



BLACK LAKE SPECIAL DISTRICT

BLACK LAKE SPECIAL DISTRICT MEETING
Thursday, September 17, 2015 • 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: August 20, 2015 Regular Meeting Minutes
September 3, 2015 Work Session Meeting Minutes*
5. Alum RFP?
6. Postcard
 - a. Approval
 - b. Release Date
7. Warrant Requests
*Attachments: Thurston GeoData Center Invoice #25-1508-99
BGWP Invoices #52375 & 51361
OrgSupport Invoice #1041*
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, Thursday, October 1, 5:30 pm (OrgSupport office)
Regular Meeting, Thursday, October 15, 5:30pm (OrgSupport office)



BLACK LAKE SPECIAL DISTRICT

BLACK LAKE SPECIAL DISTRICT MEETING
Thursday, August 20, 2015 • 5:30 pm • [1520-A Irving St](#), Tumwater

MINUTES

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

Present: Lake Stintzi
John Henkle
Vernon Bonfield

2. Approval of Agenda – **The amended agenda of the August 20th meeting was moved, second; passed unanimously.**

3. Public Communication –

- a. Brian Wilmovsky testified that the public has waited a long time for activities addressing the algae blooms, which are responsible for closing the lake and creating health risks. Now that a phosphorus study has been completed and an alum treatment plan is possible, Mr. Wilmovsky testified that BLSD should proceed as soon as possible, ideally in 2016, with an alum treatment program.

4. Approval of Consent Agenda

*Attachments: July 16, 2015 Regular Meeting Minutes
August 6, 2015 Work Session Meeting Minutes*

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

5. Alum Treatment – Herrera submitted a proposal for facilitating an alum treatment project from start to post-application, including oversight, permitting, and transportation management. Commissioner Stintzi spoke to the significant implications of the project and the experience Herrera would bring to the oversight of a major alum application. Commissioners discussed seeking a like bid from Tetrattech.

Commissioner Bonfield moved to direct the release of a request for proposals for Black Lake alum treatment oversight and project management, second by Lake Stintzi; passed unanimously.

OrgSupport will prepare an RFP for review at the September regular meeting and also notify Herrera of the RFP and the intent of the Commissioners to seek the best possible service and price from qualified vendors.

Commissioner Stintzi discussed the timing of the alum treatment and distributed BLSD Revenue/Cost Projection handouts. The commissioners discussed funding scenarios based on different interest rates and harvesting programs. To make funding work for the project with private sector funding would require a significant reduction in harvesting and other lake activities.

6. Community Updates

- a. Harvesting – Commissioners discussed pursuing a one or two day cleanup to address remaining areas that would benefit from harvesting. *Commissioner Bonfield will contact the harvester to identify the cost to have additional limited harvesting conducted during 2015.* **Commissioner Bonfield moved to hire additional harvesting on Black Lake during the 2015 year for a cost not to exceed \$3,000.00, second by Commissioner Stintzi; passed unanimously.**
- b. Phosphorous Study



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- c. Communications – Commissioner Stintzi suggested sending another postcard of updates to the district parcel owners in September. A list of information to include on the postcard was distributed. *OrgSupport will prepare a draft postcard and send it to Commissioner Stintzi for review and input before sharing at the September work session.*

7. Warrant Requests

Attachments:

Herrera Invoice #36911

OrgSupport Invoice #1016

Northwest Aquatic Management, LLC Invoice #126

Commissioner Stintzi Reimbursement

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

8. Reports and Referrals – None.

9. Continued Public Communication – None.

10. Adjournment of Public Meeting – **With no further business to come before the Special District, Commissioner Stintzi adjourned the meeting at 7:00 pm.**

Next Meetings:

Work Session, Thursday, September 3, 5:30 pm (OrgSupport office)

Regular Meeting, Thursday, September 17, 5:30pm (OrgSupport office)



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Work Session
Thursday, September 3, 2015 • 5:30 pm • [1520-A Irving St](#), Tumwater

MINUTES

1. Roll Call

Commissioner Stintzi called the meeting to order at 5:45 pm.

Present: Lake Stintzi
John Henkle
Vernon Bonfield

2. Approval of Agenda

Commissioner Stintzi moved to approve the Agenda, second by Commissioner Henkle; passed unanimously.

