



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Meeting
Monday, June 1 • 6:15 pm •
Teleconference 1 (669) 333-8889
Conference ID: 6487127

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.

Approval of Consent Agenda

Attachments:

April Meeting Minutes

April Financials

OrgSupport Invoice #3642

Reimbursement for Traveler's Insurance #0106120565

Herrera #46663

5. Items from the Floor
6. Continued Public Communication
(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes.)
7. Adjournment of Public Meeting

Next Meetings:
Meeting June 15, 2020



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Meeting
Monday, April 20 • 6:15 pm •
Teleconference

MINUTES:

1. Call to Order – **Chair Stintzi called the meeting to order at 6:15 pm.**
2. Roll Call
Present:
 - a. Brian Wilmovsky
 - b. Vernon Bonfield
 - c. Lake Stintzi
3. Approval of Agenda – **It was moved, second, passed unanimously to approve the Agenda as presented.**
4. Public Communication – None.

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

Attachments:

March Regular Meeting Minutes – OrgSupport will correct the spelling of Ms. Petrch's name and repost the March Regular Meeting Minutes.
March Financials
OrgSupport Invoice #3628
Herrera #46311

5. Items from the Floor
 - a. Transmittals – *The Commissioners will coordinate signing of the Transmittal and send it to OrgSupport for processing and submission to Thurston County.*
 - b. Herrera – Herrera is going to do more analysis of study samples. Next, they will look for optical brighteners along the shoreline to identify locations where groundwater or septic issues may exist.
 - c. Assessment – Brian heard from Tim Wilson, who is waiting to get the issue on a work session agenda. Given the impacts of COVID-19 the timeline is uncertain.
 - d. Water Quality – The lake water is currently brackish and silty.
6. Continued Public Communication – None
7. Adjournment of Public Meeting – **With no further business, Chair Stintzi adjourned the meeting at 6:30 pm**

**Next Meetings:
Meeting May 4, 2020**

Black Lake Special District
Statement of Financial Position

Cash Basis

As of April 30, 2020

	<u>Apr 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Thurston County Treasurer	338,187.04
Total Checking/Savings	<u>338,187.04</u>
Total Current Assets	<u>338,187.04</u>
TOTAL ASSETS	<u>338,187.04</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Current Portion of Loans	629.20
Total Other Current Liabilities	<u>629.20</u>
Total Current Liabilities	629.20
Long Term Liabilities	
Commencement Bank Note	92,700.17
Total Long Term Liabilities	<u>92,700.17</u>
Total Liabilities	93,329.37
Equity	<u>244,857.67</u>
TOTAL LIABILITIES & EQUITY	<u>338,187.04</u>

**Black Lake Special District
Income & Expense Budget vs. Actual**

Cash Basis

January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Rates & Charges	78,455.21	153,000.00	-74,544.79	51.3%
Total Income	78,455.21	153,000.00	-74,544.79	51.3%
Expense				
Business Expenses				
Treasurer Fees	0.00	1,530.00	-1,530.00	0.0%
Total Business Expenses	0.00	1,530.00	-1,530.00	0.0%
Contract Services				
Attorney Fees & Charges	0.00	2,000.00	-2,000.00	0.0%
Non-recurring Contract Services	0.00	1,200.00	-1,200.00	0.0%
Recurring Contract Services	7,500.00	31,936.00	-24,436.00	23.5%
Total Contract Services	7,500.00	35,136.00	-27,636.00	21.3%
Election Expenses	0.00	3,670.00	-3,670.00	0.0%
Governing Expenses				
Per Diem	1,596.00	4,320.00	-2,724.00	36.9%
Total Governing Expenses	1,596.00	4,320.00	-2,724.00	36.9%
Lake Management				
Control	4,639.79	50,000.00	-45,360.21	9.3%
Permitting Fees	0.00	500.00	-500.00	0.0%
Total Lake Management	4,639.79	50,500.00	-45,860.21	9.2%
Operations				
Postage, Mailing Service	13.70			
Printing and Copying	44.25			
Supplies	5.25			
Total Operations	63.20			
Other Types of Expenses				
Insurance	0.00	2,865.00	-2,865.00	0.0%
Other Expenses	0.00	64,640.00	-64,640.00	0.0%
Total Other Types of Expenses	0.00	67,505.00	-67,505.00	0.0%
Total Expense	13,798.99	162,661.00	-148,862.01	8.5%
Net Ordinary Income	64,656.22	-9,661.00	74,317.22	-669.2%
Other Income/Expense				
Other Income				
Interest Income	1,311.16			
Total Other Income	1,311.16			
Net Other Income	1,311.16	0.00	1,311.16	100.0%
Net Income	65,967.38	-9,661.00	75,628.38	-682.8%

