



# BLACK LAKE SPECIAL DISTRICT

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**Black Lake Special District Work Session**  
Thursday, July 3, 2014 • 5:30 pm • [1520-A Irving St](#), Tumwater

## AGENDA

1. Roll Call
2. Approval of Agenda
3. Qualification of Commissioners – Thurston County Commissioner Cathy Wolfe presiding
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)  
*Attachments: Minutes of June 5, 2014*  
*Financials*  
*Warrant Protocol Process*
6. Commissioner Bond Cost Reimbursement  
*Attachments: Draft Resolution 14-06*
7. Permanent Dwelling  
*Attachments: Draft Resolution #14-07*
8. Liability Policy Development  
*Attachments: Checklist of Policies and Procedures*
9. Lake Harvesting  
*Attachments: Northwest Aquatic Management, LLC Proposal*
10. Warrant Requests  
*Attachments: OrgSupport Invoice #706*  
*Bean, Gentry, Wheeler & Peternell., PLLC Invoices #21367, #21905*

### **Next meeting:**

Thursday, July 17, 2014 – Regular Meeting 5:30pm at OrgSupport offices (third Thursday)  
Thursday, August 7, 2014 – Work Session 5:30pm at OrgSupport offices (first Thursday)





# BLACK LAKE SPECIAL DISTRICT

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**Black Lake Special District Work Session**  
**Thursday, June 5, 2014 • 5:30 pm • [1520-A Irving St](#), Tumwater**

## MINUTES

### 1. Roll Call

**Commissioner Stintzi called the meeting to order at 6:30pm.**

**Present:** Lake Stintzi  
John Henkle  
Vern Bonfield

### 2. Approval of Agenda

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

### 3. Public Communication – Tom Crawford

*(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. Informational Materials (No Action Required)

*Attachments: Minutes of May 1, 2014  
Financials*

The Commissioners requested Item 6a wording be rephrased. They would like to state: “The board discussed focusing on mistakes possibly related to measurements.”

### 5. Type and Powers of the Special District

- a. The board discussed the implications of choosing a specific type of district as requested by the county. Commissioners agreed they wish to avoid limiting the abilities of the district. Further, the commissioners do not wish to invest significant resources or attorney time into this issue. The commissioners are seeking the quickest resolution to the district type issue that will not impede the district’s ability to address lake management issues.

### 6. Lakefront Parcel Assessment Ceiling

*Attachments: Resolution #14-03*

BGWP submitted a reworded draft of the resolution for a 1% ceiling. The decision to accept or reject will be decided on publicly at the next meeting.

### 7. Assessment Petitions – Discussion, Adoption of Policies/Protocols/Process

*Commissioner Stintzi will assemble content for the webpage which will guide the ratepayer through questions they may have. The FAQ will include information on how rates and charges were determined. #1- How did the rates and charges get established; # 2 - How did the special district*



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get formed; #3- What if I disagree? (with a process of how to appeal); #4 - Will harmful chemicals be put in the lake; #5 – What is the purpose for the special district and what are its goals.

8. Permanent Dwelling – definition and clarification on recreational vehicles that are used as a residence shall be treated for the 2015 assessment year.
  - a. Jamie Roy, manager of Salmon Shores, was invited to attend this meeting as a representative, but was not in attendance.
  - b. Rates would not be effective until next year if they are developed.
  - c. Commissioner Stintzi read RCW 8538, which allows special districts to address problems with onsite septic systems. Currently there is a \$39 charge for residential dwellings. The commissioners discussed ways that would be fair to RV owners and that would help protect the lake. The commissioners decided that six months of occupancy or longer can be used to trigger rates and charges. Consideration for self-contained RVs that take their vehicle to a pump out station would not fall under the guidelines. Commissioner Bonfield suggested going by an honor system, asking face to face how many RV slots are full more than six months of the year. This would be followed up with annual contact to ask if changes have taken place. This would serve as a trial approach and be revised if it proved ineffective at identifying the appropriate rate payers. The charge would be the same as a house dwelling charge of \$39. This cost was set up so the residents would remain budget neutral with their costs.
  - d. The commissioners agreed that there needs to be development of a resolution to clarify the definition of what is meant by a dwelling. This definition will include an RV or travel trailer occupied more than 6 months of the year and hooked up to a septic system.
9. Bond requirements
  - a. A \$1,000 bond for each commissioner is required to protect the district from malfeasance. Commissioner Stintzi requested at the courthouse if they would hold \$1,000 for him, but that was not possible. In a discussion with Attorney Jim Randall, he suggested that the County Treasurer might be willing to put money in a trust account for the District. *OrgSupport will find a company that would cover the bond and Liability Insurance coverage for the Board members.*
10. Governance Planning – item not addressed.
11. Email List Discussion
  - a. The commissioners want to have a list that is specifically for people on the lake. *Commissioner Henkle will work on developing a list of emails for people on the lake.*
12. Archiving Historical Documents
  - a. Commissioner Stintzi asked that OrgSupport publish all their meeting minutes, agendas, invoices and communications on the website. OrgSupport reported that all documents and materials are posted to the website a minimum of one week in advance of meetings.

