



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Meeting
Monday, September 15, 2025 • 6:15 pm
7514 Cattail LN SW, Olympia, WA 98512

Attendance via Zoom audio is preferred. Contact [info@blacklakespecialdistrict](mailto:info@blacklakespecialdistrict.org) for instructions.

Participants from the public will be muted by the Zoom host. Participants will be unmuted during the agenda item titled “Public Communication”.

AGENDA:

1. Call to Order
2. Roll Call
 - a. Present
 - i. Lake Stintzi
 - ii. Kirk Vanlandeghen
 - iii. Cory Freeborn
3. Approval of Agenda
4. Approval of Consent Agenda
 - a. August 18, 2025 Minutes
 - b. Financials
 - c. Payment Transmittal and Invoices

(Funds) Voucher (Warrant)	Total
Invoice #1-5	\$17,425.53
5. Old Business
 - a. Newsletter final
 - b. 8/23 E-mail from Carols Herrera and accompanying RFP draft for Vegetation Management Plan
 - c. Current lake weed conditions and possible need for second treatment
6. New Business
 - a. Motion to approve Treasurer fee for 2025 of 1% of collections: \$2058.74
 - b. Information item – submission schedule for 2026 assessments
7. Items from the Floor
8. Public Communication – *Limit of 3 minutes per person. Zoom host will provide warning when 30 seconds remain. Meeting minutes will only reflect the name of the person speaking.
9. Adjournment of Public Meeting

Next Meeting: October 20, 2025



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Meeting
Monday, August 18, 2025 • 6:15 pm

ACTION ITEMS:

- Lake will review the contract threshold for public notice obligations.
- Cory will reach out to NW Aquatics to schedule special meeting in the fall.
- Cory will request sonar maps from NW Aquatics to evaluate before-and-after conditions.
- Cory will gather resident feedback on current weed conditions.
- Lake will contact the Department of Ecology for more historical data.

MINUTES:

1. Call to Order – **Chair Stintzi called the meeting to order at 615 pm.**
2. Roll Call
 - a. Lake Stintzi – Present
 - b. Kirk Vanlandeghen – Present
 - c. Cory Freeborn - Present
3. Approval of Agenda – **It was moved, seconded, and unanimously passed to approve the agenda as presented.**
4. Approval of Consent Agenda – **It was moved, seconded, and unanimously passed to approve the consent agenda.**
 - a. July 28, 2025 Minutes
 - b. Financials – **It was moved, seconded, and unanimously passed to approve the financials as presented.**
 - c. Payment Transmittal and Invoices

(Funds) Voucher (Warrant)	Total
Invoice #1	\$2500

5. Old Business
 - a. Website
 - i. Lake updated the website by removing outdated content and adding a link for residents to report algae bloom concerns to Thurston County.
 - ii. A link to Thurston County Lake Advisories was also added.
 - iii. Recent water sample analysis confirmed no harmful results.
 - b. Newsletter
 - i. Lake proposed presenting a final edited version of the newsletter at the next meeting. It will include:
 - Questionnaire links
 - Graphics
 - Development maps
 - ii. Intended recipients: parcel owners, county commissioners, Environmental Health, Road Services, and Department of Ecology.
 - iii. Kirk suggested including Ecology in the mailing list.



