



# BLACK LAKE SPECIAL DISTRICT

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**Black Lake Special District Meeting**  
**Monday, August 15, 2016 • 5:30 pm • 2637 12th Ct SW • Olympia**

## AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. 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. Informational Materials (No Action Required)  
*Attachment: July 18, 2016 Regular Meeting Minutes*
6. Warrant Requests  
*Attachments: AquaTechNex Invoice #7037  
Thurston County Treasurer  
Herrera Invoice #38675  
OrgSupport Invoice #1367*
7. New Business
  - a. Special Assessment Bond
8. Old Business
  - a. Weed Treatment
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.)*
11. Adjournment of Public Meeting

### Next Meetings:

Work Session, September 5, 5:30pm (OrgSupport Offices)  
Regular Meeting, Monday, September 19, 2016, 5:30pm (OrgSupport Offices)



# BLACK LAKE SPECIAL DISTRICT

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Black Lake Special District Meeting  
Monday, July 18, 2016 • 5:30 pm • 2637 12th Ct SW • Olympia

## MINUTES

1. Roll Call & Call to Order – **Commissioner Stintzi called the meeting to order at 5:40 pm.**

Present: Vern Bonfield  
Lake Stintzi  
Brian Wilmovsky

2. Approval of Agenda – **It was moved, second, passed unanimously to approve the agenda as presented.**
3. Public Communication
  - a. The beavers are back in the ditch and causing water to back up.
  - b. Save Black Lake had a meeting recently and decided to focus on cleaning the creek.
4. Informational Materials – Commissioners reviewed the informational materials. Vern corrected that the helicopter would be flying the perimeter of the ditch and river at an altitude of 500 feet.

*Attachment: June 20, 2016 Regular Meeting Minutes*

5. Election Invoice – *OrgSupport will confirm the election expenses are paid in full.*
6. Warrant Requests – Commissioners reviewed the warrant requests and asked OrgSupport to contact Rob Zisette regarding the \$28,000 reflected on the current invoice. Commissioners approved the requests with the exception of Herrera until the discrepancy is settled.

*Attachments: Herrera Invoice #38675  
Thurston GeoData Center Invoice #25-1606-68  
Bonfield Reimbursement  
Stintzi Reimbursement  
Wilmovsky Reimbursement  
OrgSupport Invoice #1342*

7. New Business
  - a. Septic Program Presentation – Jane Mountjoy-Venning from the Public Health department presented on the potential septic program changes.
  - b. Special Assessment Bond – Commissioners discussed the current status of the assessment bond.
  - c. Limited General Obligation Note – Commissioners discussed the limited general obligation note.
  - d. Appointment of District Board Roles – **It was moved by Commissioner Stintzi, second by Commissioner Bonfield, passed unanimously to designate Brian Wilmovsky as secretary of the board.**
8. Old Business
  - a. Weed Treatment – Commissioner Wilmovsky reported the weed treatment is going well and should be finished. Commissioners requested to see drone quotes at the next meeting. *OrgSupport will reach out to Thurston County Stormwater after quotes are received to set up a meeting with the commissioners.*
9. Adjournment of Public Meeting – **The meeting was adjourned at 7:27 pm.**



# Invoice

Date	Invoice #
7/20/2016	7037

P.O. Box 30824  
 Bellingham WA 98228

Bill To
Black Lake Special District 120 State Avenue NE, Suite 303 Olympia WA 98501 United States

Terms	Due Date	PO #	Project	End Date	Ship Via

Item	Quantity	Description	Rate	Tax	Amount
Washington Service	41	Acres treated at Black Lake for noxious aquatic weed control on July 18th. Includes MOB and posting	325.00	Yes	13,325.00

				Subtotal	13,325.00
				Tax (WA Sales Tax-Thurston Un 3200 7.9%)	1,052.68
				Total	\$14,377.68



June 23, 2016  
 Invoice No: 38675

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 April 30, 2016 to May 27, 2016**

