



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Work Session
Thursday, June 4, 2015 • 5:30 pm • [1520-A Irving St, Tumwater](#)

MINUTES

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: May 21, 2015 Regular Meeting Minutes
Financials*
5. Policy Manual Review
6. Harvesting Update
7. Warrant Requests
*Attachment: Herrera Invoice #36611
OrgSupport Invoice # 959*
8. Reports and Referrals
9. Continued Public Communication
(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes.)
10. Adjournment of Public Meeting

Next Meetings:

Regular Meeting, Thursday, June 18, 2015 5:30pm (OrgSupport office)
Work Session, Thursday, July 2, 2015, 5:30pm (OrgSupport office)



BLACK LAKE SPECIAL DISTRICT

BLACK LAKE SPECIAL DISTRICT MEETING
Thursday, May 21, 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

2. Approval of Agenda

Commissioner Henkle moved approval of the Agenda of the May 21 agenda as presented; passed unanimously.

3. Public Communication – None.

4. Approval of Consent Agenda

*Attachments: April 16, 2015 Regular Meeting Minutes
May 7, 2015 Work Session Meeting Minutes*

Commissioner Henkle moved approval of the Consent Agenda as presented, second by Commissioner Stintzi; passed unanimously.

5. Harvesting Update – Commissioner Henkle shared handouts on the planned harvesting. Commissioners discussed and reached consensus to prioritize public areas, including Evergreen Shores, Columbus Park, the WDFW ramp, and Black Lake Bible Camp.

6. Warrant Requests

*Attachments: Herrera Invoice #36497
OrgSupport Invoice #933*

Commissioner Henkle moved approval of Item 6, Warrant Requests, second by Commissioner Stintzi; passed unanimously.

7. Reports and Referrals

- a. Herrera reports indicate the phosphorus is primarily lake originated with very little coming from the watershed. The project is scheduled for completion on May 29th.

8. Continued Public Communication – None.

9. Items From the Floor

- a. Commissioners requested OrgSupport obtain the final draft of the policy manual for review at the June work session.
- b. Consensus is to require all contractors to have an appropriate level of liability insurance for the work being performed. Contractors will be required to provide a certificate of coverage and possibly name the BLSA as additionally insured.

10. Adjournment of Public Meeting

Commissioner Stintzi adjourned the meeting at 6:30 pm.



May 15, 2015
 Invoice No: 36611

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

Project 15-05987-000 Black Lake Phosphorus Study and Algae Control Plan

Professional Services from April 04, 2015 to May 01, 2015

Task 001-001 Water and Phosphorus Budgets

Professional Personnel

	Hours	Rate	Amount	
Principal Scientist				
Zisette, Rob	4.50	195.59	880.16	
Engineer				
Sytsma, Anneliese	11.25	94.68	1,065.15	
Totals	15.75		1,945.31	
Total Labor				1,945.31
				Task Total
				\$1,945.31

Task 002-001 Lake Sediment Phosphorus Control Analysis

Reimbursable Expenses

Field Supplies				
4/30/2015	Zisette; Rob	20150317	216.00	
	Total Reimbursables		216.00	216.00

Other Expenses

Mileage - Company				
3/17/15 Subaru Forester 44513-44528		15.0 Miles @ 0.575	8.63	
	Total Other Expenses		8.63	8.63
				Task Total
				\$224.63

Task 004-001 Phosphorus and Algae Control Plan



Project	15-05987-000	Black Lake Phosphorus Study and Algae Co	Invoice	36611
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Professional Personnel

	Hours	Rate	Amount	
Principal Scientist				
Zisette, Rob	2.00	195.59	391.18	
Totals	2.00		391.18	
Total Labor				391.18
			Task Total	\$391.18

Task 005-001 Project Management and Contract Administration

Professional Personnel

	Hours	Rate	Amount	
Principal Scientist				
Zisette, Rob	.50	195.59	97.80	
Accounting Staff				
Tonkikh, Natalya	.50	69.32	34.66	
Totals	1.00		132.46	
Total Labor				132.46
			Task Total	\$132.46

Total Due this Invoice \$2,693.58

	Current	Prior	Total
Billed to Date	2,693.58	8,523.54	11,217.12

Outstanding Invoices

Number	Date	Balance
36497	4/23/2015	8,523.54
Total		8,523.54

Total Compensation 39,097.00



Herrera Environmental Consultants
Personal Equipment Reimbursement Receipt

Date/Period ^A :	17 March 2015	Task:	002-001
Project No:	15-05987-000		
Job Description:	Black Lake Phosphorus Study		
Employee/Diver Name:	Rob Zisette	Manager:	Rob Zisette

