



# BLACK LAKE SPECIAL DISTRICT

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**Black Lake Special District Regular Meeting**  
**Monday, October 16, 2017 • 6:00 pm • 2102 Carriage Drive SW Bldg E • 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  
*Attachments: September 18, 2017 Regular Meeting Minutes*
6. Warrant Requests  
*Attachments: Bonfield Reimbursement  
Stintzi Reimbursement  
Wilmovsky Reimbursement  
Gayle Palmer Consulting  
OrgSupport Invoice #1746*
7. Old Business
  - a. Future Alum Treatment Finance Committee
8. Grant Discussion
  - a. DOE Freshwater Algae Grant Proposal
    - i. Status of Past Blooms  
*Attachments: Action Plan  
Proposed Project Document*
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:

Special Meeting, Monday, October 30, 2017 11:30 am (Thurston County Courthouse)  
Work Session, Monday, November 6, 2017, 6:00pm (OrgSupport Offices)  
Regular Meeting, Monday, November 20, 2017, 6:00pm (OrgSupport Offices)



# BLACK LAKE SPECIAL DISTRICT

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Black Lake Special District Regular Meeting  
Monday, September 18, 2017 • 6:00 pm • 2102 Carriage Drive SW Bldg E • Olympia

## MINUTES

1. Call to Order – **The meeting was called to order at 6:02 pm.**
2. Roll Call
  - a. Brian Wilmovsky
  - b. Lake Stintzi
  - c. Vern Bonfield (via phone)
3. Approval of Agenda
4. Public Communication
5. Approval of Consent Agenda – **It was moved, second, passed unanimously to approve the consent agenda as presented.**

*Attachments: August 29, 2017 Regular Meeting Minutes*
6. Warrant Requests – **It was moved, second, passed unanimously to approve the warrant requests as presented.**

*Attachments: AquaTechnex Invoice #8343  
OrgSupport Invoice #1702*
7. HAB Presentation – Visibility in the lake has gone down. John Holz reported that jar testing has been done. Results showed that there are growths affecting the alum treatment and the dose will need to be increased next time. There is also a large amount of phosphorus at the bottom of the lake. The recommendation is to apply the necessary dose in equal amounts over two years. The cost for this would be around \$950,000 per year. This would be for about 190,000 gallons of treatment materials. These treatments would last 25-30 years. John Holz recommended applying for grants to help cover the costs.
8. Old Business
  - a. Resolutions Discussion
    - i. Resolution 17-02 Adopting Policies & Procedures – **It was moved, second, passed unanimously to approve resolution 17-02.**
    - ii. Resolution 17-03 Adopting a Code of Ethics – **It was moved, second, passed unanimously to approve resolution 17-03.**
    - iii. Resolution 17-04 Designating Special District Type – **It was moved, second, passed unanimously to approve resolution 17-04.**
    - iv. Resolution 17-05 Changing Rates and Charges – The founding documents stated that rates and charges would not increase more than 5% or the rate of inflation, whichever is lower. **It was moved, second, passed unanimously to approve resolution 17-05.**
    - v. Gayle Palmer sent a letter of interest and application to be reviewed and submitted to the Nisqually Tribe by the end of the month. Commissioners asked Lake Stintzi to review the letter of interest and application for the Nisqually Tribe with Gayle Palmer.



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9. Finance Committee for Future Alum Treatments – With the upcoming costs of alum treatments, there will need to be a dedicated team of people looking for financing options. **It was moved, second, passed unanimously to create a finance committee.** It was suggested to contact heads of other lake committees to discuss how they reached their funding goals.
10. Reports and Referrals
11. Continued Public Communication
12. Adjournment of Public Meeting – **The meeting was adjourned at 7:06 pm.**

### **Next Meetings:**

Work Session, Monday, October 2, 2017, 6:00pm (OrgSupport Offices)  
Regular Meeting, Monday, October 16, 2017, 6:00pm (OrgSupport Offices)



# BLACK LAKE SPECIAL DISTRICT

## BLACK LAKE SPECIAL DISTRICT

Reimbursement & Expenditure Request

Today's Date 10/16/17

Itemize Expenditures Below

Description (Meeting Attended, Mileage, Food, Lodging, etc.)	Miles Traveled*	Date	Amount
Work Session		7/10/17	\$114
Regular Meeting		8/29/17	\$114
Regular Meeting		9/18/17	\$114

\*Administrative office will calculate amount for mileage reimbursement.

Total \$342

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 1<sup>st</sup> of each month.