BLACK LAKE SPECIAL DISTRICT

6. New Business

- a. Outline for Vegetation Management Plan prepared by Carlos Herrera (attached) and next steps
 - i. Carlos confirmed that he followed county procurement guidelines but recommended a simplified RFP format, in line with state auditor requirements.
 - ii. *Lake will review the contract threshold for public notice obligations.*
 - iii. The board discussed limiting RFP distribution to 4–6 firms with a justification for that approach.
 - iv. *OrgSupport will provide word processing support for the RFP for the Vegetation Management Plan.*
 - v. Kirk suggested requiring site preview responsibilities in the RFP.
 - vi. Carlos will draft the RFP and highlight areas where the board needs to provide input.
 - vii. The target timeline is to release the RFP in late fall and apply for a vegetation management plan grant by December for a spring 2026 implementation.
 - viii. Cory proposed forming a committee with Kirk and including Carlos as an advisor (eligible for reimbursement).
- b. Water Residence Testing and Floridone Implementation for 2026
 - i. Cory reported that NW Aquatics conducted sonar mapping post-treatment.
 - ii. Cory proposed inviting Kyle and Steve from NW Aquatics to a board meeting to discuss treatment effectiveness, Floridone options, and application methods.
 - iii. *Cory will reach out to NW Aquatics to schedule a special meeting in the fall, potentially hosted at his home.*
- c. Current lake weed conditions and possible need for second treatment
 - i. Kirk supported a second treatment in the same areas.
 - ii. Cory will gather resident feedback on current weed conditions.
 - iii. Lake noted that herbicide effectiveness declines after mid-September.
 - iv. *Cory will request sonar maps from NW Aquatics to evaluate before-and-after conditions.*
- d. Overview of Aquatic Herbicide Permit
 - i. Lake shared a link to Department of Ecology source documents.
 - ii. Plans to publish this information on the website.
 - iii. Kirk suggested the RFP should include up to five years of permit data and lake levels.
 - iv. Lake currently holds three years of annual reports. *Lake will contact the Department of Ecology for more historical data.*

7. Items from the Floor - No additional items were presented.

8. Public Communication – *Limit of 3 minutes per person. Zoom host will provide warning when 30 seconds remain. Meeting minutes will only reflect the name of the person speaking.

- a. Fran Clifton

9. Adjournment of Public Meeting – **With no further business, Chair Stintzi adjourned the meeting at 7:38 pm.**

Next Meeting: September 15, 2025

Black Lake Special District Statement of Income and Expense

Cash Basis

January through August 2025

	Jan - Aug 25
Ordinary Income/Expense	
Income	
Rates & Charges	139,647.24
Total Income	139,647.24
Gross Profit	139,647.24
Expense	
Contract Services	
Non-recurring Contract Services	1,947.40
Recurring Contract Services	12,500.00
Total Contract Services	14,447.40
Operations	
Postage, Mailing Service	0.69
Technology & Online Services	934.17
Total Operations	934.86
Other Types of Expenses	
Interest Expense - General	23,596.94
Other Expenses	5.00
Total Other Types of Expenses	23,601.94
Total Expense	38,984.20
Net Ordinary Income	100,663.04
Other Income/Expense	
Other Income	
Interest Income	6,929.24
Total Other Income	6,929.24
Net Other Income	6,929.24
Net Income	107,592.28

Black Lake Special District
Financial Position Prev Year Comparison
As of August 31, 2025

Cash Basis

	<u>Aug 31, 25</u>	<u>Aug 31, 24</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Black Lake Guarantee #6355	80,000.00	60,000.00	20,000.00	33.3%
OlyFed Checking	40,355.89	0.00	40,355.89	100.0%
Thurston County Treasurer	237,146.78	239,237.01	-2,090.23	-0.9%
Total Checking/Savings	<u>357,502.67</u>	<u>299,237.01</u>	<u>58,265.66</u>	<u>19.5%</u>
Total Current Assets	<u>357,502.67</u>	<u>299,237.01</u>	<u>58,265.66</u>	<u>19.5%</u>
TOTAL ASSETS	<u>357,502.67</u>	<u>299,237.01</u>	<u>58,265.66</u>	<u>19.5%</u>
LIABILITIES & EQUITY	357,502.67	299,237.01	58,265.66	19.5%