Daily Personal Gear Project Rental				
Item	No. of Days	First Day Cost ^B	Next Day Cost ^B	Total Cost
Boots		\$8	\$4	
Gloves		\$8	\$4	
Fins	1	\$10	\$5	\$10
Mask & Snorkel	1	\$10	\$5	\$10
Hood	1	\$8	\$4	\$8
Light	1	\$8	\$4	\$8
Weight belt + weights	1	\$10	\$5	\$10
Wetsuit (john, jacket, hood)		\$20	\$10	
Drysuit with hose and undergarment ^C	1	\$105	\$53	\$105
Regulator System	1	\$20	\$10	\$20
Buoyancy Compensator (BCD)	1	\$15	\$7.50	\$15
Tank - Compressed Air		\$15	\$7.50	
Tank - Enriched Air		\$27	\$14	
Dive Computer	1	\$30	\$15	\$30
Total Due Employee:				\$216

Notes

- A Diver may charge a maximum of 15 dive days rental during a 30-day period for a monthly rate.
- B Reimbursement costs are based on the average cost of rental prices for surveyed dive rental shops.
- C Rental of one suit for 3 days and another suit for 1 day, discounted \$53 for no hose or undergarment

Rob Zisette 5/4/15

Transaction List

Wednesday, April 22, 2015
8:45:15 AM

Herrera Environmental Consultants, Inc.

For the period 4/1/2015 - 4/30/2015

File Name: 2015-03 Subaru Forester

Owner: HER

Units

Creator: NTONKIKH

Date	Description	Project	Task	Subtask	Table	Account	Quantity
Unit	04	Mileage - Company					
4/1/2015	3/4/15 Subaru Forester 44005-44033	14-05933-000	2.1		HERRERA STANDARD - 2015	5302.00	28.000
	Renton Lower Cedar River Restoration/Define Restoration Site Layouts						
4/1/2015	3/5/15 Subaru Forester 44033-44176	13-05725-000	003-004		HERRERA STANDARD - 2015	5302.00	143.000
	Ecology LID Curriculum Dev & Delivery/Deliver Trainings						
4/1/2015	3/9/15 Subaru Forester 44187-44241	10-04808-000	008-001		HERRERA STANDARD - 2015	5302.00	54.000
	Sheep Creek Lower Reach Restoration/Wolf Cadle Creek Support						
4/1/2015	3/12/15 Subaru Forester 44341-44439	13-05659-000	005-001		HERRERA STANDARD - 2015	5302.00	98.000
	City of Arlington Code Update and GIS/Develop draft Revisions to City codes						
4/1/2015	3/13/15 Subaru Forester 44439-44479	14-05917-000	2.0		HERRERA STANDARD - 2015	5302.00	40.000
	Richards and Sunset Creeks Restoration/Phase I and Phase II Sediment Monitoring						
4/1/2015	3/17/15 Subaru Forester 44513-44528	15-05987-000	004-001		HERRERA STANDARD - 2015	5302.00	15.000
	Black Lake Phosphorus Study and Algae Co/Phosphorus and Algae Control Plan						
4/1/2015	3/20/15 Subaru Forester 44574-44615	10-04788-045	003		HERRERA STANDARD - 2015	5302.00	41.000
	Coal Creek Stream Enhancement Final Desi/Final Design Development						
4/1/2015	3/22/15 Subaru Forester 44615-45072	14-05823-000	0C1-001		HERRERA STANDARD - 2015	5302.00	457.000
	SV East WA Study Development/Meetings and Workshops						
4/1/2015	3/18/15 Subaru Forester 44528-44550	10-04728-004	001-001		HERRERA STANDARD - 2015	5302.00	12.000

Black Lake Project Progress Report for Herrera Environmental Consultants

Invoice Period: April 4 through May 1, 2015

Task	Project Budget	Previously Invoiced	Amount this Period	Budget Remaining	Billed to Date	Percent Complete	Work Performed
001-001	10,691.00	2,889.37	1,945.31	5,856.32	4,834.68	45%	Prepared water/phosphorus budgets
002-001	10,667.00	5,193.18	224.63	5,249.19	5,417.81	51%	Delivered sediment samples to lab
003-001	3,418.00	-	-	3,418.00	-	0%	
004-001	12,871.00	287.16	391.18	12,192.66	678.34	5%	Outlined report
005-001	1,450.00	153.83	132.46	1,163.71	286.29	20%	Prepared invoice/progress report
Total	39,097.00	8,523.54	2,693.58	27,879.88	11,217.12	29%	



OrgSupport

120 State Avenue NE, #303
Olympia, WA 98501

Invoice

Date	Invoice #
6/18/2015	959

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

Description	Qty	Rate	Amount
Contract Services - June	1	2,500.00	2,500.00
Printing B&W	121	0.10	12.10
Printing Color	2	0.25	0.50
Stamps	1	0.49	0.49
Total			\$2,513.09