



# BLACK LAKE SPECIAL DISTRICT

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Thursday, August 21, 2014 • 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 Minutes  
*Attachments:                      July 17, 2014 Regular Meeting Minutes  
   August 7, 2014 Work Session Meeting Minutes*
5. BLSO Organizational Framework
6. Warrant Requests  
*Attachments:                      OrgSupport Invoice #738  
   BGWP Invoices # 21369, #22115*
7. Reports and Referrals
8. Continued Public Communication  
*(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes.)*
9. Adjournment of Public Meeting  

**Next Meetings:**  
Work Session, Thursday, September 4, 2014, 5:30 pm (OrgSupport office)  
Regular Meeting, Thursday, September 18, 5:30pm (OrgSupport office)

## EXECUTIVE SESSION

1. Bean, Gentry, Wheeler, Peternell
  - a. Discuss Policy & Procedure Manual Issues



# BLACK LAKE SPECIAL DISTRICT

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Thursday, July 17, 2014 • 5:30 pm • [1520-A Irving St](#), Tumwater

## MINUTES

### 1. Roll Call

**Commissioner Stintzi called the meeting to order at 5:50 pm.**

**Present:** Lake Stintzi  
John Henkle

### 2. Approval of Agenda

**Commissioner Henkle moved approval of the agenda as amended, second by Commissioner Stintzi; passed unanimously.**

### 3. Public Communication – None.

*(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 Minutes

*Attachments: June 19, 2014 Regular Meeting Minutes  
July 3, 2014 Work Session Meeting Minutes*

**Commissioner Stintzi moved approval of item 4, June 19, 2014 Regular Meeting Minutes, and July 3, 2014 Work Session Meeting Minutes, as amended, second by Commissioner Henkle; passed unanimously.**

### 5. Commissioner Bond Cost Reimbursement

*Attachments: Draft Resolution #14-06*

**Commissioner Stintzi moved approval of item 5, Resolution #14-06, as presented, second by Commissioner Henkle; passed unanimously.**

### 6. Permanent Dwelling

*Attachments: Draft Resolution #14-07*

**Commissioner Henkle moved approval of item 6, Resolution #14-07, as presented, second by Commissioner Stintzi; passed unanimously.**

### 7. Lake Harvesting

*Attachments: Northwest Aquatic Management, LLC Contract*

**Commissioner Henkle moved to direct Commissioner Stintzi to negotiate, review, and sign a contract with Northwest Aquatic Management, LLC for naja harvesting, not to exceed \$9,200.00, second by Commissioner Stintzi; passed unanimously.**

Commissioner Stintzi reported the permitting process is underway. Additionally, Evergreen Shores may be needed as a site for overflow of material that Black Lake Organic cannot take. Moreover, Evergreen Shores permission for entry and exiting the lake is required. *Commissioner Stintzi will contact Evergreen Shores to coordinate overflow material disposal and lake access. Commissioner Henkle will request that Black Lake Organic use the Black Lake Special District name and logo in the final*



# BLACK LAKE SPECIAL DISTRICT

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*product produced from the harvested Naja and also ask for posting at the store an explanation of the partnership.*

8. Warrant Requests

*Attachments:                    OrgSupport Invoice #706  
   Bean, Gentry, Wheeler & Peternell., PLLC Invoices #21367,  
   #21905*

**Commissioner Stintzi moved approval of item 8, Warrant Requests, as presented, second by Commissioner Stintzi; passed unanimously.**

9. Reports and Referrals

The mailing list for harvesting is ready.

Mr. Ottavelli reported on areas of ongoing work, including insurance, liability policies and procedures, and contracting frameworks. Additional work is underway responding to Ms. McDonald's information pertaining to RCW 4.96.020 which requires all special districts to appoint someone to accept claims and to put a copy of the claim form and instructions on the organization's website. A likely agent has been identified and development of a claims form is underway; all materials will be presented at the next work session. *OrgSupport will distribute the FAQ list to all commissioners for input.*

10. Public Communication – None.

*(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.*

11. Adjournment – **With no further business to come before the Special District, Commissioner Stintzi adjourned the meeting at 7:30 pm.**

**Next Meetings:**

Work Session, Thursday, August 7, 2014, 5:30 pm (OrgSupport office)

Regular Meeting, Thursday, August 21, 5:30pm (OrgSupport office)



**OrgSupport**

120 State Avenue NE  
Olympia, WA 98501

**Invoice**

Date	Invoice #
9/1/2014	738

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

Description	Qty	Rate	Amount
Contract Services - August	1	2,500.00	2,500.00
Printing B&W	564	0.10	56.40
Printing Color	9	0.25	2.25
Stamps	1	0.49	0.49
Office Supplies - Laminating	4	1.00	4.00
<b>Total</b>			\$2,563.14



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

# INVOICE

Date **6/25/2014**  
Invoice # **22115**

**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 meeting with Treasurer and determination of whether BLS D must elect to be a specific type of special district.

Time Spent	Hours	Rate	Amount
Jim Randall	2.8	\$285.00	\$798.00
Hannah McDonald	1.3	\$230.00	\$299.00

**Discounts**

Courtesy Discount \$109.70

- \* 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	\$1,097.00
Discount	-\$109.70
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$987.30</b>

# Bean Gentry Wheeler & Peternell, PLLC

910 Lakeridge Way SW  
Olympia, WA 98502

# Statement

Date
6/30/2014

To:

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

		Amount Due	Attorney		
		\$12,000.00			
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		
05/25/2014	INV #21905. Due 06/09/2014. Orig. Amount \$6,000.00.	6,000.00	12,000.00		
<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	6,000.00	0.00	0.00	\$12,000.00