**BLACK LAKE SPECIAL DISTRICT**

120 STATE AVENUE NE, #303
 OLYMPIA, WA 98501
 INFO@BLACKLAKESPECIALDISTRICT.ORG

OLYMPIA FEDERAL SAVINGS

421 CAPITOL WAY S
 OLYMPIA, WA 98501
 1-7082/3251

1002**DATE**

10/1/2025

**PAY TO THE
 ORDER OF**

OrgSupport

\$

**2,500.00

Two Thousand Five Hundred and 00/100*****

DOLLARS

OrgSupport
 Craig Ottavelli
 120 State Ave NE #303
 Olympia, WA 98501

John H. Harty

MEMO

Invoice 5672

**OrgSupport**

120 State Avenue NE, #303
Olympia, WA 98501

Invoice

Date	Invoice #
10/1/2025	5672

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
		Total	\$2,500.00



**JEFF GADMAN
TREASURER**

3000 Pacific Ave SE, Olympia, Washington 98501-2043 • 360-786-5550 • FAX 360-754-4683
Web: www.thurstoncountywa.gov/treasurer Email: trs@co.thurston.wa.us

DATE: September 8, 2025
TO: Lake Stintzi, Black Lake Special District
EMAIL: Info@BlackLakeSpecialDistrict.org lake@blacklakespecialdistrict.org
FROM: Suzette Smith, Accountant
RE: 2025 - Annual Administration Fee –

The Treasurer's annual administration fee for the 2025 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 2025 is \$205,873.66.

**2025 Annual Administration Fee \$2,058.74
Due September 29, 2025**

Please sign below to authorize the Treasurer to deduct this amount from your fund effective September 29, 2025.

If you have questions, please contact me at 360-786-5547.

I authorize Thurston County Treasurer to process the following JE

Fund: 63540000
Object: 5894000
Debit Amount: \$2,058.74

Signed _____

Credit:
0010.220.R000.U08.3414200.0000.01
Credit Amount: \$2,058.74

Northwest Aquatic Management, LLC
 2825 Milton Way, #1750
 Milton, WA 98354
 +13608902854
 info@nwaqua.com



INVOICE

BILL TO

Black Lake Special District
 Attn: Lake Stinzi
 2637 12th Ct SW
 Olympia, WA 98502
 United States

INVOICE # 1611

DATE 08/18/2025

DUE DATE 09/17/2025

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Annual / Yearly Permit Fee Annual / Yearly Permit Fee paid to Washington State Department of Ecology. This fee keeps the permit active. Renews July 1st - ASSUMING BLSD PAYS THIS OUT OF THEIR OFFICE	0	675.00	0.00
Project Administration - Pre - Treatment Administrative work before the treatment has occurred, including required Business / Residential Notice, 10-42 days prior to treatment per Department of Ecology - IN CONJUNCTION WITH BLSD	6	135.00	810.00
Pre-Treatment Survey Survey performed before treatment to confirm vegetation and areas for treatment - June 25, 2025	1	950.00	950.00
Mobilization - Treatment Mobilizing to get to and from the Treatment Area - ONE TREATMENT	1	175.00	175.00
Shoreline Notification Materials - Small Cost to produce the Shoreline Notification Materials - ONE TREATMENT	110	0.75	82.50
Shoreline Notification Materials - Large Cost to produce the Shoreline Notification Materials - Per Sign - ONE TREATMENT	3	45.00	135.00
Labor, Crew, and Equipment - Shoreline Notifications Cost incurred to set the Shoreline Notifications on day of Treatment - ONE TREATMENT	5	165.00	825.00
Herbicide Application Acquiring and application of herbicide for treatment of SUBMERGED VEGETATION - Per Acre - TREATMENT #1 - July 25, 2025 - Diquat/Aquathol/Flumigard - Contact	16	435.00	6,960.00
Herbicide Application Acquiring and application of herbicide for treatment of SUBMERGED VEGETATION - Per Acre - TREATMENT #2 - DID NOT OCCUR	0	475.00	0.00

ACTIVITY	QTY	RATE	AMOUNT
Herbicide Application Acquiring and application of herbicide for treatment of LILY PADS - Per Acre	4	415.00	1,660.00
Project Administration - Post - Treatment Administrative work after the treatment occurred.	4	135.00	540.00
Post-Treatment Survey Survey to observe the results of the Herbicide Applications throughout the year - IF REQUESTED/REQUIRED	0	400.00	0.00
Annual Report Electronic Annual Report - Per Hour - IF REQUESTED/REQUIRED	0	162.50	0.00

Thank you for choosing Northwest Aquatic Management.
Please do not hesitate to call if you have any questions.

