



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Work Session
Thursday, September 4, 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. Informational Materials (No Action Required)

Attachments:

Minutes of August 7, 2014
Financials

5. District Types - BGWP

6. Warrant Requests

Attachments:

OrgSupport Invoice #742
BGWP Invoices # 22452

Next meetings:

Thursday, September 18, 2014 – Regular Meeting 5:30pm at OrgSupport offices (third Thursday)

Thursday, October 2, 2014 – Work Session 5:30pm at OrgSupport offices (first Thursday)



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Work Session
Thursday, August 7, 2014 • 5:30 pm • [1520-A Irving St](#), Tumwater

MINUTES

1. Roll Call

Commissioner Stintzi called the meeting to order at 5:45pm.

Present: Lake Stintzi
John Henkle
Vern Bonfield

2. Approval of Agenda

Commissioner Stintzi moved to approve the agenda as presented, second by Commissioner Bonfield; passed unanimously.

Commissioner Stintzi expressed that he would like a #11 added to the work session ongoing agenda for Commissioners' Reports for the Weed Clearing Project. Commissioner Bonfield would like to include a discussion on the blue-green algae in Black Lake in a future meeting. It was suggested that a description of the development of blue-green algae be added to the website. *Commissioner Bonfield asked that OrgSupport ensures that Black Lake Special District is on the County's mailing list for blue-green algae blooms, this would help to ensure that staff knows how to communicate about this to callers.*

3. Public Communication - No public present.

(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 July 3, 2014
Financials*

5. Liability Policy Development

Attachments: Checklist of Policies and Procedures

The Commissioners reviewed and discussed the policy and will respond to OrgSupport with any additional questions or suggestions.

6. BLSO Contract Bidding Process Framework

Attachments: Contract Bidding Policies

The Commissioners reviewed and discussed the Contract Bidding Process Framework and found no exceptions.

7. Registered Agent

The Commissioners discussed the use of Fairchild Records Search for their registered agent and are in agreement with OrgSupport to employ them going forward.



BLACK LAKE SPECIAL DISTRICT

8. FAQ Review

Commissioner Henkle reported that he went through this frequently asked questions list. He provided a copy of his notes to the commissioners.

9. 2014 Annual Administration Fees

Attachments: Treasurer's Annual Administration Fee

Commissioner Stintzi signed the Treasurer's invoice for the annual administration fees.

10. Warrant Requests

*Attachments: OrgSupport Invoice #738
BGWP Invoices # 21369, #22115*

The invoices will be presented at the regular meeting on August 21st. The attorneys for Black Lake Special District plan to attend the August 21st regular meeting. *Commissioner Stintzi will contact the attorney's office to clarify what they would like to present at the next meeting.* The Commissioners agreed that the legal work is complete and do not wish to continue further work with the attorneys. *Commissioner Stintzi would like to have OrgSupport reconcile the attorney's bills.*

11. Items from the floor

The Commissioners discussed naming the district with the county. The choices given by the county do not describe what they do. The Black Lake Special District would need a special title that would describe their goals and work.

12. Commissioners' Reports for the Weed Clearing Project

- a. Commissioner Stintzi submitted the permit request to the county for the Weed Clearing Project on July 19th. The county office forwarded the permit request to the Washington State Fish and Wildlife Department. The Fish and Wildlife Department gave themselves a due date of 45 days to finalize approval. The biologist is now in the process of reviewing the permit request. Commissioner Stintzi has requested a five-year permit. The date of the removal of the weeds cannot be set until the Fish and Wildlife Department has approved the permit.
- b. Commissioner Bonfield communicated that in an effort to help clear the lake, Black Lake Organics can only take 20 yards of weed debris. *The Commissioners discussed the problem this creates and determined that Commissioner Stintzi will contact Lemay Waste Management to learn the cost of ordering 40 yard dumpsters to hold the weeds until they dry and have the dumpsters emptied.*
- c. Commissioner Stintzi reported on a neighbor's complaint regarding knotweed on the next door property. The county can explain to the individual with the weeds that they are an invasive plant and recommend that they be removed. However, the county does not have the authority to force the home owner to remove them.
- d. Commissioner Bonfield has made attempts to contact Tim Erickson. He has not been able to speak with him to see if Save Black Lake has made a decision the Weed Clearing Project.
- e. Commissioner Bonfield asked that the members of Save Black Lake be included the Black Lake Special District mailing list. This would include Tim Erickson, Nita Sell, Gail Schaller, and Candice Rydalch.



