



BLACK LAKE SPECIAL DISTRICT

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

MINUTES

1. Roll Call

Commissioner Stintzi called the meeting to order at 5:40 pm.

Present: Lake Stintzi
John Henkle
Vernon Bonfield

2. Approval of Agenda

Commissioner Henkle moved to approve the Agenda as amended, second by Commissioner Bonfield; passed unanimously.

3. Public Communication

- a. Jeff Fanches reported the lake level rose rapidly with recent rains and is also showing significant green algae.

4. Informational Materials (No Action Required)

*Attachments: November 5, 2015 Work Session Minutes
November 19, 2015 Regular Meeting Minutes*

5. 2016 Rates, Charges & Letter

- a. Directors reviewed rates and charges for 2016, including the clarification from Salmon Shores on the number of recreational vehicles.

Commissioner Stintzi moved to approve the rates and charges as presented and to transmit to the Thurston County Treasurer the 2016 Assessments for Black Lake Special District letter requesting collection, second by Commissioner Bonfield; passed unanimously.

- b. *Commissioners requested OrgSupport email the signed transmittal letter to the Thurston County Treasurer.*

6. Warrant Requests

Attachments: OrgSupport Invoice #1154

Commissioners reviewed the warrant request.

7. Reports and Referrals – None.

8. Continued Public Communication

- a. Commissioner Stintzi reported he communicated with a constituent about the alum treatment. He has further requested the application manager contact concerned parties to provide additional information.

9. Meeting Planning

- a. Commissioners cancelled the meeting scheduled for December 17th. The meeting scheduled for January 7th is anticipated to happen as planned, but if a quorum is not possible will be rescheduled to January 14th.



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- b. *OrgSupport will add to the January regular meeting agenda, 'Review Application RFP' and request the text from the contractor.*
- c. *OrgSupport will contact the Department of Ecology December 9th to ask whether public comment has been received and for clarification on the next steps in the process.*
- d. *OrgSupport will coordinate OPMA training during the January or February work session.*
- e. *OrgSupport will inform the contractor should share a report with the commission before or during each regularly scheduled meeting, either in writing, by teleconference, or in writing.*

10. Adjournment of Public Meeting

Commissioner Stintzi adjourned the meeting at 6:40 pm.

Next Meetings:

CANCELLED - Regular Meeting, Thursday, December 17, 2015 5:30pm (OrgSupport office)
Work Session, Thursday, January 7, 2016, 5:30pm (OrgSupport office)



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Black Lake Special District Work Session
Monday, January 11, 2016 • 5:30 pm • [1520-A Irving St](#), Tumwater

MINUTES

1. Roll Call

Commissioner Stintzi called the meeting to order at 5:40 pm.

Present: Lake Stintzi
John Henkle
Vernon Bonfield

2. Approval of Agenda

Commissioner Henkle moved to approve the Agenda as amended, second by Commissioner Bonfield; passed unanimously.

3. Open Public Meetings Act Training – Tabled to February 1, 2016 meeting. *OrgSupport will include with the meeting announcement that the first 30 minutes of the meeting will be spent in OPMA training.*

4. Public Communication – None.

5. Review Alum Treatment Plan and Bid Documents

- a. Commissioners discussed the treatment plan revisions with Rob Zisette, including a reduction of the amount of alum. The primary reduction in needed alum resulted from looking at active biogenic phosphorus instead of total organic phosphorus. The revised does is 1.9 mg/liter, or about 40% of the original estimate.
- b. Commissioners encouraged securing the county ramp as the staging site.
- c. Research continues to find out if there are any animal issues.
- d. Rob Zisette reported there was a single comment, which he will try to obtain.
- e. Mr. Zisette recommends requiring the submission of a treatment work plan along with bids. Directors concurred they wish to request a treatment plan along with bids.
- f. The schedule for the treatment is:
 - i. 1/22 Herrera draft package to BLSLSD.
 - ii. 1/25 BLSLSD comments – financing preliminary approval.
 - iii. 2/12 Final to BLSLSD – financing final approval.
 - iv. 2/22 Release of bid – staging site identified and approved (included in bid specs).
 - v. 3/7 Bids due.
 - vi. 3/14 BLSLSD selects contractor.
 - vii. 4/11-4/16 treatment.
- g. Directors requested ‘borrowing from Thurston First’ on the agenda for approval at the next regular meeting, January 25th.

6. Informational Materials (No Action Required)

Attachments: December 3, 2015 Work Session Minutes

7. 2016 Meeting Dates – 1st and 3rd Monday of the month at 5:30 pm

Commissioner Stintzi moved to designate the 2nd and 4th Monday of the month at 5:30 pm for the 2016 regular meeting dates, second by Commissioner Bonfield; passed unanimously.



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8. Warrant Requests

Attachments:

OrgSupport Invoice #1181

Commissioners reviewed the warrant request and asked the warrant be included for approval on the January 25 meeting. .

9. Reports and Referrals

- a. Commissioner Stintzi reported only two individuals filed for election to the BLSD.

