agenda as presented.**
4. Public Communication – None.
5. Informational Materials (No Action Required) – Commissioners asked that the minutes be placed on the regular meeting agenda for approval.  
*Attachment: February 6, 2017 Work Session Minutes*
6. Warrant Requests – The commissioners reviewed the warrant requests and asked that they be placed on the regular meeting agenda for approval. *Lake Stintzi will notify Phillips Burgess of the timeframe for warrant processing. OrgSupport will add 'Herrera Report' under Old Business on the next regular meeting agenda.*  
*Attachments: Herrera Invoice #39945  
Phillips Burgess Invoice #6237  
OrgSupport Invoice #1521*
7. Call with HAB Aquatic Solutions on Phase II Coring Proposal – John Holz outlined the HAB Aquatic Solutions proposal for Phase II Alum Treatment of Black Lake. There is not an optimum time of year for the work because the sediments do not change quickly. Lab work requires about a month to complete. Mr. Holz particularly encouraged the jar test regardless of what path the district elects to pursue. *Commissioner Wilmovsky will ask HAB for information on how long the data is useful from the time it is collected.*
8. New Business
  - a. Title Research – The research is complete and determined that Thurston County owns all land under the ditch.
  - b. Deadhead Removal – No new information to report.
  - c. Draft Resolution Regarding District Type – Commissioners discussed options for addressing district type. The next step is for Phillips Burgess to review and comment on the draft.
  - d. Redraft of Article 11 of Policy Manual – Commissioners reviewed the procurement policy redraft as presented. Concurrence of commissioners is to change both services amounts to \$30,000. The next step is for Phillips Burgess to review and comment on the draft.
  - e. Draft Resolution Adopting Code of Ethics – Commissioners reviewed the draft resolution and draft code of ethics. The next step is for Phillips Burgess to review and comment on the draft.
  - f. SPSCC School Project – Commissioners discussed with students from SPSCC the research being conducted by the students on Save Black Lake and blue green algae.
9. Old Business
  - a. Annual Meeting Planning (April 25, 2017) – *OrgSupport will begin coordination of an April 25 annual meeting at the Black lake Bible Camp.*



# BLACK LAKE SPECIAL DISTRICT

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- b. Grant Writing – Directors reviewed the grant writing contract and plan to seek a new contract with a revised scope. Commissioner Stintzi reported he shared with the grant writer a new emphasis on research is desirable along with the basic research and submission of other grants such as the DOE Freshwater Algae Program Grant. *Commissioner Stintzi will speak with the grant writer and provide a refined scope of services desired by the BLSL for inclusion in a new contract for grant writing services.*
- 10. Reports and Referrals –
  - a. *OrgSupport will create tutorial for Commissioners to set up imap accounts on home and mobile devices.*
- 11. Continued Public Communication
- 12. Adjournment of Public Meeting – **The meeting was adjourned at 7:34 pm.**

**Next Meetings:**

Regular Meeting, Monday, March 20, 2017, 6:00pm (OrgSupport Offices)  
Work Session, Monday, April 3, 2017, 6:00pm (OrgSupport Offices)



February 24, 2017  
 Invoice No: 39945

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, 2017 to January 27, 2017**

Task 6.0 Treatment Report

**Professional Personnel**

	Hours	Rate	Amount	
Scientist VI				
Zisette, Reginald	5.50	215.76	1,186.68	
Totals	5.50		1,186.68	
<b>Total Labor</b>				<b>1,186.68</b>
				<b>Task Total</b>
				<b>\$1,186.68</b>

Task 7.0 Project Management and Contract Administration

**Professional Personnel**

	Hours	Rate	Amount	
Scientist VI				
Zisette, Reginald	.50	215.76	107.88	
Accounting Administrator II				
Tonkikh, Natalya	.50	81.37	40.69	
Totals	1.00		148.57	
<b>Total Labor</b>				<b>148.57</b>
				<b>Task Total</b>
				<b>\$148.57</b>

