



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Meeting
Monday, April 24, 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: March 20, 2017 Regular Meeting Minutes
April 3, 2017 Work Session Minutes*
6. Warrant Requests
*Attachments: Commissioner Reimbursements
Vernon Bonfield Insurance Reimbursement
Phillips Burgess Invoice #6353
Phillips Burgess Invoice #6238
OrgSupport Invoice #1547*
7. Old Business
 - a. Annual Meeting Finalization
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, May 8, 2017, 6:00 pm (OrgSupport Offices)
Regular Meeting, Monday, May 22, 2017, 6:00 pm (OrgSupport Offices)



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Meeting
Monday, March 20, 2017 • 6:00 pm • 2637 12th Ct SW • Olympia

MINUTES

1. Call to Order – **Commissioner Stintzi called the meeting to order at 6:03 pm.**
2. Roll Call
 - a. Lake Stintzi
 - b. Vern Bonfield
 - c. Brian Wilmovsky
3. Approval of Agenda – The agenda was updated to include additional topics.
4. Public Communication
5. Approval of Consent Agenda – **It was moved, second, and passed unanimously to approve the consent agenda as presented.**

Attachment: *February 6, 2017 Work Session Minutes*
March 6, 2017 Work Session Minutes
6. Warrant Requests – **It was moved, second, and passed unanimously to approve the warrant requests as presented.**

Attachments: *Herrera Invoices #39945 & #40017*
Phillips Burgess Law Invoice #6237
OrgSupport Invoice #1521
7. Old Business
 - a. Herrera Report – Rob Zisette provided the post-mortem report from the treatment last summer. The conclusion is that the amount of chemicals used in the future will need to be increased significantly. It might be possible to do the next treatment in 3 years depending on funding.
 - b. Gayle Palmer Contract – Lake presented the updated contract with Gayle Palmer. Commissioners reviewed the changes to the contract. The freshwater grant is not available for input until August 1. She will also be looking for other available grants around the country. Commissioners asked to include “toxic blue green algae” to the list of key terms. **It was moved, second, and passed unanimously to allow Lake to sign a contract with Gayle Palmer Consulting.**
 - c. Policy Manual – The policy manual has been on hold while determining district type. Phillips Burgess Law is not concerned with district type and believes the current designation is fine. The main priority is still lake management, but that is only a small part of flood control districts. The attorney has used up the time allotted and is seeking approval for more time. Lake proposed and received approval for an additional 3 hours to finish the code of ethics and procurement sections.
 - d. HAB Proposal – Rob Zisette was looking for feedback on the proposal. A potential issue with getting grants is that a previous weed treatment was not fully successful. Commissioners were curious about the cost of jar tests and core samples from both HAB and Herrera. It was decided to ask Rob Zisette to perform jar tests to determine the amount of alum or other treatment necessary to achieve the desired clarity in the water. Commissioners would like to invite Rob to conference in to the next meeting.
OrgSupport will research where jar tests could be sent for testing and data collection if volunteers gather the samples.



BLACK LAKE SPECIAL DISTRICT

8. New Business

- a. Annual Meeting Agenda – *OrgSupport will send the PowerPoint from the 2016 annual meeting to the commissioners for review. OrgSupport will send commissioners the draft postcard for the annual meeting based on last year's postcard. The hope is to approve this postcard at the meeting on the 3rd and order soon after. OrgSupport will follow up on the kiosk letter if no response has been received by April 3rd inviting fish and wildlife to the community meeting.*
- b. Columbus Park – Brian Wilmovsky met with Carrie from Columbus Park. They have a conflict with the herbicide date of July 15. It would be ideal to have the harvesters come at the end of June but Fish and Wildlife may not allow it. Lake will contact the biologist to see if treatment can begin June 20.

9. Reports and Referrals

- a. Lake will draft a letter of gratitude to the department that cleared the beaver dams. It would be beneficial to contact the department to ask questions about the dams and how often they will be cleared.