## 13. Warrant Requests

*Attachments:*

*OrgSupport Invoice #704*

*Thurston County Invoice # 6717-6718*



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Commissioner Stintzi suggested that Craig Ottavelli present the invoices at the public meeting on the 19th. If the Board approves the invoices, the transmittal and the resolution will be signed at the meeting.

14. Black Lake Regatta

Based on last years' experience with a table for the Black Lake Special District at this event, it won't be pursued this year. It did not generate interest on the part of the participants or viewers.

15. Adjournment - **With no further business to come before the Special District, Commissioner Stintzi adjourned the meeting at 7:10pm.**

**Next meeting:**

Thursday, June 19, 2014 – Regular Meeting 5:30pm at OrgSupport (third Thursday)

Thursday, July 3, 2014 – Work Session 5:30pm at OrgSupport (first Thursday)



**Thurston County Treasurer**  
**June 2014 Statement**  
**Black Lake DD #12**  
**Fund 6354 - DD #12 BLACK LAKE**

### Cash Activity

Date	Description	Amount	Notes
<b>06/01/2014</b>	<b>Beginning Cash Balance</b>	<b>\$64,147.70</b>	
	<b>Receipts/Deposits/Refunds:</b>		
06/05/2014	Tax & Assessment Receipts	1.17	
06/11/2014	Tax & Assessment Receipts	1.17	
06/12/2014	Tax & Assessment Receipts	1.17	
06/23/2014	Tax & Assessment Receipts	1.17	
06/25/2014	Tax & Assessment Receipts	8.68	
06/30/2014	Tax & Assessment Receipts	881.38	
06/30/2014	Interest Paid	14.00	
	<b>Total Deposits</b>	<b>\$908.74</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
06/30/2014	Issued Warrants	(10,792.17)	
	<b>Total Warrants and Electronic Disbursements</b>	<b>(\$10,792.17)</b>	
<b>06/30/2014</b>	<b>Ending Cash Balance</b>	<b>\$54,264.27</b>	

### Warrant Activity

<b>06/01/2014</b>	<b>Beginning Warrants Outstanding</b>	<b>\$21,675.45</b>
	Total Warrants Issued	10,792.17
	Total Warrants Redeemed	(21,675.45)
	Total Warrants Voided	-
<b>06/30/2014</b>	<b>Ending Warrants Outstanding</b>	<b>\$10,792.17</b>

### Investment Activity

<b>06/01/2014</b>	<b>Beginning Interest Receivable</b>	<b>\$29.73</b>
	Interest Earned	27.91
	Cash Paid	(14.00)
<b>06/30/2014</b>	<b>Ending Interest Receivable</b>	<b>\$43.64</b>

TCIP Yield (used to calculate interest earnings)	0.53%
LGIP Yield (budget benchmark)	0.08%



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## Warrant Protocol Process

- Receive invoices via mail/email, etc.
- Add to Work Session agenda for discussion
- Add to regular meeting agenda for approval
- Once approved, complete warrant process through the county's Munis program
- Gather signatures on transmittal and fax to county
- Wait for payment to be processed; pick up when ready
- Scan and file; mail out

**RESOLUTION #14-06**

**A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT GOVERNANCE BOARD TO PROVIDE CONSISTENT REIMBURSEMENT OF AUTHORIZED BOND RELATED EXPENSES INCURRED BY COMMISSIONERS.**

WHEREAS, the board recognizes that commissioners must enter into a bond of \$1,000.00, payable to the BLSD; and

WHEREAS, this Bond must be filed with the County Clerk of Thurston County; and

WHEREAS, there is a \$20.00 filing fee to file the bond with the County Clerk (RCW 36.18.012(3)); and

WHEREAS, the board wishes to fairly reimburse commissioners for bond related expenses; and

WHEREAS, the board wishes to encourage service as a Black Lake Special District commissioner by reducing financial barriers to service.

**NOW, THEREFORE, THE BLACK LAKE SPECIAL DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1.** The Black Lake Special District shall provide reimbursement of County Clerk filing fees levied to sworn commissioners as part of the bond filing process.