**Black Lake Special District
Statement of Income and Expense**

Cash Basis

April 2020

	<u>Apr 20</u>
Ordinary Income/Expense	
Income	
Rates & Charges	47,265.89
Total Income	47,265.89
Net Ordinary Income	47,265.89
Other Income/Expense	
Other Income	
Interest Income	385.65
Total Other Income	385.65
Net Other Income	385.65
Net Income	<u><u>47,651.54</u></u>

Payment Voucher Transmittal
Drainage Dist #12 Black Lake

1. Lake Stintzi 7514 Cattail Ln SW Olympia, WA 98512	0106120565	Reimbursement for Traveler's I	\$325.00
2. OrgSupport 120 State Ave NE #303 Olympia, WA 98501	3642	Contract Services & Bond Reimb	\$2,600.00
3. Herrera 2200 6th Ave Suite 1100 Seattle, WA 98121	46663	Pollutant Monitoring Phase 2	\$12,347.05
Total for document:			\$15,272.05

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Drainage Dist #12 Black Lake, and that I am authorized to authenticate and certify to said claim.

Examined and Allowed

Secretary

Date

Commissioner

Commissioner

Commissioner

Date

January 29, 2020

Black Lake Special District (BLSD)
120 State Avenue NE, #303
Olympia, WA 98501

Dear Sirs/Madams:

Please approve reimbursement to me of \$325 for a surety bond payable to the BLSD. The bond is required by Thurston County Resolution 14967. Reimbursement of bond expenses is allowed under BLSD Resolution 14-06. The bond duration is for four years beginning 2/2/2020.

Attached are details of the bond and my proof of payment.

Thank you,

A handwritten signature in blue ink, appearing to read "Lake Stintzi".

Lake Stintzi
360-870-8687
7514 Cattail LN, SW
Olympia, WA 98512

TRAVELERS
 NICHOLSON & ASSC INS LLC
 1802 BLACK LAKE BLVD SW
 OLYMPIA WA 98512-5665

10329 -L2

Account Bill

Account No. 2164W9186
 Date of This Bill 01/13/20

TOTAL BALANCE	\$325.00
MINIMUM DUE	\$325.00

VERNON L STINTZI
 7514 CATTAIL LN SW
 OLYMPIA WA 98512

PAYMENT MUST BE RECEIVED BY:
FEBRUARY 02, 2020

ACCOUNT BILLING SUMMARY

POLICY	TYPE	POLICY PERIOD	MIN. DUE	BALANCE
0106120565 S	PUBLIC OFF BOND	02/02/20	\$325.00	\$325.00
TOTAL BALANCE			\$325.00	\$325.00

TRANSACTIONS SINCE LAST STATEMENT

Total Transactions (See Transaction Detail Section)	+325.00
TOTAL BALANCE	\$325.00

TRANSACTION DETAIL

POLICY NUMBER 0106120565 S	PUBLIC OFF BOND	325.00
02/02/20	Renewal	
TOTAL TRANSACTIONS		\$325.00

CONTINUED ON NEXT PAGE

Please detach the payment coupon and mail with your payment in the enclosed envelope to:
 TRAVELERS CL REMITTANCE CENTER, PO BOX 660317, DALLAS, TX 75266-0317.