3. Public Communication

Questions were asked about the nature of an alum treatment.

Members of the public testified that they felt the harvesting was done rapidly and somewhat ineffectively.

4. Informational Materials (No Action Required)

*Attachments: August 20, 2015 Regular Meeting Minutes
Financials*

5. Community Updates

a. Postcard

i. The commissioners and public in attendance reviewed the draft postcard. Commissioners asked that the draft postcard be placed on the September meeting agenda for approval and determination of a release date.

b. Alum Treatment RFP

i. The commissioners discussed funding options and revenue/cost projections for alum treatments. Handouts were distributed. Thurston First Bank has shown interest in providing financing for the alum treatment project.

ii. The commissioners requested OrgSupport post and distribute the Alum Treatment RFP once dates are identified by Commissioner Stintzi.

iii. Commissioner Stintzi will contact Terry McNabb about permitting assistance.

iv. Commissioner Stintzi will contact Thurston First Bank to learn more about the requirements for preapproval.

6. Warrant Requests

*Attachment: Thurston GeoData Center Invoice #25-1508-99
BGWP Invoices #52375 & 51361
OrgSupport Invoice #1041*

Commissioner Stintzi will speak with BGWP about the contract bid charges related to the policy manual. The commissioners requested the warrant requests be placed on the September meeting agenda for approval.

7. Reports and Referrals – None.



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8. Continued Public Communication – None.
9. Adjournment of Public Meeting
Commissioner Stintzi adjourned the meeting at 6:50 pm.

Next Meetings:

Regular Meeting, Thursday, August 20, 2015 5:30pm (OrgSupport office)
Work Session, Thursday, September 3, 2015, 5:30pm (OrgSupport office)



BLACK LAKE SPECIAL DISTRICT

SEPTEMBER 3, 2015

REQUEST FOR PROPOSALS (RFP)

MANAGEMENT AND OVERSIGHT OF AN ALUM TREATMENT

THE BLACK LAKE SPECIAL DISTRICT

120 STATE AVENUE NE, #303
OLYMPIA, WA 98501

PHONE: 1-360-867-8814

E-MAIL: INFO@BLACKLAKESPECIALDISTRICT.ORG



BLACK LAKE SPECIAL DISTRICT

PROPOSAL SUBMISSION

Firms and individuals wishing to submit proposals should notify the Black Lake Special District of their intention to bid no later than September 25, 2015. The proposal submission deadline is 5 pm, October 23, 2015. For consideration proposals must be submitted electronically, including any company brochures, pamphlets, and/or materials indicating the firm's qualifications, to the Black Lake Special District (BLSL) at Info@BlackLakeSpecialDistrict.org.

Questions concerning this RFP may be directed by email to: Info@BlackLakeSpecialDistrict.org. Questions regarding the proposal must be submitted no later than October 2, 2015 and will be answered no later than October 9, 2015.

BACKGROUND

The Black Lake Special District (BLSL) is a limited purpose local government separate from city, town, or county government. Revenue raised under BLSL are used to protect and enhance Black Lake in terms of plant management and water quality, as well as address emerging issues related to managing the lake in accordance with the IAVMP and best interests of the property owners within the district. The purpose of BLSL is to serve the public welfare by improving and maintaining the water quality of Black Lake for local homeowners, those with lake access, visitors, fish, and wildlife. The goal is to maintain a healthy and ecological balance in the lake so that it may be enjoyed by swimmers, boaters, fishermen, and campers.

In June 2015, Herrera, Inc. completed for BLSL the Black Lake Phosphorous and Algae Control Plan. BLSL desires to move forward with this plan which calls for the treatment of Black Lake with alum. BLSL requires the treatment adhere to all government regulations, maximizes safety for contractors and citizens, and minimizes risks to the environment.

The alum treatment is planned for the spring of 2016. The treatment may be delayed should financing conditions or spending priorities change for the BLSL.

SCOPE OF SERVICES

The BLSL is seeking to hire an individual or firm to provide management and oversight of the planned alum treatment, slated to occur in the spring of 2016. The successful proposal will address the required elements outlined below.

