



# BLACK LAKE SPECIAL DISTRICT

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BLACK LAKE SPECIAL DISTRICT MEETING  
Monday, March 21, 2016 • 5:30 pm • [1520-A Irving St](#), Tumwater

## PUBLIC HEARING AGENDA

1. Roll Call
2. Call Public Hearing to Order
3. Public Testimony for Resolution #16-01
  - a. *During this portion of the meeting, citizens may address the Board for up to 3 minutes regarding items related to Resolution #16-01.*
4. Adjournment of Public Hearing

## REGULAR MEETING AGENDA

1. Approval of Agenda
2. 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. Approval of Consent Agenda  
*Attachments:* *February 22, 2016 Regular Meeting Minutes*  
*March 7, 2016 Work Session Meeting Minutes*
6. Warrant Requests  
*Attachments:* *Herrera Invoice #38222*  
*OrgSupport Invoice #1232*
7. New Business
  - a. Meeting Location
  - b. Herbicide Weed Treatment
  - c. Draft Resolution  
*Attachment:* *Resolution #16-01*
8. Old Business
9. Reports and Referrals
10. Continued Public Communication  
*(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes.)*



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Adjournment of Public Meeting

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## Next Meetings:

Work Session, Monday, April 4, 5:30 pm  
Regular Meeting, Monday, April 18, 5:30pm



# BLACK LAKE SPECIAL DISTRICT

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**BLACK LAKE SPECIAL DISTRICT MEETING**  
**Monday, February 22, 2016 • 5:30 pm • [1520-A Irving St](#), Tumwater**

## ACTION ITEMS

- Commissioner Bonfield will email a draft a letter of thanks to the Thurston County Sherriff for ongoing lake patrols.
- Commissioner Stintzi will authorize Rob to share the draft request with prospective bidders with the understanding that it has not been formally released.
- Commissioner Stintzi will work with OrgSupport to add language to the request clarifying that the district will not be responsible for costs associated with submitting a proposal, including the commission not being responsible for unforeseen financing complications.

## 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 Stintzi moved approval of the February 22<sup>nd</sup> agenda as presented, second by Commissioner Bonfield; passed unanimously.**
3. Public Communication – None.

4. Approval of Consent Agenda

*Attachments: January 25, 2016 Regular Meeting Minutes  
February 8, 2016 Work Session Meeting Minutes*

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

5. Warrant Requests

*Attachments: Herrera Invoice 38031  
Thurston Geodata Center Invoice #25-1602-12  
OrgSupport Invoice #1207*

**Commissioner Stintzi moved approval of Item 5, Warrant Requests, second by Commissioner Bonfield; passed unanimously.**

6. New Business

- a. Senior Tax Exemptions – Commissioners discussed the 42 parcels with senior exemptions. One parcel has requested a waiver of the charge. Directors discussed the best method of notice and concurred that the website is likely sufficient. Concurrence of directors is to create a draft resolution and hold a public hearing prior to adoption. The resolution shall indicate:
  - i. Discounts of up to \$50 are available.
  - ii. Must already receive a county senior or disabled discount.
  - iii. Must request in writing the reduction of charges from special district fees.



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*OrgSupport will prepare a public hearing for the March meeting to take public testimony on the draft resolution.*

## 7. Old Business

- a. Thurston First Loan Offer – Commissioners discussed the possibility of a bond which would be purchased by Thurston First. The bank is communicating with bond counsel
- b. Alum Treatment Proposal Process – Commissioners discussed whether to release the call for proposals without certainty that financing is in place. Note was made that the proposal will require a bid bond, and none specify that applicants are responsible for all costs associated with applying regardless of outcomes. *Commissioner Stintzi will work with OrgSupport to add language to the request clarifying that the district will not be responsible for costs associated with submitting a proposal, including the commission not being responsible for unforeseen financing complications. Commissioner Stintzi will authorize Rob to share the draft request with prospective bidders with the understanding that it has not been formally released. OrgSupport will post the draft request to the website with clear labeling that it is a draft and not yet formally released.*

## 8. Reports and Referrals

- a. OrgSupport is moving offices beginning April 1<sup>st</sup>, which will necessitate a new regular meeting location for the regular meetings and work sessions.
- b. The new improvements at the boat launch are well done. The BLSD will draft a letter from the commissioners thanking the involved authorities for the project and quality work. Commissioner Stintzi will create draft letter recognizing the boat launch improvements.
- c. *Commissioner Bonfield will email a draft a letter of thanks to the Thurston County Sherriff for ongoing lake patrols.*

## 9. Adjournment of Public Meeting – **With no further business to come before the Special District, Commissioner Stintzi adjourned the meeting at 6:50 pm.**

### **Next Meetings:**

Work Session, Monday, March 14, 5:30 pm (OrgSupport office)  
Regular Meeting, Monday, March 28, 5:30pm (OrgSupport office)



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Black Lake Special District Work Session  
Monday, March 7, 2016 • 5:30 pm • [1520-A Irving St, Tumwater](#)

## SWEARING IN OF COMMISSIONERS – Presided Over by Thurston County Commissioner Wolfe

Lake Stintzi  
Vernon Bonfield  
Brian Wilmovsky

*Thurston County Commissioner Wolfe delivered the oath of office to the newly elected and appointed commissioners.*

## AGENDA

1. Call to order

**Commissioner Stintzi called the meeting to order at 6:00 pm.**

Present: Lake Stintzi, Vernon Bonfield, Brian Wilmovsky

2. Approval of Agenda – **It was moved, second, passed unanimously to approve the agenda as presented.**

3. Public Communication

- Randy Felness encouraged the commissioners to think ahead about weed control as following the alum treatment the clear water will encourage rapid weed growth. Additionally, Mr. Felness encouraged asking the county to take a stronger role in managing drainage.