SHERRY STINTZI
7514 CATTAIL LN SW
OLYMPIA, WA 98512-2433
UNITED STATES
LSTINTZI@YAHOO.COM

TIN: [REDACTED]
Tax ID Type: SSN
Home: (360)870-8687
Work: Not Available
Mobile: (360)870-8687
DOB: 06/27/1947

Opened: 09/27/1985
Last Active: 01/24/2020
[Messages / Comments / Codeword](#)

[Transactions](#) [Ac](#)

Share Draft History

Eff Date	Act Date	Act Time	Tran Num	Tran Code	Tran Type	Tran Amt	Fee Amt	Curr Bal	Tr Num	Brch Num	ACH Trace	Tran Description
01/22/2020	01/22/2020	02:25 AM	4914	SOPD	PRE-AUTHORIZED DEBIT	-325.00	0.00	[REDACTED]	999	99	21000022229137	TRAVELERS B/ CHECK PYM



OrgSupport

120 State Avenue NE, #303
Olympia, WA 98501

Invoice

Date	Invoice #
5/1/2020	3642

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

Description	Qty	Rate	Amount
Contract Services	1	2,500.00	2,500.00
Bond Insurance - Traveler's (Commissioner Bonfield)	1	100.00	100.00
Total			\$2,600.00



May 27, 2020
 Invoice No: 46663

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

Project 15-06161-002 Black Lake Watershed Pollutant Monitoring Phase 2
 Email invoices to: Lake Stintzi: lake@blacklakespecialdistrict.org

Professional Services from March 28, 2020 to May 1, 2020

Task 001 Drainage Sampling and Analysis

Professional Personnel

	Hours	Rate	Amount	
Scientist VI				
Zisette, Rob	3.50	260.27	910.95	
Scientist III				
Blaud, Brianna	7.00	139.48	976.36	
Totals	10.50		1,887.31	
Total Labor				1,887.31

Reimbursable Expenses

Outside Services				
4/9/2020 Source Molecular Corporation	15675		2,427.75	
4/30/2020 IEH - Aquatic Research	149699		162.00	
Outside Services		1.04 times	2,589.75	2,693.34
Courier				
4/29/2020 FedEx 6-995-16048			214.52	
Courier		1.0 times	214.52	214.52
Total Reimbursables			2,804.27	2,907.86

Task Total \$4,795.17

Task 002 Lake Sampling and Analysis



Professional Personnel

	Hours	Rate	Amount	
Scientist VI				
Zisette, Rob	16.00	260.27	4,164.32	
Scientist III				
Blaud, Brianna	10.50	139.48	1,464.54	
Scientist I				
Bartish, Nicholas	2.00	67.30	134.60	
GIS Analyst II				
Geigel, Joseph	2.00	114.23	228.46	
GIS Analyst I				
Matsumoto-Hervol, Makie	4.00	91.21	364.84	
Totals	34.50		6,356.76	
Total Labor				6,356.76

Other Expenses

Mileage - Company				
161814 - 161987 Astro Van	173.0 Miles @ 0.575		99.48	
Total Other Expenses			99.48	99.48
			Task Total	\$6,456.24

Task 003 Data Analysis and Reporting

Professional Personnel

	Hours	Rate	Amount	
Scientist VI				
Zisette, Rob	2.50	260.27	650.68	
Totals	2.50		650.68	
Total Labor				650.68
			Task Total	\$650.68

Task 004 Project Management

Professional Personnel

	Hours	Rate	Amount	
Scientist VI				
Zisette, Rob	1.50	260.27	390.41	
Project Accountant II				
Maloof, Charlie	.50	109.09	54.55	
Totals	2.00		444.96	
Total Labor				444.96
			Task Total	\$444.96

Total Due this Invoice \$12,347.05



	Current	Prior	Total
Billed to Date	12,347.05	1,893.96	14,241.01

Outstanding Invoices

Number	Date	Balance
46489	4/27/2020	1,221.94
Total		1,221.94

Total Compensation **33,345.00**



Herrera Environmental Consultants**Progress Report: Black Lake Watershed Monitoring - Phase 2 (Project #15-06161-002)****Invoice Period: March 28 through May 1, 2020**