10. Continued Public Communication

11. Adjournment of Public Meeting – **The meeting was adjourned at 7:23 pm.**

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

Black Lake Special District Work Session
Monday, April 3, 2017 • 6:00 pm • 2637 12th Ct SW • Olympia

MINUTES

1. Call to Order – **Commissioner Stintzi called the meeting to order at 6:00 pm.**
2. Roll Call
Present Vem Bonfield
 Lake Stintzi
3. Approval of Agenda – **It was moved, second, passed unanimously to approve the agenda with additions to warrant requests.**
4. Public Communication – None.
5. Approval of Consent Agenda – Commissioners reviewed the consent agenda and asked that it be placed on the next meeting agenda for approval.
Attachment: March 20, 2017 Meeting Minutes
6. Warrant Requests – Commissioners reviewed the warrant requests and asked that they be placed on the next meeting agenda for approval.
*Attachments: Commissioner Reimbursements
 Vernon Bonfield Insurance Reimbursement
 OrgSupport Invoice #1547
 Phillips Burgess*
7. Old Business
 - a. Annual Meeting Planning (April 25, 2017) – The commissioners discussed the annual meeting agenda. They discussed volunteer opportunities for annual meeting, these opportunities to be discussed in depth at this time. *OrgSupport will send a reminder email to the commissioners prompting them to explore possible volunteer opportunities for the public.* Commissioners requested that the county be invited to the BLSD Annual meeting to present on the results of testing and future plans for Fish Creek Pond. *OrgSupport will invite the county to the BLSD annual meeting to discuss the results of testing and future plans for Fish Creek Pond.*
 - i. Postcard Approval – Commissioners presented changes to the postcard for the annual meeting. *OrgSupport will make the necessary changes to the postcard.*
 - b. Herbicide Treatment - Commissioners discussed the treatment options, as well as the July 15 date for treatment. *Commissioner Stintzi will enquire about the possibility of treatment before this date.*
 - c. Commissioners discussed and approved moving the meetings from 1st and 3rd Mondays to the 2nd and 4th Mondays, replacing the meeting on April 17th with a meeting on April 24th.
8. Reports and Referrals
9. Continued Public Communication
10. Adjournment of Public Meeting – **The meeting was adjourned at 6:30 pm.**

Next Meetings:

Regular Meeting, Monday, April 17, 2017, 6:00pm (OrgSupport Offices) RESCHEDULED TO APRIL 24, 2017
Work Session, Monday, May 1, 2017, 6:00pm (OrgSupport Offices)



BLACK LAKE SPECIAL DISTRICT

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Reimbursement & Expenditure Request

Today's Date 4/3/17

Itemize Expenditures Below

Description (Meeting Attended, Mileage, Food, Lodging, etc.)	Miles Traveled*	Date	Amount
Work Session		1/9/17	\$114
Board Meeting		1/23/17	\$114
Work Session		2/6/17	\$114
Work Session		3/6/17	\$114
Board Meeting		3/20/17	\$114

*Administrative office will calculate amount for mileage reimbursement.

Total \$570

Receipts are required for reimbursement. Please attach to form.

Make check payable to: Lake Stintzi

Mailing address: 7514 Cattail Ln SW, Olympia, WA 98512

Signature: _____

Please return this form to the administrative office by the 1st of each month.



BLACK LAKE SPECIAL DISTRICT

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Board Meeting		1/23/17	\$114
Work Session		2/6/17	\$114
Work Session		3/6/17	\$114
Board Meeting		3/20/17	\$114

*Administrative office will calculate amount for mileage reimbursement.

Total \$570

Receipts are required for reimbursement. Please attach to form.

Make check payable to: Vernon Bonfield

Mailing address: PO Box 7905, Olympia, WA 98507

Signature: _____

Please return this form to the administrative office by the 1st of each month.



BLACK LAKE SPECIAL DISTRICT

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Reimbursement & Expenditure Request

Today's Date 4/3/17

Itemize Expenditures Below

Description (Meeting Attended, Mileage, Food, Lodging, etc.)	Miles Traveled*	Date	Amount
Work Session		1/9/17	\$114
Board Meeting		1/23/17	\$114
Work Session		2/6/17	\$114
Work Session		3/6/17	\$114
Board Meeting		3/20/17	\$114

*Administrative office will calculate amount for mileage reimbursement.