# BLACK LAKE SPECIAL DISTRICT

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### Reimbursement & Expenditure Request

Today's Date 10/16/17

Itemize Expenditures Below

Description (Meeting Attended, Mileage, Food, Lodging, etc.)	Miles Traveled*	Date	Amount
Work Session		7/10/17	\$114
Regular Meeting		7/24/17	\$114
Work Session		8/14/17	\$114
Regular Meeting		8/29/17	\$114
Regular Meeting		9/18/17	\$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 1<sup>st</sup> of each month.



# BLACK LAKE SPECIAL DISTRICT

## BLACK LAKE SPECIAL DISTRICT

Reimbursement & Expenditure Request

Today's Date : 10/14/17

Itemize Expenditures Below

Description (Meeting Attended, Mileage, Food, Lodging, etc.)	Miles Traveled*	Date	Amount
Work Session		7/10/17	\$114
Regular Meeting		7/24/17	\$114
Work Session		8/14/17	\$114
Regular Meeting		8/29/17	\$114
Regular Meeting		9/18/17	\$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 1<sup>st</sup> of each month.

# Gayle Palmer Consulting

*Invoice for Services*

*August 1 -- October 8, 2017*

Gayle Palmer has provided grant research and discovery services relating to grant opportunities, preparation of draft case statement and project budget analysis services leading to submission of Letters of Interest to potential public and private foundation funders. This payment covers 18 hours of research and document preparation at \$65 per hour covering work done from August through October 8, 2017.

**CLIENT:**

Black Lake Special District  
Attn: Commissioner Lake Stintzi  
120 State Avenue NE, #303  
Olympia, WA 98501  
lake@blacklakespecialdistrict.org

**DELIVERABLES:** Prepare a draft case statement and proposed project budget to support the submission of required information to introduce the BLSD Algae Mitigation and Community Information Grant proposals to selected regional foundations. Prepare draft applications or draft Letters of Interest for joint submission by the Save Black Lake Coalition and the Black Lake Special District as partners in the project.

**Timeline for the work: August 1, 2017 through October 8, 2017.**

**Consulting fee: Eighteen hours of research and preparation at \$65 per hour with no expenses. Total: \$1,170.00**

With \$250.00 credited to the retainer payment of \$550 received April 2017.

Balance of retainer is \$00

**Total Due: \$920.00**

Please address questions to Gayle Palmer, 16560 SE Market Street, Portland, OR 97233  
360.402.3902, [palmertum@gmail.com](mailto:palmertum@gmail.com)



# OrgSupport

120 State Avenue NE, #303  
Olympia, WA 98501

# Invoice

Date	Invoice #
11/1/2017	1746

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	218	0.10	21.80
Printing Color	1	0.25	0.25
Domain, Hosting, Email renewal (24 months)	1	360.80	360.80
<b>Total</b>			<b>\$2,882.85</b>



## Black Lake Special District Grants Fundraising Action Plan

January – June 2018

(October 2017 **update** – Letters of Interest planned thru 1<sup>st</sup> quarter 2018)

Prepare Project Case Statement and Budget – September 2017

Lead	Action	Approval date	Status and Comments
Commissioners \Gayle	General case statement approved	09-21-2017	Basic information approved
Commissioners \Gayle	Project Budget draft prepared	10-16-2017	<b>Needs review and approval</b>
Algae Mitigation and Community Information Grant Applications Value = \$150,000 + Planned Regional LOI requests			
Lead	Funder and value	Submission date	Status and Comments
Commissioners \Gayle	<b>Horizons Foundation</b> Value: \$12,000 Mail to: Horizons Foundation Attn: Stephen Hadac 5025 25th Avenue Northeast, Suite 206 Seattle, WA 98105-3150	LOI submission October 2017  <b>Ready for submission on letterhead</b>	<b>Environmental concerns of Washington state with emphasis on the Puget Sound region</b> Main focus of concern is in Water Quality/Quantity issues. They fund in the following areas * Identification and control of toxic pollutants * Water (rivers, streams, estuaries) restoration with emphasis on migrating salmon Wetland protection
Commissioners \Gayle	<b>The Lazar Foundation</b> Value: \$20,000  email to <a href="mailto:sybil@lazarfoundation.org">sybil@lazarfoundation.org</a> with the subject line in the email stating <b>only LOI</b>	LOI submission October 2017  <b>Ready for submission via email</b>	Areas of interest include the conservation of large, biologically significant terrestrial and aquatic ecosystems; the preservation of biological diversity; and projects that strengthen the capacity of the environmental movement's ability to develop, shape, and communicate its message
Commissioners \Gayle	<b>Robert E. and Adele M. Boydston Foundation</b> Value: \$20,000	LOI submission October 2017  <b>Ready for submission on letterhead</b>	COMMUNITY AND THE ENVIRONMENT Mail to: <b>Robert E. and Adele M. Boydston Foundation</b> <b>7507 Boston Harbor Road 3607199712</b> <b>Olympia WA 98506</b>