Proposals for alum treatment management on behalf of the Black Lake Special District at a minimum should address the "Next Steps" identified in Chapter 8 of the Phosphorous and Algae Control Plan and other items identified below:



BLACK LAKE SPECIAL DISTRICT

- FINAL DESIGN
 - Refinement of the method and cost estimate provided in the control plan.
- PERMITTING
 - Preparation and submission of a Discharge Management Plan, SEPA addendum and any other documents required by regulatory agencies.
- TECHNICAL SPECIFICATIONS AND CONTRACTOR PROCUREMENT
 - Preparation of bid documents to include a bid schedule, minimum qualifications of contractors, liability insurance requirements, technical specification, and Treatment Design Report for procurement of a contractor to perform the alum treatment.
- TREATMENT OVERSIGHT
 - Engineering services to include technical oversight of the alum contractor during treatment.
- WATER QUALITY MONITORING
 - Conduct water quality monitoring according to the treatment design report and permit requirements.
- TREATMENT REPORT
 - Preparation of a treatment report summarizing all observations and data collected for treatment oversight and water quality monitoring.
- PROJECT MANAGEMENT AND CONTRACT ADMINISTRATION
 - Ongoing contract administration of the alum treatment project including preparation of invoices, progress reports, and coordination of work efforts with the Black Lake Special District.
- BUDGET
 - A high-level budget that estimates costs for all the requirements above and any others you deem necessary. Also include an explanation of your billing procedures.
- TEAM
 - List team members, and include brief (not to exceed one page) biographies for principal participants, and each person's role or level of participation in the event.
- REFERENCES/CLIENT LIST
 - Provide a list of clients for whom you have worked in a similar vein.

PROPOSAL DELIVERY

The deadline for submitting proposals is 5 pm, October 23, 2015. Please email a PDF of the proposal to info@BlackLakeSpecialDistrict.org.

Please submit Intent to Bid no later than September 25, 2015 to info@BlackLakeSpecialDistrict.org.

All proposals at a minimum must include in the following order and clearly titled:

- FINAL DESIGN
- PERMITTING
- TECHNICAL SPECIFICATIONS AND CONTRACTOR PROCUREMENT
- TREATMENT OVERSIGHT



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- WATER QUALITY MONITORING
- TREATMENT REPORT
- PROJECT MANAGEMENT AND CONTRACT ADMINISTRATION
- BUDGET
- TEAM
- REFERENCES/CLIENT LIST

PROPOSAL PREPARATION

Firms submitting proposals shall be responsible for any and all costs and/or expenses associated with preparing such proposal.

PROPOSAL EVALUATION

Proposals will be evaluated based on plan description, previous experience, qualifications, and budget.

Final selection will be made October 30, 2015 with the expectation that a contract will be in place and work begun by December 1, 2015. The Black Lake Special District Commissioners will review proposals. Upon review of proposals, BLSO will conduct briefings with unsuccessful bidders during the week of November 2, 2015 – November 6, 2015. BLSO reserves the right, after reviewing proposals, to not award a contract. However, if a contract is awarded, it will be done no later than November 13, 2015.

SCHEDULE

- Submission of intent to bid – September 25, 2015
- Submission deadline for proposals – October 23, 2015
- Submission of questions by bidders – October 2, 2015
- Send responses to questions to all bidders – October 9, 2015
- Announcement of apparent successful bidder – October 30, 2015
- Briefings with unsuccessful bidders – November 2, 2015 – November 6, 2015
- Finalize contract – November 13, 2015

BACKGROUND MATERIALS

Black Lake IAVMP

<http://blacklakespecialdistrict.org/wp-content/uploads/2014/09/Black-Lake-Int-Aquatic-Vegetation-Management-Plan1.pdf>

Black Lake Phosphorous and Algae Control Plan

http://blacklakespecialdistrict.org/wp-content/uploads/2015/06/15-05987-000-Black-Lake-P-A-Cntrl-Plan_2015-06-161.pdf

Announcement of Black Lake Special District Phosphorus & Algae Study

Dear Resident,

The Black Lake Special District is committed to keeping our residents and rate payers informed of progress toward our mission of serving the needs of Black Lake. This announcement is to inform you of the Black Lake Special District's latest progress regarding the phosphorus and algae in Black Lake.