Task 3.0 Technical Specifications and Contractor Procurement

**Professional Personnel**

	Hours	Rate	Amount	
Engineer IV				
Avolio, Christina	3.00	152.36	457.08	
Totals	3.00		457.08	
<b>Total Labor</b>				<b>457.08</b>
				<b>Task Total \$457.08</b>

Task 5.0 Water Quality Monitoring

**Professional Personnel**

	Hours	Rate	Amount	
Scientist VI				
Zisette, Reginald	8.50	205.47	1,746.50	
Totals	8.50		1,746.50	
<b>Total Labor</b>				<b>1,746.50</b>

**Reimbursable Expenses**

Laboratories				
6/6/2016	IEH - Aquatic Research	133113	588.00	
6/6/2016	IEH - Aquatic Research	133116	588.00	
<b>Total Reimbursables</b>			<b>1,176.00</b>	<b>1,176.00</b>
				<b>Task Total \$2,922.50</b>

Task 7.0 Project Management and Contract Administration



**Professional Personnel**

	Hours	Rate	Amount	
Scientist VI				
Zisette, Reginald	3.50	205.47	719.15	
Totals	3.50		719.15	
<b>Total Labor</b>				<b>719.15</b>
				<b>Task Total</b>
				<b>\$719.15</b>
				<b>Total Due this Invoice</b>
				<b>\$4,098.73</b>

	Current	Prior	Total
<b>Billed to Date</b>	<b>4,098.73</b>	<b>63,638.35</b>	<b>67,737.08</b>

**Outstanding Invoices**

Number	Date	Balance
38508	5/19/2016	28,307.02
<b>Total</b>		<b>28,307.02</b>

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



**IEH - Aquatic Research**

3927 Aurora Ave. N  
Seattle, WA 98103

206-632-2715 Phone  
206-632-2417 Fax

**REMIT TO:**

15300 Bothell Way NE  
Attn: Accounts Receivable  
Lake Forest Park, WA 98155

206-522-5432 Accounting Dept

**Invoice**

Date	Invoice #
5/22/2016	133113

<b>Sold To</b>
Herrera Environmental Inc. 2200 Sixth Avenue Suite 1100 Seattle, WA 98121-1820

<b>Notes</b>

Customer PO	Payment Terms	Due Date	Sales Rep ID	VTSR	CASE FILE #
15-06161-000	Net 30	6/21/2016		4/12/2016	HER08024
Quantity	Item Code	Description	Price Each	Amount	
4	W365.1	Total - P	15.00	60.00	
4	WFILT	Water Filtration	5.00	20.00	
4	W365.1	Total - P	15.00	60.00	
4	W310.1	Total Alkalinity	15.00	60.00	
4	W375.4	Sulfate - Turbidimetric	15.00	60.00	
4	W10200H	Chla - Spectrophotometric	30.00	120.00	
4	WMDIG	Total Metals Digest - Water	12.00	48.00	
4	MFILT	Metals Filtration	10.00	40.00	
4	ICP	ICP / Element	10.00	40.00	
4	ICPMS	ICPMS / ELEMENT	20.00	80.00	
<b>Total</b>					<b>\$588.00</b>

**IEH - Aquatic Research**3927 Aurora Ave. N  
Seattle, WA 98103206-632-2715 Phone  
206-632-2417 Fax**REMIT TO:**15300 Bothell Way NE  
Attn: Accounts Receivable  
Lake Forest Park, WA 98155

206-522-5432 Accounting Dept

**Invoice**

Date	Invoice #
5/22/2016	133116

<b>Sold To</b>
Herrera Environmental Inc. 2200 Sixth Avenue Suite 1100 Seattle, WA 98121-1820