Total \$570

Receipts are required for reimbursement. Please attach to form.

Make check payable to: Brian Wilmovsky

Mailing address: 2627 Capital Mall Dr SW, B-3A, Olympia, WA 98502

Signature: _____

Please return this form to the administrative office by the 1st of each month.



Express Pay For Business Insurance

Thank you for your \$100.00 payment with your credit card. Your Confirmation number is 30160037.

All policies on your account with pending notice of cancellation will be reinstated.

Payments will post to your Travelers account within 48-72 hours.

[Print Confirmation](#)

Make Another Payment

To access details about your billing information [Log In](#) to ePay for Business Insurance. If you are a New User [Enroll](#).

[Back to Travelers.com](#)

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March 28, 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
06.1933.02 – 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 March 25, 2017 on the above-referenced matter.

In reviewing the District's account, I note a past due balance owing of \$1,215.00 on the General Legal Services matter and \$25.50 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,

(sent without signature to avoid delay)

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

March 26, 2017

Invoice # 6353

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

Date	Services	Hours	Amount
03/15/17	ARS Telephone conference with L. Stintzi; email summary of review of proposed resolution and bylaw revisions.	0.80	180.00

Recapitulation

	Rate	Hours	Amount
ARS Armand Resto-Spotts	225.00	0.80	180.00
For Current Services Rendered		0.80	\$180.00

Total Current Work \$180.00

Past Due Balance \$1,215.00

Balance Due \$1,395.00

Please return this page with remittance

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

Invoice # 6353
Bill Date: March 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	\$180.00
Past Due Balance	\$1,215.00
Balance Due	\$1,395.00

Amount enclosed: _____

Phillips Burgess PLLC

724 Columbia St. NW, Suite 320

Olympia, WA 98501

360-742-3500

Tax ID No. 45-3569683

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

March 26, 2017
Invoice # 6353

cc: Black Lake Special District

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Past Due Balance \$1,215.00

Balance Due \$1,395.00

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Total Current Work	\$180.00
Past Due Balance	\$1,215.00
Balance Due	\$1,395.00

Amount enclosed: _____

Phillips Burgess PLLC

724 Columbia St. NW, Suite 320
Olympia, WA 98501
360-742-3500
Tax ID No. 45-3569683

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

February 26, 2017
Invoice # 6238

cc: Black Lake Special District

CLIENT: 1933 - Black Lake Special District
Re: 06.1933.02 Black Lake Special District - General Legal Services

Date		Services	Hours	Amount
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

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

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: _____

Phillips Burgess PLLC

724 Columbia St. NW, Suite 320

Olympia, WA 98501

Tax Id 45-3569683

April 19, 2017

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

1933

Statement

Matter Date	Bill Number/Description	Bill Amount	Paid Amount	Running Balance
06.1933.01 - Black Lake Special District - Black Lake Ditch Claim				
12/23/16	5929	810.00		810.00
02/14/17	0 / Check #01443777		810.00	0.00
01/26/17	6096	1,215.50		1,215.50
03/06/17	0 / Check #01446006		1,215.50	0.00
02/26/17	6237	25.50		25.50
04/03/17	0 / Check #01448596		25.50	0.00
				<hr/>
			Matter Balance Due	0.00
06.1933.02 - Black Lake Special District - General Legal Services				
02/26/17	6238	1,215.00		1,215.00
03/26/17	6353	180.00		1,395.00
				<hr/>
			Matter Balance Due	1,395.00
				<hr/>
			Total Balance Due	1,395.00
				<hr/> <hr/>



OrgSupport

120 State Avenue NE, #303
Olympia, WA 98501

Invoice

Date	Invoice #
5/1/2017	1547

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

Description	Qty	Rate	Amount
Contract Services - April	1	2,500.00	2,500.00
Printing B&W	274	0.10	27.40
Printing Color	6	0.25	1.50
Stamps	5	0.49	2.45
Postage	1	1.19	1.19
Envelopes - Manilla	1	0.25	0.25
Total			\$2,532.79