**Total Due this Invoice \$1,335.25**

**Current                  Prior                  Total**



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Project	15-06161-000	Black Lake Mgmt/Oversight Alum Treatment	Invoice	39945
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<b>Billed to Date</b>	<b>1,335.25</b>	<b>69,493.30</b>	<b>70,828.55</b>
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**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
39591	12/20/2016	244.40
39788	1/23/2017	347.14
<b>Total</b>		<b>591.54</b>

<b>Total Compensation</b>	<b>80,812.00</b>
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2200 Sixth Avenue | Suite 1100 | Seattle, Washington | 98121 | p 206 441 9080 | f 206 441 9108

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[www.herrerainc.com](http://www.herrerainc.com)

## 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 27, 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	\$704.29	\$1,186.68	\$1,890.97	\$13,559.03	12%	20%	Prepared treatment report
7-Management	\$5,730	\$4,515.95	\$148.57	\$4,664.52	\$1,065.48	81%	90%	Prepared invoice and progress report.
<b>Total</b>	<b>\$80,812</b>	<b>\$69,493.30</b>	<b>\$1,335.25</b>	<b>\$70,828.55</b>	<b>\$9,983.45</b>	<b>88%</b>	<b>88%</b>	

Planned future work: Complete draft and final report.





March 10, 2017  
 Invoice No: 40017

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 28, 2017 to February 24, 2017**

Task 6.0 Treatment Report

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Scientist VI				
Michaud, Joy	2.00	214.41	428.82	
Zisette, Reginald	27.00	215.76	5,825.52	
Planner IV				
Gifford, Kristina	2.25	141.09	317.45	
Totals	31.25		6,571.79	
<b>Total Labor</b>				<b>6,571.79</b>
				<b>Task Total</b>
				<b>\$6,571.79</b>

Task 7.0 Project Management and Contract Administration

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Accounting Administrator II				
Tonkikh, Natalya	.50	81.37	40.69	
Totals	.50		40.69	
<b>Total Labor</b>				<b>40.69</b>
				<b>Task Total</b>
				<b>\$40.69</b>

**Total Due this Invoice \$6,612.48**



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Project	15-06161-000	Black Lake Mgmt/Oversight Alum Treatment	Invoice	40017
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	<b>Current</b>	<b>Prior</b>	<b>Total</b>
<b>Billed to Date</b>	<b>6,612.48</b>	<b>70,828.55</b>	<b>77,441.03</b>

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
39945	2/24/2017	1,335.25
<b>Total</b>		<b>1,335.25</b>

**Total Compensation**                      **80,812.00**



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[www.herrerainc.com](http://www.herrerainc.com)

## 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 28 through February 24, 2017

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	\$1,890.97	\$6,571.79	\$8,462.76	\$6,987.24	55%	90%	Completed draft treatment report, submitted 2/17/17
7-Management	\$5,730	\$4,664.52	\$40.69	\$4,705.21	\$1,024.79	82%	90%	Prepared invoice and progress report.
<b>Total</b>	<b>\$80,812</b>	<b>\$70,828.55</b>	<b>\$6,612.48</b>	<b>\$77,441.03</b>	<b>\$3,370.97</b>	<b>96%</b>	<b>96%</b>	

Planned future work: Complete final report.



March 2, 2017

**TRANSMITTED VIA ELECTRONIC MAIL TO  
LAKE@BLACKLAKESPECIALDISTRICT.ORG  
AND TO INFO@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*  
*06.1933.02 – Black Lake Special District – General Legal Services*

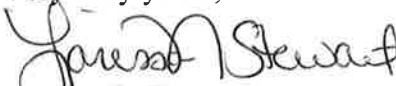
Dear Lake:

Enclosed please find the firm billing for services performed on behalf of Black Lake Special District through February 25, 2017 on the above-referenced matters.

In reviewing the District's account, I note a past due balance owing of \$1,215.50 on the Black Lake Ditch Claim matter. Please remit that balance at this time. In the event payment has already been remitted, please disregard this reminder.