<b>Notes</b>

Customer PO	Payment Terms	Due Date	Sales Rep ID	VTSR	CASE FILE #
15-06161-000	Net 30	6/21/2016		4/20/2016	HER08026
Quantity	Item Code	Description	Price Each	Amount	
4	W365.1	Total - P	15.00	60.00	
4	WFILT	Water Filtration	5.00	20.00	
4	W365.1D	Soluble Reactive Phosphate	15.00	60.00	
4	W310.1	Total Alkalinity	15.00	60.00	
4	W375.4	Sulfate - Turbidimetric	15.00	60.00	
4	W10200H	Chla - Spectrophotometric	30.00	120.00	
4	WMDIG	Total Metals Digest - Water	12.00	48.00	
4	MFILT	Metals Filtration	10.00	40.00	
4	ICP	ICP / Element	10.00	40.00	
4	ICPMS	ICPMS / ELEMENT	20.00	80.00	
		INVOICE INVOICE DATE PROJECT TASK   ACTIVITY			
<b>Total</b>				<b>\$588.00</b>	

## Black Lake Project Progress Report for Herrera Environmental Consultants

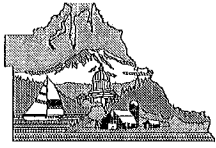
### Herrera Environmental Consultants

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

### Invoice Period: April 30 through May 27, 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	\$15,718.69	\$0.00	\$15,718.69	\$4,822.31	77%	100%	
2-Permitting	\$2,926	\$4,208.12	\$0.00	\$4,208.12	-\$1,282.12	144%	100%	
3-Specifications	\$5,984	\$9,018.64	\$457.08	\$9,475.72	-\$3,491.72	158%	100%	Reviewed final contractor invoice
4-Oversight	\$10,637	\$11,498.10	\$0.00	\$11,498.10	-\$861.10	108%	100%	
5-Monitoring	\$19,544	\$19,861.93	\$2,922.50	\$22,784.43	-\$3,240.43	117%	95%	Conducted water quality monitoring and bucket alum dose test; Reviewed data
6-Report	\$15,450	\$0.00	\$0.00	\$0.00	\$15,450.00	0%	0%	
7-Management	\$5,730	\$3,332.87	\$719.15	\$4,052.02	\$1,677.98	71%	80%	Prepared invoice, updated progress, coordinated contractor invoice and fish kill report
<b>Total</b>	<b>\$80,812</b>	<b>\$63,638.35</b>	<b>\$4,098.73</b>	<b>\$67,737.08</b>	<b>\$13,074.92</b>	<b>84%</b>	<b>80%</b>	





THURSTON COUNTY  
WASHINGTON  
SINCE 1852

SHAWN D. MYERS  
TREASURER

2000 Lakeridge Drive SW, Olympia, Washington 98502-6080 • 360-786-5550 • FAX 360-754-4683

DATE: July 25, 2016  
TO: Lake Stintzi, Black Lake Special District  
FROM: Kathi Swarthout, Accountant *KS*  
RE: 2016 - Annual Administration Fee –

The Treasurer's annual administration fee for the 2016 collection year is coming due. The fee is 1% of the amount of the annual assessment. The total amount of the Black Lake Special District assessments for 2016 is \$155,673. The amount due for the 2016 administration fee is \$1,556.73.

**2016 Annual Administration Fee \$1,556.73**  
**Due August 19, 2016**

Please sign below to authorize the Treasurer to deduct this amount from your fund effective August 19, 2016.

If you have questions, please contact me at 786-5547.

I authorize Thurston County Treasurer to process the following JE

Org: 63540000  
Object: 237000  
Debit Amount: \$1,556.73

Signed \_\_\_\_\_

Credit:  
Org: 0104A453  
Object: 341420  
Credit Amount: \$1,556.73



# OrgSupport

120 State Avenue NE, #303  
Olympia, WA 98501

# Invoice

Date	Invoice #
9/1/2016	1367

<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	411	0.10	41.10
Printing Color	1	0.25	0.25
Stamps	8	0.47	3.76
Postcard Mailing (printing and postage)	1	374.62	374.62
<b>Total</b>			<b>\$2,919.73</b>