Task	Project Budget	Previously Invoiced	Amount this Period	Billed to Date	Budget Remaining	Percent Spent	Percent Complete	Work Performed
1-Drainage Sampling/Analysis	\$5,601	\$871.66	\$4,795.17	\$5,666.83	-\$65.83	101%	100%	Sampled upland drainages on 3/30/20, tested optical brightener samples, and updated client on problem areas based on human DNA results.
2-Lake Sampling/Analysis	\$11,374	\$816.27	\$6,456.24	\$7,272.51	\$4,101.49	64%	64%	Surveyed lake and sampled lake drainages on 4/27/20, tested optical brightener samples, and updated client on observations.
3-Data Analysis/Reporting	\$13,850	\$0.00	\$650.68	\$650.68	\$13,199.32	5%	5%	Reviewed laboratory and field data.
4-Project Management	\$2,520	\$206.03	\$444.96	\$650.99	\$1,869.01	26%	26%	Prepared invoice/progress report
Total	\$33,345	\$1,893.96	\$12,347.05	\$14,241.01	\$19,103.99	43%	43%	

Problems/Corrective Actions: None.

Planned Future Work: Receive laboratory data (Task 2), conduct data analysis and prepare draft study reports (Task 3), and perform ongoing project management (Task 4).

IEH - Aquatic Research3927 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 #
4/20/2020	149699

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

Notes

Customer PO	Payment Terms	Due Date	Sales Rep ID	VTSR	CASE FILE #
Black Lake	Net 30	5/20/2020		3/30/2020	1712573
Quantity	Item Code	Description	Price Each	Amount	
9	W365.1	Total - P	18.00	162.00	
Vendor No:		03296	Received Date:	4.28.20	
Invoice No:		149699	Invoice Date:	4.20.20	
Project No:		15-06161-002	GL Account:	5573.00	
Task No:		1			
Entered By:		ea	Entered Date:	4.30.20	
RECEIVED APR 28 2020					
Total				\$162.00	



2200 5th Avenue | Suite 1100
Seattle, Washington | 98121
p 206 441 9080 | f 206 441 9108

HERRERA

Chain of Custody Record

17125-73

Project Name: Black Lake Pollutant Phase II		Project Number: 15-06161-02	Client: Black Lake Special District			Analyses Requested						
Report To: Rob Zisette		Copy To:										
Sampled By: Brianna Blaud		Delivery Method: g by hand										
Laboratory: IEH		Requested Completion Date: STD		Total No. of Containers: 9								
Lab Use:												
Sample ID	Date	Time	Sample Type (see codes)	Preservative? (Y/N)	Matrix (see codes)	Number of Containers						
Site 3	3-30-20	7:35	G	N	SW	1	X					
Site 5		7:55					X					
Site 6		8:05					X					
Site 7		8:15					X					
Site 8B		8:50					X					
Site 8C		9:25					X					
Site 8D	4:30-8:30						X					
Site 9B		8:30					X					
Site 11		9:10					X					
Comments/Special Instructions:												

Relinquished by (Name/CO): Brianna Blaud	Signature: <i>[Signature]</i>	Date/Time: 3-30-20 12:30	Received By (Name/CO): ASAMPLES AS 15 0.8°C.T.031	Signature: <i>[Signature]</i>	Date/Time: 3-30-20 11:50
Relinquished by (Name/CO):	Signature:	Date/Time:	Received By (Name/CO):	Signature:	Date/Time:

Sample Type: G=Grab C=Composite Matrix Codes: A=Air GW=Groundwater SE=Sediment SO=Soil SW=Surface Water W=Water (blanks) M=Material O=Other (specify)



IEH
Laboratories &
Consulting Group

CERTIFICATE OF ANALYSIS

Herrera
Contact: Rob Zisette
200 6th Ave
Seattle, WA 98121

Phone: 206 441 9080 Fax: 206 441 9108

IEH Laboratories & Consulting Group
IEH Analytical Laboratories
3927 Aurora Avenue North
Seattle, WA 98103
Phone: (206) 632-2715 Fax: (206) 632-2417
www.iehinc.com

TRADE SECRET / CONFIDENTIAL COMMERCIAL INFORMATION

WO: 1712573			Samples Received: 3/30/2020	Report Date: 4/16/2020	Report No: IAL-13301
Lab Sample ID	Client Sample ID	TP (mg/L)			
1712573-37894	Site 3	0.041			
1712573-37895	Site 5	0.068			
1712573-37896	Site 6	0.006			
1712573-37897	Site 7	0.072			
1712573-37898	Site 8B	0.035			
1712573-37899	Site 8C	0.031			
1712573-37900	Site 8D	0.033			
1712573-37901	Site 9B	0.030			
1712573-37902	Site 11	0.037			