4. Informational Materials (No Action Required)

*Attachments: February 22, 2016 Regular Meeting Minutes*

Commissioners reviewed the minutes and asked the warrant be included for approval on the March 21, meeting agenda.

5. Warrant Requests

*Attachments: OrgSupport Invoice #1232*

Commissioners reviewed the warrant request and asked the warrant be included for approval on the March 21, meeting agenda.

6. New Business

- a. Resolution #16-01 – Commissioners discussed the draft resolution. The total valuation for properties on the lakefront impacted by the resolution is high. *Commissioners directed a public hearing to happen at the next regular meeting of the BLSLSD.* Commissioners clarified the intent is that this resolution will supplant any past exemptions.

7. Old Business

- a. Policy Manual Review – Tabled to April work session.
- b. Alum Treatment – Commissioners discussed the reduced rate Green Lake is paying for the treatment.
  - i. Funding – Funding will require a bond with Thurston County, which must be approved by the County Commissioners. Pacifica Law Group provided a letter of agreement for bond counsel services not to exceed \$3,000 for a bond with a principal amount of approximately \$260,000.000. Consensus of commissioners is that time is short to meet the treatment window and bond counsel



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services are needed immediately. To expedite the process of obtaining bond counsel commissioners agreed to suspend the usual practice and take action on the letter this evening instead of during a regular meeting.

**It was moved, second, passed unanimously to approve and direct Chair Stintzi to sign the bond counsel agreement letter from Pacifica Law Group dated March 4, 2016 in an amount not to exceed \$3,000.**

- ii. *OrgSupport will email the Thurston First assurance letter to Commissioner Wilmovsky.*
- iii. *OrgSupport will send the draft resolution language to the Thurston County Commission with a request to review and approve the resolution as quickly as possible.*
- iv. *OrgSupport will bring a lake use schedule to future BLSA meetings.*
- v. Rob Zisette joined the meeting by telephone and was consulted on the possibility of selecting a contractor via sole source process.
- vi. Schedule – The goal is to treat the lake in April or May. The target schedule is:
  - 1. Release the request for proposals March 14, 2016, or before
  - 2. Proposals due – March 21, 2016, by 5:00 pm
  - 3. Review applications and select an apparent successful proposal March 21, 2016
  - 4. Inform apparent successful applicant March 22, 2016, and request contract and related documentation for review and signing by chair
  - 5. Target application start date of April 11, 2016

## 8. Reports and Referrals

- a. *OrgSupport will work with the county to update the signature files.*
- b. *OrgSupport will post to the BLSA website the King 5 news coverage on the Green Lake treatment.*

## 9. Open Public Meetings Act Training – Tabled to April 4, 2016.

## 10. Adjournment of Public Meeting

**Chair Stintzi adjourned the meeting at 7:45 pm.**

### **Next Meetings:**

Regular Meeting, Monday, March 21, 2016, 5:30pm (OrgSupport office)  
Work Session, Monday, April 4, 2016, 5:30pm (Location TBA)



March 14, 2016  
 Invoice No: 38222

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

Project 15-06161-000 Black Lake Management and Oversight of an Alum Treatment  
 Attn: Lake Stintzi  
 info@blacklakespecialdistrict.org

**Professional Services from January 30, 2016 to February 26, 2016**

Task 1.0 Final Design

**Professional Personnel**

|                    | <b>Hours</b> | <b>Rate</b> | <b>Amount</b> |                   |
|--------------------|--------------|-------------|---------------|-------------------|
| Engineer IV        |              |             |               |                   |
| Avolio, Christina  | 1.75         | 152.36      | 266.63        |                   |
| Engineer III       |              |             |               |                   |
| Sytsma, Anneliese  | 1.50         | 109.03      | 163.55        |                   |
| Engineer I         |              |             |               |                   |
| Wu, Valerie        | 2.50         | 89.70       | 224.25        |                   |
| Totals             | 5.75         |             | 654.43        |                   |
| <b>Total Labor</b> |              |             |               | <b>654.43</b>     |
|                    |              |             |               | <b>Task Total</b> |
|                    |              |             |               | <b>\$654.43</b>   |