SUBTOTAL	12,137.50
TAX (0)	0.00
TOTAL	12,137.50
BALANCE DUE	\$12,137.50

Mail Date: 8/19/2025



PERMIT NUMBER: WAG994245
BLACK LAKE SPECIAL DISTRICT
BLACK LAKE

FY 2026 Fee Invoice

Water Quality Program

Aquatic Pest Control Permits

Responsible Party

LAKE STINZI
120 STATE AVENUE NE#3
OLYMPIA, WA98501

FY 2026 Fee Amount	\$530.00
FY 2026 Invoiced Amount	\$530.00
Total Due	\$530.00

Invoice Number	Mail Date	Billed	Paid	Due	Due Date
26-WAG994245-1	08/19/2025	\$530.00	\$0.00	\$530.00	10/03/2025

This invoice covers Fiscal Year 2026 (July 1, 2025 through June 30, 2026).

Please send check or money order in US currency payable to WASHINGTON STATE DEPARTMENT OF ECOLOGY (DO NOT SEND CASH)		Mail the payment with the payment voucher / coupon to: Washington State Department of Ecology Cashiering Unit PO BOX 47611 Olympia, WA 98504-7611
You can pay via credit card (convenience fees apply) or echeck at https://apps.ecology.wa.gov/ecepay/ Questions? Direct questions regarding the permit fee assessment to the Water Quality Fee Unit at (800) 633-6193 /Option 2 or via email at wqfeeunit@ecy.wa.gov		

-----Detach and return this payment voucher with your check or money order.-----

Water Quality Program

Aquatic Pest Control Permits

Invoice	26-WAG994245-1
Black Lake	

Total Amount Due	\$530.00
Coding	176-WWD-02-86-000196

Billing Contact

ATTN: LAKE STINTZI
BLACK LAKE SPECIAL DISTRICT
120 STATE AVENUE NE#3
OLYMPIA, WA98501

Mail payment to

Washington State Department of Ecology
Cashiering Unit
PO BOX 47611
Olympia, WA 98504-7611

You have a right to appeal this action. The appeal process is governed by Chapter 173-224-100 WAC. To appeal, you must do the following:

- Submit your appeal to the Water Quality Fee Unit no later than the fiscal year's first billing due date.
- State the reason(s) you believe the Department's determination is contrary to the requirements of Chapter 90.48.465 RCW and the specific actions you request that are consistent with those requirements.

Black Lake Special District Newsletter – 2025

Hello! We are sending this newsletter to the 700+ parcel owners within the district. We hope you find it informative. The district governing board meets via Zoom each month, on the third Monday of the month at 6:15pm. The meeting is open to the public and instructions for access can be requested via email (info@Blacklakespeicaldistrict.org) or telephone (360-867-8814). We would like your feedback on how we are doing and any changes you wish us to make. Instructions for an online survey are provided at the end of this newsletter.

Sincerely,

Board Members – Lake Stintzi
Kirk Van Landeghen
Cory Freeborn

Efforts to Maintain/Improve Quality

The district invested heavily in the Alum Treatment of 2021. The treatment has stopped algae blooms and improved water clarity. To maintain these conditions, efforts must be continued to reduce nutrient input to the lake.

Pollution Identification and Correction

In 2021, the district completed a pollution survey of the lake and input streams. Three streams were found to be discharging septic effluent into the lake. This information was immediately provided to Thurston County. The county secured grant funding from the Department of Ecology and initiated a project to identify and correct any sources of pollution. The project scope was not limited to the lakefront but encompassed all parcels near streams which flow into the lake.

At the midpoint of the project, over 500 site visits had been completed by the county and over 200 septic systems had overdue maintenance performed. Work is continuing through this year.

The district plans to repeat pollution surveys every three to five years.

Reduce/Stop Using Lawn Fertilizers

Lawn fertilizers should be limited as much as possible on lakefront lots or properties close to streams entering the lake. If used, select a fertilizer with no phosphorous or potash to help minimize future algae blooms in the lake.