**Section 2.** The Black Lake Special District shall provide reimbursement of bond premiums to sworn commissioners in an amount not to exceed \$100.00 more than the average cost of the two least expensive bond rates paid by the most recently sworn commissioners.

**PASSED BY THE BLACK LAKE SPECIAL DISTRICT GOVERNANCE BOARD,** this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Lake Stinzi

\_\_\_\_\_  
Vernon Bonfield

\_\_\_\_\_  
John Henkle

ATTEST:

\_\_\_\_\_  
Craig Ottavelli



**RESOLUTION #14-07**

**A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT GOVERNANCE BOARD TO PROVIDE A DEFINITION OF PERMANENT DWELLINGS FOR DETERMINATION OF PROPERTIES SUBJECT TO RATES AND CHARGES.**

WHEREAS, the board recognizes that communal establishments provide managed residential accommodation and are not consistently included in housing rolls; and

WHEREAS, the board recognizes dwellings take many forms, including ancillary dwellings and non-permanent dwellings; and

WHEREAS, the board wishes to to provide clarity for rate payers.

**NOW, THEREFORE, THE BLACK LAKE SPECIAL DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1.** The Black Lake Special District shall consider the following as permanent dwellings for purposes of calculating rates and charges:

- a)
- b) Dwellings that have a design life of over 60 years.
- c) Dwellings which are the occupant’s main residence. These include caravans, mobile homes, converted railway carriages, and houseboats.
- d) Recreational vehicles if they are, or are likely to become, the occupants’ main residence, or if they are occupied more than 6 months of the year, or if they are hooked up to a septic system.

**PASSED BY THE BLACK LAKE SPECIAL DISTRICT GOVERNANCE BOARD,** this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Lake Stinzi

\_\_\_\_\_  
Vernon Bonfield

\_\_\_\_\_  
John Henkle

ATTEST:

\_\_\_\_\_  
Craig Ottavelli

# Checklist of policies and procedures to aid BLSD in creating appropriate systems and practices

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Look at every possible liability issue that may occur  
Not every policy/procedure relevant

## Organizational Structure

- Legal Entity with Proper Licenses to Operate
- Investigation of Legal Liability for Activities Organizational Structure
- Written Employee Handbook
- Volunteer Forms, Written Handbook
- Advisory Committee ☐ Organizational Documents Specifying Role/Function
- Corporate Documents Specifying Role/Function
- Directors & Officers Liability Insurance
- Liability Coverage/Insurance for Employees
- Volunteer Liability Coverage/Insurance
- Liability for Driving/Picking Up/Insurance
- Written Policies/Procedures for Services to be Provided, and Standard Operating Procedures for providing services (what, who, how)

## Web Site

- Privacy Policy
- Comply with Federal and State privacy collection laws
- Is it accessible

## Subcontractors

- Written contracts with subcontractors that consider liability and responsibility and warranties for products/services
- Written contracts with subcontractors that identify who owns equipment/property/work product
- Appropriate releases from liability or warranties from subcontractors
- Agreements to keep client information confidential/not sell or disclose private information
- Insurance may be taken care of contractually ☐
  - either the program can extend their insurance to cover the subcontractor
  - or state in the contract that liability insurance is the contractor's responsibility

## Volunteers

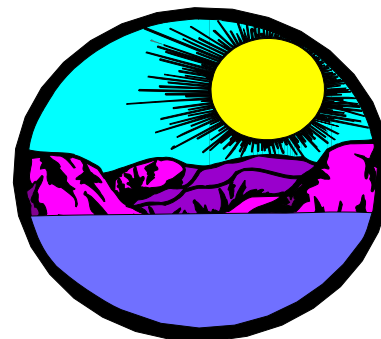
- Written Training Manual
- Clear Written Standards for Activities Volunteers May Perform
- Clear Written Standards for Activities Volunteers Must NEVER Perform

## Northwest Aquatic Management, LLC

1401 Marvin Road NE, 307-151

Lacey WA, 98516

(360)481-8479



[steve@nwaqua.com](mailto:steve@nwaqua.com)

#NWAQUAM952DP

July 2, 2014

Craig Ottavelli  
Org Support, LLC  
Black Lake Special District  
Office: 360.743.7442  
[info@blacklakespecialdistrict.org](mailto:info@blacklakespecialdistrict.org)

Craig,

Thanks for the opportunity to quote on the plant harvesting project at Black Lake.

Northwest Aquatic Management, LLC will provide aquatic plant harvesting services for four days on Black Lake with a day defined as 6 hours of machine time.