Your board is considering moving forward with a plan to reduce toxic algae blooms and improve water clarity as early as spring of 2016. This will be a substantial investment. A similar plan has been followed by Long Lake for the last 15 years. This gives us confidence in the viability of our plan. We look forward to similar success for Black Lake. A recently completed study by an environmental consultant has verified the approach. The consultant's report can be found at: <http://blacklakespecialdistrict.org/documents>

Your input is very important to us. Please write to info@BlackLakeSpecialDistrict.org or call 360-867-8814.

You are also welcome to attend our meetings at 1520-a Irving St SW, Tumwater, at 5:30pm on the 1st and 3rd Thursdays of each month. Please check our website to ensure there are no cancellations.



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: Black Lake Special District
Attn: Lydia
Address: 120 State Ave NE, #303
Olympia, WA 98501-
Phone No: (360) 867-8814 ext:

Invoice No: 25 - 1508 - 99
Order Date: 8/7/2015
Ship Date: _____
Method: E-mail

Notes: Black Lake Special Use District Map and parcel spreadsheet

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	0.00%	\$24.00
Sub-Total:					\$24.00
Freight Charge:					\$0.00
Tax:					\$2.11
Total:					\$26.11

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



Bean | Gentry | Wheeler | Peternell
P.L.L.C.

Invoice

Date 6/30/2015
Invoice # 52375
Client/Matter ID 2459-005

BILL TO

Black Lake Special District
c/o Craig Ottavelli
120 State Avenue NE, #303
Olympia, WA 98501

MATTER DESCRIPTION

General Legal

For Services Rendered Through: 6/30/2015

For Legal Services Rendered

Date	Atty	Description	Hours	Rate	Amount
6/01/2015	JR	Draft Letter to Board (re: consent draft of manual, how to proceed). TOTAL HOURS 0.5 - AT NO CHARGE TO CLIENT 0.5 HOURS.	0.0	305.00	0.00
6/04/2015	SRW	Conference with Mr. Randall (re: status and proceeding). Review, edit and format letter to board members. Finalize with enclosure for delivery.	0.3	150.00	45.00
Total Fees					\$45.00
Courtesy Discount					<i>\$ 4.50</i>
Total Fees Adjusted					\$40.50

Total Fees and Costs This Period	40.50
Plus Prior Balance	\$648.90
Less Previous Payments	\$648.90

Thank you for the opportunity to be of service. Payment is due within fifteen (15) days of receipt of this invoice. Payments remitted after the invoice date will be reflected on your next invoice. Interest of one percent (1%) per month will be charged on overdue balances.

Balance Due \$40.50

Balance in trust after transfer

0.00

NOTE: Please disregard prior balance, if payment has been made after 6/30/15.



Bean | Gentry | Wheeler | Peternell
PLLC

Invoice

Date 3/31/2015
Invoice # 51361
Client/Matter ID 2459-002

BILL TO

Black Lake Special District
c/o Craig Ottavelli
120 State Avenue NE, #303
Olympia, WA 98501

MATTER DESCRIPTION

Policies and Procedures Manual

For Services Rendered Through: 3/31/2015

For Legal Services Rendered

Date	Atty	Description	Hours	Rate	Amount
3/02/2015	HSM	Review question for contract bids from Mr. Ottavelli. Add into Policies and Procedures Manual.	0.6	250.00	150.00
3/04/2015	HSM	Additional work on bid process question for Policies and Procedures Manual.	0.8	250.00	200.00
3/06/2015	HSM	Additional work on the bid process question.	1.7	250.00	425.00
Total Fees					\$775.00
Courtesy Discount - 10%					<i>\$ 77.50</i>
Total Fees Adjusted					\$697.50

Total Fees and Costs This Period 697.50

Thank you for the opportunity to be of service. Payment is due within fifteen (15) days of receipt of this invoice. Payments remitted after the invoice date will be reflected on your next invoice. Interest of one percent (1%) per month will be charged on overdue balances.

Balance Due \$697.50

Balance in trust after transfer 0.00



OrgSupport

120 State Avenue NE, #303
Olympia, WA 98501

Invoice

Date	Invoice #
9/17/2015	1041

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

Description	Qty	Rate	Amount
Contract Services - August	1	2,500.01	2,500.01
Printing B&W	640	0.10	64.00
Stamps	1	0.49	0.49
Envelopes	1	0.15	0.15
		Total	\$2,564.65