



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Work Session
Monday, October 3, 2016 • 5:30 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. Informational Materials (No Action Required)
Attachment: September 6, 2016 Work Session Meeting Minutes
6. Warrant Requests
*Attachments: Herrera Invoice #39125
GeoData Invoice #25-1609-110
OrgSupport Invoice #1419*
7. Old Business
 - a. Drone Survey
8. Reports and Referrals
 - a. OrgSupport
 - i. Public Meeting Update
 - ii. Legal Representation Update
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, Monday, October 17, 2016, 5:30pm (OrgSupport Offices)
Work Session, November 7, 5:30pm (OrgSupport Offices)



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Work Session
Tuesday, September 6, 2016 • 5:30 pm • 2637 12th Ct SW • Olympia

MINUTES

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

Present: Lake Stintzi
Vernon Bonfield
Brian Wilmovsky

2. Approval of Agenda – **Commissioner Bonfield moved approval of the September 6, agenda as amended, second by Commissioner Stintzi; passed unanimously.**

3. Public Communication – None.

4. Informational Materials (No Action Required)

Attachment: August 15, 2016 Regular Meeting Minutes

Commissioners reviewed the minutes and asked they be included for approval on the next regular meeting agenda.

5. Warrant Requests

*Attachments: Herrera Invoice #38987
OrgSupport Invoice #1369*

Commissioners reviewed the warrant requests and asked they be included for approval on the next regular meeting agenda.

6. New Business

- a. Alum Treatment Funding – Current funding discussions continue with Thurston First Bank. For future funding sources include grants, loans against rates and charges (including through Ecology), Thurston County, and special assessments. The current priority is to finalize the relationship with Thurston First.
- b. County Letter Regarding Ditch Maintenance – Commissioners discussed drafting a letter informing Thurston County about the status and needs of the ditch. *Commissioner Stintzi will contact Deanna Gregory about providing legal services to the BLSLSD on occasion. OrgSupport will contact attorneys that specialize in working with WA special districts and request retainer rate information.*
- c. Public Meeting Planning – Commissioner Stintzi recommended holding a public annual meeting the third Monday of October. All ratepayers will receive postcard invitations as well as Jim Haley, the Board of County Commissioners, Save Black Lake, and partners at the County and at Fish & Wildlife. *OrgSupport will coordinate with Bryan Bailon at Black Lake Bible Camp (357-8425) to plan an annual meeting from 6-7 pm with light refreshments. OrgSupport will contact Tim Erickson to discuss coordinating a Save Black Lake meeting. The meeting notice may contain phrasing like ‘Welcome back Black Lake!’ and include one or more color photographs.*

7. Old Business

- a. Weed Treatment Follow-Up
- b. Drone Survey – Two quotes are in hand and two more anticipated for the regular September meeting.
- c. Boat Ramp Kiosk – Commissioners discussed having a quality sign that can display historical and anticipated information. Consensus of directors is that a prominent sign would be an asset for BLSLSD



BLACK LAKE SPECIAL DISTRICT

constituents. *Commissioner Stintzi will take photos of the existing kiosk and work with OrgSupport to coordinate a partnership with Thurston County and Fish & Wildlife.*

- d. Policy manual – *OrgSupport will bring a recommended revision of the policy manual to a future work session for review.*

8. Reports and Referrals

- a. *OrgSupport will forward any lake photos showing algae to Rob for review.*
- b. Commissioner Stintzi reported on attending the Thurston County Conservation District meeting.

9. Adjournment of Public Meeting – **Chair Stintzi adjourned the meeting at 6:45 pm.**

Next Meetings:

Regular Meeting, Monday, September 19, 2016, 5:30pm (OrgSupport Offices)
Work Session, October 3, 5:30pm (OrgSupport Offices)



September 23, 2016
 Invoice No: 39125

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 July 30, 2016 to September 2, 2016

Task 6.0 Treatment Report

Professional Personnel

	Hours	Rate	Amount	
Scientist VI				
Zisette, Reginald	.50	205.47	102.74	
Engineer II				
Echterling, Caitlyn	4.00	99.02	396.08	
Totals	4.50		498.82	
Total Labor				498.82
				Task Total \$498.82

Task 7.0 Project Management and Contract Administration

Professional Personnel

	Hours	Rate	Amount	
Accounting Administrator II				
Tonkikh, Natalya	.50	77.86	38.93	
Totals	.50		38.93	
Total Labor				38.93
				Task Total \$38.93

Total Due this Invoice \$537.75

	Current	Prior	Total
Billed to Date	537.75	68,364.01	68,901.76



Project	15-06161-000	Black Lake Mgmt/Oversight Alum Treatment	Invoice	39125
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Outstanding Invoices

Number	Date	Balance
38987	8/25/2016	626.93
Total		626.93

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: July 30 through September 2, 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	\$0.00	\$498.82	\$498.82	\$14,951.18	3%	5%	Entered water quality data into database
7-Management	\$5,730	\$4,090.95	\$38.93	\$4,129.88	\$1,600.12	72%	80%	Prepared invoice and progress report
Total	\$80,812	\$68,364.01	\$537.75	\$68,901.76	\$11,910.24	85%	85%	



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 - 1609 - 110</u>
Attn:	<u>Lydia</u>	Order Date:	<u>9/22/2016</u>
Address:	<u>120 State Ave NE, #303</u>	Ship Date:	<u>9/22/2016</u>
	<u>Olympia , WA 98501-</u>	Method:	<u>E-mail</u>
Phone No:	<u>(360) 867-8814 ext:</u>		

Notes: Black Lake Special Use District Parcel Extract as Excel Spreadsheet and Map

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
			Sub-Total:		\$12.00
			Freight Charge:		\$0.00
			Tax:		\$1.06
			Total:		\$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 #
11/1/2016	1419

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

Description	Qty	Rate	Amount
Contract Services - October	1	2,500.00	2,500.00
Printing B&W	185	0.10	18.50
Stamps	2	0.47	0.94
Total			\$2,519.44