Leave Undeveloped Shoreline in Natural State

When improving landscape close to the lake or streams, consider leaving a ten- to twenty-foot-wide border from the lake or stream in natural plants. These plants will help reduce nutrient runoff into the lake.

Septic System Maintenance

Please follow the recommended maintenance for your system. For newer, complex systems, the county will designate inspection and pumping requirements. For older systems, pumping tanks every three to five years is recommended. Please address problems with your system as soon as possible.

Vegetation Management Plan

The district is working toward issuing a contract for a new Vegetation Management Plan. Our last plan was completed in 2012 before the district formation. A great deal has changed and a scientific review will be beneficial to advise on the best direction(s) for improving the lake.

Maintenance of Black Lake Ditch

The Black Lake Ditch is the principal water outflow for Black Lake. The ditch begins at the Black Lake Belmore Bridge and flows north to Percival Creek. Outflow to the south through the Black River has stopped due to vegetation growth and beaver activity. Because the lands and waters south of the lake are now part of a national wildlife refuge, alterations to improve flow are not possible.

Water flow through the ditch is frequently reduced by beaver dams. The presence of dams can increase lake levels as much as four feet. Thurston County Road Services has resumed clearing the dams from the Black Lake Belmore Bridge to the City of Olympia boundary.

Herbicide Applications

The district applies herbicides to approximately 20 acres of the lake each year. The herbicide types, concentrations and timing are regulated by the Department of Ecology. Applicators must be licensed by the Department of Agriculture. The treatments are conducted along the shorelines, in front of developed properties where plant growth is impeding recreational uses. More expansive treatments are not desired. Plants contribute oxygen to the water which improves water quality and wildlife habitat. By regulation, most herbicides must be applied after July 15 of each year.

The district notifies Thurston County Environmental Health in advance of all herbicide activities including planned treatment areas, residential notices and shoreline signage.

Meeting with County Commissioner Wayne Fournier

Last year the district board met with Wayne Fournier, County Commissioner for the newly formed District 4. We provide Mr. Fournier with an overview of the district and our activities. We encouraged the Commissioner to contact us if questions or problems arise. At the meeting we requested help with maintaining the Black Lake Ditch. At this time, maintenance of the ditch has been resolved by county staff.

Connecting with Other Lakes and WALPA Participation

The district regularly shares information with other lake organizations. We also attend workshops presented by the Washington Lake Protection Association.

Yellow Flag Iris

The Yellow Flag Iris continues to spread along our shorelines and streams. The plant is not native to this area. This plant forms dense mats which can crowd out native vegetation and reduce flow in streams. The sap from this plant is poisonous to humans. We encourage you to remove this plant should you find it on your property. We recommend manual/mechanical methods to remove the plant.

Hand pulling is effective when controlling small patches of yellow flag iris. Complete manual control before plants begin producing seed pods to avoid seed dispersal. Use a hand tool to help remove all rhizomes. Do not put in compost or natural areas. Place plant material in sealed bags and dispose of in garbage. Monitor area and follow up with control as needed.



New Housing Development – Vista Views at Black Lake

Vista Views is a 184-home project being developed north of 58th Lane SW and east of Black Lake Belmore Road. The project is within Tumwater's Urban Growth Area and covers 54 acres. The district has no official role in land development. We did review the various submissions to the City of Tumwater and the Department of Ecology and believe there should be no impact on the waters of Black Lake.

Vista Views will be approximately 1,700 feet from the lake shore. Sewer service will be provided to the development. A comprehensive storm water catchment area is planned within the project boundaries.



District Resident Survey

Please take a moment to scan the QR code below and complete the District Resident Survey.