Task 2.0 Permitting

**Professional Personnel**

|                    | <b>Hours</b> | <b>Rate</b> | <b>Amount</b> |                   |
|--------------------|--------------|-------------|---------------|-------------------|
| Scientist VI       |              |             |               |                   |
| Zisette, Reginald  | 4.50         | 205.47      | 924.62        |                   |
| Totals             | 4.50         |             | 924.62        |                   |
| <b>Total Labor</b> |              |             |               | <b>924.62</b>     |
|                    |              |             |               | <b>Task Total</b> |
|                    |              |             |               | <b>\$924.62</b>   |

Task 3.0 Technical Specifications and Contractor Procurement



**Professional Personnel**

|                               | Hours | Rate   | Amount |                   |
|-------------------------------|-------|--------|--------|-------------------|
| Scientist VI                  |       |        |        |                   |
| Zisette, Reginald             | 2.00  | 205.47 | 410.94 |                   |
| Administrative Coordinator IV |       |        |        |                   |
| Jackowich, Pamela             | 2.00  | 98.88  | 197.76 |                   |
| Totals                        | 4.00  |        | 608.70 |                   |
| <b>Total Labor</b>            |       |        |        | <b>608.70</b>     |
|                               |       |        |        | <b>Task Total</b> |
|                               |       |        |        | <b>\$608.70</b>   |

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 Task 7.0 Project Management and Contract Administration

**Professional Personnel**

|                             | Hours | Rate   | Amount |                   |
|-----------------------------|-------|--------|--------|-------------------|
| Scientist VI                |       |        |        |                   |
| Zisette, Reginald           | 1.00  | 205.47 | 205.47 |                   |
| Accounting Administrator II |       |        |        |                   |
| Tonkikh, Natalya            | .50   | 77.86  | 38.93  |                   |
| Totals                      | 1.50  |        | 244.40 |                   |
| <b>Total Labor</b>          |       |        |        | <b>244.40</b>     |
|                             |       |        |        | <b>Task Total</b> |
|                             |       |        |        | <b>\$244.40</b>   |

**Total Due this Invoice** **\$2,432.15**

|                       | Current         | Prior            | Total            |
|-----------------------|-----------------|------------------|------------------|
| <b>Billed to Date</b> | <b>2,432.15</b> | <b>24,138.21</b> | <b>26,570.36</b> |

**Total Compensation** **80,812.00**





## Black Lake Project Progress Report for Herrera Environmental Consultants

### Herrera Environmental Consultants

### Progress Report: Management and Oversight of the Black Lake Alum Treatment

### Invoice Period: January 30 through February 26, 2016

| Task             | Project Budget | Previously Invoiced | Amount this Period | Billed to Date | Budget Remaining | Percent Spent | Percent Complete | Work Performed  |
|------------------|----------------|---------------------|--------------------|----------------|------------------|---------------|------------------|---|
| 1-Final Design   | \$20,541       | \$15,064.26         | \$654.43           | \$15,718.69    | \$4,822.31       | 77%           | 100%             | Prepared final treatment plan (submitted 2/23/16)                           |
| 2-Permitting     | \$2,926        | \$1,434.27          | \$924.62           | \$2,358.89     | \$567.11         | 81%           | 85%              | Coordinated with WDFW for launch access permit                              |
| 3-Specifications | \$5,984        | \$6,581.04          | \$608.70           | \$7,189.74     | -\$1,205.74      | 120%          | 95%              | Prepared final contractor bid package (submitted 2/23/16)                   |
| 4-Oversight      | \$10,637       | \$0.00              | \$0.00             | \$0.00         | \$10,637.00      | 0%            | 0%               |   |
| 5-Monitoring     | \$19,544       | \$0.00              | \$0.00             | \$0.00         | \$19,544.00      | 0%            | 0%               |   |
| 6-Report         | \$15,450       | \$0.00              | \$0.00             | \$0.00         | \$15,450.00      | 0%            | 0%               |   |
| 7-Management     | \$5,730        | \$1,058.64          | \$244.40           | \$1,303.04     | \$4,426.96       | 23%           | 30%              | Prepared invoice and updated progress, notified contractors of bid schedule |
| Total            | \$80,812       | \$24,138.21         | \$2,432.15         | \$26,570.36    | \$54,241.64      | 33%           | 40%              |   |



# OrgSupport

120 State Avenue NE, #303  
Olympia, WA 98501

# Invoice

| Date     | Invoice # |
|----------|-----------|
| 4/1/2016 | 1232      |

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

| Description                 | Qty  | Rate     | Amount            |
|-----------------------------|------|----------|-------------------|
| Contract Services - March   | 1    | 2,500.00 | 2,500.00          |
| Printing B&W                | 244  | 0.10     | 24.40             |
| Printing Color              | 15   | 0.25     | 3.75              |
| Stamps                      | 1    | 0.49     | 0.49              |
| Envelopes                   | 2    | 0.15     | 0.30              |
| Labels                      | 2    | 0.02     | 0.04              |
| Tax Form Postage            | 0.98 | 0.49     | 0.48              |
| Office Supplies - Tax Forms | 2    | 1.00     | 2.00              |
| Envelopes - Manilla         | 1    | 0.25     | 0.25              |
| <b>Total</b>                |      |          | <b>\$2,531.71</b> |