Machine will be launched at Evergreen Shores or other site where permission has been arranged by Black Lake Special District and found suitable by Northwest Aquatic Management, LLC.

The work will be performed for a lump sum price of Nine Thousand Two Hundred and Ten Dollars.

Our machine is capable of hauling 9 yards of plant material before unloading and has a cutting depth of 0'-7'. Sufficient spare parts and tools are on our service truck to fix any normally occurring malfunctions.

Harvester and trailer will be subject to a thorough inspection prior to launch to assure no invasive species or contaminants are present.

Work will be performed where submerged aquatic weed beds are found beyond the end of docks on and around Black Lake. Work between docks will only be performed in areas where conditions considered low risk by the operator of the equipment.

Work will not remove weeds 100% from area and weeds will remain for individual owners to remove if they wish.

With no guidance operator will harvest areas where he sees optimal results. All inquiries and requests for work will be directed to the Black Lake Special District.

Harvester and transport trailer will use USFW approved hydraulic fluid.

Product will be disposed on-site at Evergreen Shores or other site where permission has been arranged by Black Lake Special District and found suitable by Northwest Aquatic Management, LLC.

Contractor is not responsible for permitting requirements necessary to complete this project other than oversize load permits in Washington.

UBI # is 602 422 681

FEIN # 83-0404331

Washington Contactors License # NWAQUAM952DP

Sincerely,

Steve Kalenius  
President  
Northwest Aquatic Management, LLC  
(360) 481-8479



# OrgSupport

120 State Avenue NE  
Olympia, WA 98501

# Invoice

Date	Invoice #
8/1/2014	706

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

Description	Qty	Rate	Amount
Contract Services - July	1	2,500.00	2,500.00
Printing B&W	115	0.10	11.50
Printing Color	3	0.25	0.75
Stamps	4	0.49	1.96
Envelopes	4	0.15	0.60
Office Supplies - Lamination	1	1.00	1.00
<b>Total</b>			\$2,515.81



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

# INVOICE

Date **5/25/2014**  
Invoice # **21367**

**Bill To**

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

**Matter**

# 2459/005

General Legal

**Summary of Services Provided**

For services rendered during the billing period in connection with preparation of Resolution regarding rates and charges

Time Spent	Hours	Rate	Amount
Jim Randall	2.9	\$285.00	\$826.50
Hannah McDonald	3.1	\$230.00	\$713.00

**Discounts**

Courtesy Discount \$153.95

- \* Payments are due within fifteen (15) days from the date of this Invoice.
- \* Interest of one percent (1%) per month will be charged on all balances not paid within fifteen (15) days from the date of this Invoice.
- \* For your convenience, we accept payments by check or credit card (VISA, MasterCard or American Express).
- \* We will send you invoices, via email, at your request. You may also request a detailed copy of any invoice.
- \* Thank you for your business and the opportunity to be of service.

Subtotal	\$1,539.50
Discount	-\$153.95
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$1,385.55</b>



Bean | Gentry | Wheeler | Peternell  
P.C.

# INVOICE

Date **5/25/2014**  
Invoice # **21905**

**Bill To**

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

**Matter**

# 2459/002

Policies and Procedures Manual

**Summary of Services Provided**

For services rendered during the billing period in connection with preparation of procedures manual.

- \* Payments are due within fifteen (15) days from the date of this Invoice.
- \* Interest of one percent (1%) per month will be charged on all balances not paid within fifteen (15) days from the date of this Invoice.
- \* For your convenience, we accept payments by check or credit card (VISA, MasterCard or American Express).
- \* We will send you invoices, via email, at your request. You may also request a detailed copy of any invoice.
- \* Thank you for your business and the opportunity to be of service.

Subtotal	\$6,000.00
Discount	\$0.00
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$6,000.00</b>

# Bean Gentry Wheeler & Peternell, PLLC

910 Lakeridge Way SW  
Olympia, WA 98502

# Statement

Date
6/6/2014

To:

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

		Amount Due	Attorney		
		\$6,000.00			
Date	Transaction	Amount	Balance		
04/25/2014	Policies and Procedures Manual- INV #21369. Due 05/10/2014. Orig. Amount \$6,000.00.	6,000.00	6,000.00		
<b>CURRENT</b>	<b>1-30 DAYS PAST DUE</b>	<b>31-60 DAYS PAST DUE</b>	<b>61-90 DAYS PAST DUE</b>	<b>OVER 90 DAYS PAST DUE</b>	<b>Amount Due</b>
0.00	6,000.00	0.00	0.00	0.00	\$6,000.00