Commissioners \Gayle	<b>Forest Foundation</b> Value: \$30,000  FOREST FOUNDATION 1250 Pacific Avenue, Suite 870 Tacoma, WA 98402	LOI submission October 2017 <b>Ready to submit via forms on website</b>	COMMUNITY AND THE ENVIRONMENT The Foundation supports strategies that engage people as the fundamental stewards of the natural environment. We favor restoration and conservation efforts with particular emphasis on organizations and projects that engage diverse stakeholders and promote volunteerism.
Commissioners \Gayle	<b>Harder Foundation</b> Value: \$30,000 Proposal Invitations will be issued before May 2, 2017. Proposals are due June 1, 2017	1st quarter 2018 - Send LOI January 2018 Grant Cycle	Protect public lands and waters, wildlife habitat, nearshore marine and estuary ecosystems. We will continue to fund effective work at the state and local levels, including campaigns, policy advocacy, legal defense, and organizing strategies.
Commissioners \Gayle	<b>Nisqually Indian Tribe Charitable and Local Government Program.</b> Value: \$50,000	Application due September 29, 2017	Application prepared on Tribal forms. <b>Was not submitted</b> due to lack of final approval by Commission. Recommend submission to 2019 opportunity.
Potential State and National Opportunities			
<b>Lead</b>	<b>Funder and value</b>	<b>Submission date</b>	<b>Status and Comments</b>
Commissioners \Gayle	<b>Freshwater Algae Grants, WA DOE</b> Value: \$50,000 with a 25% match for requested funding or \$12,500 consisting of cash, in-kind contributions, or interlocal costs (considered a form of in-kind).	<b>November 15 2017</b>	<b>Immediate work on application documents should commence.</b>  Lizbeth Seebacher Email: <a href="mailto:lizbeth.seebacher@ecy.wa.gov">lizbeth.seebacher@ecy.wa.gov</a> Phone: 360-407-6938

**ORGANIZATION NAME:** Save Black Lake Coalition and Black Lake Special District  
 Operating Budget Income and Expenses 2018 budget projection, 2017 YTD Actuals

Fiscal Sponsor: Thurston County WA

	Budget 2017	FYE 2018
<b>Revenue_Projected</b>	<b>Actuals</b>	<b>Proposed</b>
<i>Foundation grants</i>	\$ -	\$ 68,000
<i>Individual\Sponsor donations:</i>	\$ -	\$ 1,500
<i>Fundraising Projects/Special Events</i>	\$ -	\$ 2,000
<i>Property Assessments\Earned Income</i>	\$ 68,500	\$ 68,500
<i>Save Black Lake Coalition Income</i>	\$ 800	\$ 800
<i>Other: Miscellaneous income</i>	\$ 100	\$ 100
<b>Subtotal Cash</b>	\$ 69,400	\$ 140,900
<b>In-kind: value of Save Black Lake volunteer time, 200 hrs@ \$23.07 hr</b>	\$ -	\$ 4,614
<b>Total Cash &amp; Inkind Revenue</b>	\$ 69,400	\$ 145,514
<b>CASH EXPENSES</b>	<b>Actuals</b>	<b>Proposed</b>
<b>Personnel:</b>	\$ -	\$ -
<i>Professional Services ( legal etc.)</i>	\$ -	\$ 3,000
<i>Governing\Board Meeting Expense</i>	\$ -	\$ -
<i>Non-Recurring Contract Services</i>	\$ 4,200	\$ 6,500
<b>Business Expenses: Treasurer; Insurance</b>	\$ 5,000	\$ 6,200
<b>Lake Management\Plant Control:</b>	\$ 50,000	\$ 109,000
<i>Permitting fees</i>	\$ 500	\$ 1,000
<i>Alum treatment assessment</i>	\$ 15,000	\$ -
<b>Communications, Marketing, Development Services</b>	\$ -	\$ 5,200
<i>Kiosk Construction and Event Equipment</i>	\$ -	\$ 4,000
<i>Printing, Mailing</i>	\$ -	\$ 1,800
<i>Website; media services</i>	\$ -	\$ 4,000
<b>Sub-total Expenses</b>	\$ 74,700	\$ 140,700
<b>EXCESS INCOME (LOSS) OVER EXPENSES *</b>	\$ (5,300)	\$ 200
<b>In-kind expense: value of volunteer time, 200 hrs@ \$23.07 hr</b>	\$ -	\$ 4,614
<b>Total Organizational Cash &amp; Inkind Expenses</b>	\$ 74,700	\$ 145,314