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

Commissioner Stintzi adjourned the meeting at 6:40 pm.

Next Meetings:

Regular Meeting, Monday, January 18, 2016 5:30pm (OrgSupport office)

Work Session, Monday, February 1, 2016, 5:30pm (OrgSupport office)

OrgSupport

Should use an online meeting instead of a phone number with Rob (he is on Lync and often wants to present). Please run a test meeting with Rob in the future to make sure he has figured out how to be a presenter.

Call Mary Hall and ask for information about write in candidates per [RCW 29a.24.311](#).



OrgSupport

120 State Avenue NE, #303
Olympia, WA 98501

Invoice

Date	Invoice #
2/1/2016	1181

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

Description	Qty	Rate	Amount
Contract Services - January	1	2,500.00	2,500.00
Printing B&W	60	0.10	6.00
Stamps	5	0.49	2.45
Envelopes - Manilla	1	0.25	0.25
Total			\$2,508.70



January 13, 2016
 Invoice No: 37908

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 November 13, 2015 to December 31, 2015

Task 1.0 Final Design

Professional Personnel

	Hours	Rate	Amount	
Principal Scientist Zisette, Reginald	18.00	201.45	3,626.10	
Staff CAD/GIS Lau, Olivia	.50	97.66	48.83	
Engineer Sytsma, Anneliese	24.50	101.32	2,482.34	
Totals	43.00		6,157.27	
Total Labor				6,157.27
				Task Total \$6,157.27

Task 2.0 Permitting

Professional Personnel

	Hours	Rate	Amount	
Principal Scientist Zisette, Reginald	1.00	201.45	201.45	
Totals	1.00		201.45	
Total Labor				201.45
				Task Total \$201.45

Task 3.0 Technical Specifications and Contractor Procurement



Professional Personnel

	Hours	Rate	Amount	
Principal Scientist Zisette, Reginald	5.50	201.45	1,107.98	
Project Engineer Avolio, Christina	8.25	144.41	1,191.38	
Staff CAD/GIS Lau, Olivia	2.50	97.66	244.15	
Engineer Wu, Valerie	2.00	89.70	179.40	
Totals	18.25		2,722.91	
Total Labor				2,722.91

Other Expenses

Mileage - Company Ford Focus 115332-115475	143.0 Miles @ 0.575		82.23	
Total Other Expenses			82.23	82.23

Task Total \$2,805.14

Task 7.0 Project Management and Contract Administration

Professional Personnel

	Hours	Rate	Amount	
Principal Scientist Zisette, Reginald	.50	201.45	100.73	
Accounting Staff Rudnick, Tracy	1.25	77.68	97.10	
Totals	1.75		197.83	
Total Labor				197.83

Task Total \$197.83

Total Due this Invoice \$9,361.69

	Current	Prior	Total
Billed to Date	9,361.69	0.00	9,361.69

Total Compensation 80,812.00



Transaction List

Monday, January 4, 2016
2:04:07 PM

Herrera Environmental Consultants, Inc.

For the period 12/1/2015 - 12/31/2015

File Name: 2015-12 Ford Focus 2001

Owner: HER

Units

Creator: YHORIKAWA

Date	Description	Project	Task	Subtask	Table	Account	Employee	Quantity
12/16/2015	Ford Focus 115187-115218 Kirkland Forbes Creek 2015/Regulatory Requirements Assessment	15-06134-000	003-001		HERRERA STANDARD - 2015	5302.00		31.000
12/21/2015	Ford Focus 115239-115325 Cedar Falls Bridge Painting Monitoring/Direct Expenses	14-05846-002	ODC-001		HERRERA STANDARD - 2015	5302.00		86.000
12/29/2015	Ford Focus 115332-115475 Black Lake Mgmt/Oversight Alum Treatment/Technical Specs & Contractor Procurement	15-06161-000	3.0		HERRERA STANDARD - 2015	5302.00		143.000

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: November 13 through December 31, 2015

Task	Project Budget	Previously Invoiced	Amount this Period	Billed to Date	Budget Remaining	Percent Complete	Work Performed
1-Final Design	\$20,541	\$0.00	\$6,157.27	\$6,157.27	\$14,383.73	30%	Prepared final design without lake sediment/water sampling
2-Permitting	\$2,926	\$0.00	\$201.45	\$201.45	\$2,724.55	7%	Contacted Ecology about permit status
3-Specifications	\$5,984	\$0.00	\$2,805.14	\$2,805.14	\$3,178.86	47%	Prepared contractor specifications
4-Oversight	\$10,637	\$0.00	\$0.00	\$0.00	\$10,637.00	0%	
5-Monitoring	\$19,544	\$0.00	\$0.00	\$0.00	\$19,544.00	0%	
6-Report	\$15,450	\$0.00	\$0.00	\$0.00	\$15,450.00	0%	
7-Management	\$5,730	\$0.00	\$197.83	\$197.83	\$5,532.17	3%	Prepared contract
Total	\$80,812	\$0.00	\$9,361.69	\$9,361.69	\$71,450.31	12%	