



# BLACK LAKE SPECIAL DISTRICT

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Thursday, December 18, 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: November 20, 2014 Regular Meeting Minutes  
December 4, 2014 Work Session Meeting Minutes*
5. Warrant Requests  
*Attachments: OrgSupport Invoice #825  
BGWP Invoice # 50159  
Commissioner Bond Reimbursement*
6. Reports and Referrals
7. Continued Public Communication  
*(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes.)*
8. Adjournment of Public Meeting

### Next Meetings:

Work Session, Thursday, January 8, 2014, 5:30 pm (OrgSupport office)  
Regular Meeting, Thursday, January 15, 2014 5:30pm (OrgSupport office)



# BLACK LAKE SPECIAL DISTRICT

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Thursday, November 20, 2014 • 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  
Vernon Bonfield  
John Henkle

2. Approval of Agenda

**Commissioner Henkle moved approval of the Agenda of the November 20<sup>th</sup> Meeting, second by Commissioner Bonfield; passed unanimously.**

3. Public Communication

*(Estimated Time: 0-30 Minutes, Sign-up Sheets are provided)*

*The public shared brief testimony about the conditions they are experiencing on the lake.*

4. Approval of Minutes

*Attachments: October 16, 2014 Regular Meeting Minutes  
November 6, 2014 Work Session Meeting Minutes*

**Commissioner Bonfield moved approval of Item 4, October 16, 2014 Regular Meeting Minutes and November 6, 2014 Work Session Minutes, second by Commissioner Henkle; passed unanimously.**

5. Transmittal Letter

- a. The Commissioners discussed the letter and the need to adopt rates and charges and the transmittal by resolution. *Commissioner Stintzi will send draft transmittal language and the key data to OrgSupport for preparation of the draft resolution.*

6. Resolution Preparations

- a. The draft policy manual identifies a number of areas that will require resolutions. There are four resolutions required: indemnification, rate table for public disclosure fees and charges, retention and destruction schedule for records (who retains the records, what kind, and for how long), and annual budget resolution. Data on parcel owners such as addresses, waterfront feet, etc., must be refreshed. The organization must send a letter to the new owner each time there is an owner change outlining the election process. The purchasing procedures need further refinement. Commissioner Stintzi distributed a document outlining resolutions needed to support the policies and procedures manual.
- b. The Secretary of State posts a state records retention schedule.

7. Warrant Requests

*Attachments: OrgSupport Invoice #805  
BGWP Invoice # 23124  
Commissioner Bond Reimbursements*

**Commissioner Henkle moved approval of item 5, Warrant Requests, as presented, second by Commissioner Stintzi; passed unanimously.**

8. Reports and Referrals

- a. Commissioner Stintzi reported he submitted a Department of Ecology grant proposal.



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9. Continued Public Communication
  - a. Dr. Harry Gibbons with Tetra Tech reported on his recommendations related to blue-green algae control. Key to the recommendations is a monitoring program and core samples. Dr. Harry Gibbons recommended pursuing a Department of Ecology Centennial grant.
  - b. The [Washington State Lake Protection Association](#): WALPA is a group BLSD may wish to join. *OrgSupport will obtain membership information from the WSLPS to review at a future work session.*
10. Adjournment of Public Meeting – **With no further business to come before the Special District, Commissioner Stintzi adjourned the meeting at 7:10 pm.**

**Next Meetings:**

Work Session, Thursday, December 4, 2014, 5:30 pm (OrgSupport office)  
Regular Meeting, Thursday, December 18, 2014 5:30pm (OrgSupport office)



# BLACK LAKE SPECIAL DISTRICT

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**Black Lake Special District Work Session**  
**Thursday, December 4, 2014 • 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  
Vern Bonfield  
John Henkle

2. Approval of Agenda

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

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 November 20, 2014  
Financials*

5. Transmittal Letter and Resolution 14-08 2015 Rates & Charges

*Attachments: Resolution #14-08  
Transmittal Letter*

**Commissioner Bonfield moved to approve the Transmittal Letter and Resolution 14-08 2015 Rates and Charges as presented and to transmit the letter and resolution to Thurston County; second by Commissioner Henkle, passed unanimously.**

6. Resolution 14-09 Flood Control District

*Attachments: Resolution #14-09*

The Commissioners reviewed the resolution and will discuss the resolution further at the January work session.

7. Warrant Requests

*Attachments: OrgSupport Invoice #825  
BGWP Invoice # 50159  
Commissioner Bond Reimbursement*

Commissioner Bonfield requested all correspondence regarding the manual is included in the fixed price of creating the manual. The fixed price should have assumed that communication related to the



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document would be required. *OrgSupport will transmit to BGWP Commissioner Bonfield's request to include communications related to the manual in the fixed price.*

8. Items from the Floor
  - a. The Commissioners discussed a community outreach meeting and reached consensus that the meeting will happen during the regular February meeting at Black Lake Bible Camp.
  - b. *The Commissioners requested that OrgSupport contact Harry Gibbons at Tetrattech and ask if they are planning to provide a rough outline and cost estimates for a lake program/nutrient study and an estimate of how soon they could begin work, and also if they have responded to RFP's in the past and if he has if he could provide us with a sample. OrgSupport will contact American Lake, Long Lake, Lake Stevens, and other lake districts to request a list of contractors they have used for lake management and if they have recommendations or concerns related to specific contractors. OrgSupport will notify the Commissioners of the results of inquiries.*
9. Adjournment – **With no further business to come before the Special District, Commissioner Stintzi adjourned the meeting at 7:00 pm.**

### Next meetings:

Thursday, December 18, 2014 – Regular Meeting 5:30pm at OrgSupport offices (third Thursday)  
Thursday, January 8th, 2014 – Work Session 5:30pm at OrgSupport offices













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

# Invoice

Date 10/25/2014  
Invoice # 50159  
Client/Matter ID 2459-005

## BILL TO

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

## MATTER DESCRIPTION

General Legal

For Services Rendered Through: 10/25/2014

### For Legal Services Rendered

Date	Atty	Description	Hours	Rate	Amount
10/08/2014	JR	Receive and review e-mail. Conference with Ms. McDonald.	0.4	285.00	114.00
10/09/2014	HSM	Email correspondence (re: choice of district).	1.6	230.00	368.00
<b>Total Fees</b>					<b>\$482.00</b>

**Total Fees and Costs This Period 482.00**

**Plus Prior Balance \$5,757.50**

**Balance Due \$6,239.50**

Thank you for the opportunity to be of service. Payment is due within fifteen (15) days of receipt of this invoice. Payments remitted after the invoice date will be reflected on your next invoice. Interest of one percent (1%) per month will be charged on overdue balances.

**Balance in trust after transfer 0.00**