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13. Adjournment – **With no further business to come before the Special District, Commissioner Stintzi adjourned the meeting at 7:00pm.**

Next meetings:

Thursday, August 21, 2014 – Regular Meeting 5:30pm at OrgSupport offices (third Thursday)

Thursday, September 4, 2014 – Work Session 5:30pm at OrgSupport offices (first Thursday)



OrgSupport

120 State Avenue NE
Olympia, WA 98501

Invoice

Date	Invoice #
10/1/2014	742

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

Description	Qty	Rate	Amount
Contract Services - September	1	2,500.00	2,500.00
Printing B&W	92	0.10	9.20
Stamps	2	0.49	0.98
Office Supplies - Placard Signs	1	330.45	330.45
Total			\$2,840.63



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

Invoice

Date 7/25/2014
Invoice # 22452
Client/ Matter ID 2459/005

Bill To

Matter Description

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

General Legal

Date	Atty	Description	Hours	Rate	Amount
6/27/2014	JR	Exchange email. Review and revise client letter. Telephone call with County Attorney.	0.8	285.00	228.00
7/8/2014	HSM	Call into Ms. Petrich at the Thurston County Prosecuting Attorney's Office (re: does Black Lake Special District need to specify what type of district they are).	0.3	230.00	69.00
7/10/2014	HSM	Email correspondence (re: review two Resolutions). Review Resolutions. Telephone conversation with Ms. Petrich from the Thurston County Prosecuting Attorneys Office (re: designate Black Lake Special District as a specific type of district). Review RCW.	1.1	230.00	253.00
7/11/2014	HSM	Additional work on Resolutions (re: specifying type of special district).	0.4	230.00	92.00
7/14/2014	HSM	Review Resolutions.	0.7	230.00	161.00
7/15/2014	HSM	Review Resolutions. Email to Commissioners (re: RCW 4.96 and appointing an agent to accept claims). Continue researching specific type of special district options. Meeting with Mr. Randall (re: findings, next steps, resolutions). Email into Mr. Ottavelli with updated and revised Resolutions.	2.6	230.00	598.00
7/15/2014	JR	Office conference with Ms. McDonald (re: choice of statute to govern Black Lake Special District). Revise Resolutions.	0.5	285.00	142.50
7/16/2014	SLC	Review and edit Resolutions #14-06 and #14-07. Email to Ms. McDonald.	0.3	150.00	45.00
7/16/2014	HSM	Finalize Resolutions. Send the same to Mr. Ottavelli.	0.4	230.00	92.00
7/17/2014	HSM	Email correspondence (re: RCW 4.96.020).	0.2	230.00	46.00
7/21/2014	HSM	Review and compare four RCW options for specific type of special district. Telephone call into Black Lake Special District (re: Sewer District possibility).	0.7	230.00	161.00
7/22/2014	HSM	Review and compare four RCW options for specific type of special district.	0.1	230.00	23.00

Thank you for the opportunity to be of service. Payments are due within fifteen (15) days from the date of this Invoice. Funds transferred from our trust account and payments received will appear as a credit on your next statement. Interest of one percent (1%) per month will be charged on all balances not paid by fifteen (15) days from the date of this Invoice.

Total

Payments/Credits

Balance Due



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

Invoice

Date 7/25/2014
Invoice # 22452
Client/ Matter ID 2459/005

Bill To

Matter Description

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

General Legal

Date	Atty	Description	Hours	Rate	Amount
7/23/2014	HSM	Telephone conversation with Mr. Stinski (re: specific district and possibility of sewerage improvement district). Begin drafting letter to the commissioners (re: specifying the type of district and the potential for a sewerage improvement district).	0.6	230.00	138.00
	Discount	10% Courtesy Discount		-204.85	-204.85

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Total \$1,843.65

Payments/Credits \$0.00

Balance Due \$1,843.65