Test Method: TP = Total Phosphorus Automated Ascorbic Acid EPA 365.1

UNLESS OTHERWISE NOTED, ALL SAMPLES WERE RECEIVED IN ACCEPTABLE CONDITION. THE RESULT(S) IN THIS REPORT RELATE ONLY TO THE PORTION OF THE SAMPLE(S) TESTED. THIS REPORT DOES NOT CONSTITUTE A RELEASE OF PRODUCT FOR CONSUMPTION. THIS REPORT SHALL NOT BE REPRODUCED EXCEPT IN FULL, WITHOUT WRITTEN APPROVAL OF THE LABORATORY. THIS DOCUMENT CONTAINS CONFIDENTIAL COMMERCIAL INFORMATION PURSUANT TO 5 U.S.C. SEC. 552(b)(4).

Authorized Analyst: Zach Gottschalk



World's Only ISO 17025 Accredited MST Laboratory



Source Molecular Corporation
15280 NW 79th Court, Ste. 107
Miami Lakes, FL 33016
(786) 220-0379
laustria@sourcemolecular.com

INVOICE

BILL TO

Herrera Environmental
Consultants, Inc.
Attention: Accounting
2200 Sixth Avenue, Suite 1100
Seattle, WA 98121

INVOICE # 15675
DATE 04/08/2020
DUE DATE 04/08/2020
TERMS Due on receipt

Table with 4 columns: DESCRIPTION, QTY, RATE, AMOUNT. Row 1: Human Bacteroidetes ID (tm) - DNA test of the fecal Bacteroidetes Human Gene Biomarker for the samples received on 03/25/2020, 9, 269.75, 2,427.75

- Client Reference:
Site 3
Site 5
Site 6
Site 7
Site 8B
Site 8C
Site 8D
Site 9B
Site 11

BALANCE DUE \$2,427.75

Table with 4 columns: Vendor No, Invoice No, Project No, Task No, Entered By, Received Date, Invoice Date, GL Account, Entered Date. Values include 03703, 15675, 15-06161-002, 001, EA, 4.8.20, 4.8.20, 5573.00, 4.9.20

Invoice Number 6-995-16048	Invoice Date Apr 24, 2020	Account Number 1205-4595-7	Page 2 of 5
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FedEx Express Shipment Summary By Payor Type

FedEx Express Shipment Detail By Payor Type (Original)

Ship Date: Mar 30, 2020
Cust. Ref.: NO REFERENCE INFORMATION
Ref.#2: *equip. Power*
Payor: Shipper
Ref.#3:

- The Earned Discount for this ship date has been calculated based on a revenue threshold of \$10075.50
- Fuel Surcharge - FedEx has applied a fuel surcharge of 2.25% to this shipment.
- Distance Based Pricing, Zone 8

Automation	AWB	Sender	Recipient	
Tracking ID	875353748727	MARNE COLMAN	MARUIKO LARENAS	
Service Type	FedEx Standard Overnight	HERRERA ENVIRONMENTAL CONSULT	SOURCE MOLECULAR	
Package Type	Customer Packaging	2200 6TH AVE STE 1100	15280 NW 79TH CT STE 107	
Zone	08	SEATTLE WA 98121-1867 US	HIALEAH FL 33016 US	
Packages	1			
Rated Weight	25.0 lbs, 11.3 kgs	Transportation Charge		238.03
Delivered	Mar 31, 2020 10:08	Earned Discount		-45.23
Svc Area	A1	Fuel Surcharge		4.72
Signed by	G DOUGLAS	Additional Handling Charge - Package		13.00
FedEx Use	009055928/1415/_	Courier Pickup Charge		4.00
		Total Charge	USD	\$214.52

FedEx® Billing Online

FedEx Billing Online allows you to efficiently manage and pay your FedEx invoices online. It's free, easy and secure. FedEx Billing Online helps you streamline your billing process. With all your FedEx shipping information available in one secure online location, you never have to worry about misplacing a paper invoice or sifting through reams of paper to find information for past shipments. Go to fedex.com to sign up today!