We appreciate the opportunity to represent the District in these matters. 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

cc: Black Lake Special District

February 26, 2017

**Invoice # 6237**

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

CLIENT: 1933 - Black Lake Special District

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

<b>Date</b>	<b>Services</b>	<b>Hours</b>	<b>Amount</b>
01/30/17	TAZ Email client re scientific date linking lack of flow in ditch to water quality in lake (.1).	0.10	25.50

### Recapitulation

	<b>Rate</b>	<b>Hours</b>	<b>Amount</b>
TAZ Trevor Zandell	255.00	0.10	25.50
<b>For Current Services Rendered</b>		<b>0.10</b>	<b>\$25.50</b>

**Total Current Work** \$25.50

**Past Due Balance** \$1,215.50

**Balance Due** \$1,241.00

# Please return this page with remittance

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

Invoice # 6237  
Bill Date: February 26, 2017  
Client Code: 1933  
Client Name: Black Lake Special District  
Matter Code: 06.1933.01  
Matter Name: Black Lake Special District - Black Lake Ditch Claim

<b>Total Current Work</b>	<u><u>\$25.50</u></u>
<b>Past Due Balance</b>	<u><u>\$1,215.50</u></u>
<b>Balance Due</b>	<u><u>\$1,241.00</u></u>

Amount enclosed: \_\_\_\_\_

# Phillips Burgess PLLC

724 Columbia St. NW, Suite 320

Olympia, WA 98501

360-742-3500

Tax ID No. 45-3569683

cc: Black Lake Special District

February 26, 2017

**Invoice # 6238**

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

CLIENT: 1933 - Black Lake Special District

Re: 06.1933.02 Black Lake Special District - General Legal Services

<b>Date</b>		<b>Services</b>	<b>Hours</b>	<b>Amount</b>
01/30/17	TAZ	Email client re review of draft policy manual (.1).	0.10	25.50
02/17/17	ARS	Coordinate with T. Zandell on policy manual review.	0.20	45.00
02/17/17	TAZ	Conference with L. Stintzi re draft policy manual (.7); coordinate with A. Resto-Spotts re revising and revising policy manual (.4).	1.10	280.50
02/21/17	ARS	Review bylaws, formation resolutions, and draft resolution defining scope of district.	0.40	90.00
02/21/17	TAZ	Review client's emails of February 18, 2017 re requested changes to policy manual (.2).	0.20	51.00
02/22/17	TAZ	Review client's email of February 22, 2016 re code of ethics and Article 11 (.1).	0.10	25.50
02/23/17	ARS	Continue reviewing draft resolutions and bylaws re formation of district and powers.	2.70	607.50
02/24/17	ARS	Revise and email research and review of bylaw revisions and resolutions.	0.40	90.00

## Recapitulation

		<b>Rate</b>	<b>Hours</b>	<b>Amount</b>
ARS	Armand Resto-Spotts	225.00	3.70	832.50
TAZ	Trevor Zandell	255.00	1.50	382.50
<b>For Current Services Rendered</b>			<b>5.20</b>	<b>\$1,215.00</b>

**Total Current Work**

**\$1,215.00**

# Please return this page with remittance

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

Invoice # 6238  
Bill Date: February 26, 2017  
Client Code: 1933  
Client Name: Black Lake Special District  
Matter Code: 06.1933.02  
Matter Name: Black Lake Special District - General Legal Services

**Total Current Work**

**\$1,215.00**

Amount enclosed: \_\_\_\_\_





# OrgSupport

120 State Avenue NE, #303  
Olympia, WA 98501

# Invoice

Date	Invoice #
4/1/2017	1521

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

Description	Qty	Rate	Amount
Contract Services - March	1	2,500.00	2,500.00
Printing B&W	159	0.10	15.90
Stamps	3	0.47	1.41
Labels	2	0.02	0.04
Office Supplies - Tax Forms	6	1.00	6.00
Envelopes - Manilla	1	0.25	0.25
<b>Total</b>			<b>\$2,523.60</b>