RFP draft

From Carlos Herrera <cherrera@herrerainc.com>

Date Sat 8/23/2025 1:34 PM

To Black Lake Special District <info@blacklakespecialdistrict.org>; Lake Stintzi <lake@blacklakespecialdistrict.org>; Cory Freeborn <cory@blacklakespecialdistrict.org>; Kirk Vanlandeghen <kirk@blacklakespecialdistrict.org>

Cc Cory Freeborn <cory.freeborn86@gmail.com>; Kirk Vanlandeghen <kirkvanl@gmail.com>

 1 attachment (28 KB)

Black Lake Aquatic vegetation management plan, 8-23-25 draft.docx;

Attached please find a draft of the RFP. I think it's actually pretty close to what's needed. Please review and let me know if you have any edits or comments.

Areas where you need to provide some text is shown in red.

Please pay special attention to the proposed schedule for this procurement. In order to get someone under contract by December 1, this RFP needs to be completed and hit the streets by mid September. You'll need to be able to review and rank the proposals during the last two weeks of October, and negotiate and finalize the scope of work and contract in November.

Let me know if you'd like to meet to go over the draft RFP.

Carlos

Request for Proposal (Draft)

Black Lake Integrated Aquatic Vegetation Management Plan (IAVMP) Development

Section 1.0 Introduction

The Black Lake Special District (BLSD) is seeking a qualified lake management contractor to develop an IAVMP specific to the needs of Black Lake.

Black Lake is.....**please insert description of lake.**

The Black Lake Special District is....**please insert description of special district.**

This project is a formal competitive procurement. It is open to all contractors that meet the minimum qualifications. A notice of the project will be published in the Daily Journal Of Commerce. This solicitation document is available on the BLSD website

<https://blacklakespecialdistrict.org/> In addition, BLSD has notified the following firms of this procurement:

RFP Recipients:

- SWCA Environmental Consultants
- Anchor QEA
- AquaTechnex, LLC
- Aquatic Insight, LLC
- Herrera Environmental
- Tetra Tech

1.1 Purpose

Excessive aquatic plant growth has increased over the past few years and may be impacting lake residents and visitors from enjoying the beneficial uses of the lake. The BLSD is seeking a contractor to develop a long term control plan for controlling excessive aquatic plant growth and providing technical advice and oversight in the implementation of the plan. The goal is to have the plan completed by December 2026.

1.2 Qualifications

The contractor must have the following minimum qualifications:

- A. Current licenses and insurance.
- B. Proven experience and expertise in developing IAVMPs (a minimum of 3 IAVMPs) in Western Washington or Oregon.
- C. Experience and expertise in the surveying and mapping of aquatic vegetation including invasive and nuisance aquatic species.

- D. Knowledge and expertise in the components of an IAVMP that meets the requirements of Washington State Department of Ecology and are consistent with “A Citizen’s Guide for Developing Integrated Aquatic Vegetation Management Plans”.
- E. Knowledge and expertise in physical, mechanical, and chemical controls of aquatic vegetation.
- F. Knowledge and skills to develop and lead a public involvement process to engage lake residents and users in the development and implementation of the IAVMP.

Section 2.0 Services Requested

The contractor shall provide all the management, labor, materials, equipment and any other items necessary to complete the following.

2.1 Aquatic Plant Survey and Mapping

The lake-wide survey(s) shall focus on methods that detect existing native, non-native, and invasive aquatic plants, in addition to substrate type. The following list describes the general aquatic plant survey/bathymetry tasks that the Contractor is expected to incorporate into their approach:

- Survey work to be performed during peak growing season (Summer 2026).
- Rapid boat survey(s) along the shoreline and areas where aquatic vegetation occurs.
- A point intercept method that assesses the current plant community.
- Sample and identification of relative aquatic plant species density, composition, and distribution along transects covering the vegetated areas of the lake.
- Observed plant density utilizing a rake fullness rating.
- Identification of all plants to the lowest practicable taxonomic level.
- Delineation of the extent of each observed plant population showing extent and presence/absence of species, plotted and recorded by mobile GPS.
- GPS data to be converted to Geographic Information System (GIS) files representing plant species communities across the lake.
- Detailed bathymetric mapping: plant biovolume, water depth, sediment type, and bottom hardness.
- A comprehensive report outlining the survey results.

2.2 Assist with submitting Grant Application to Department of Ecology

BLSD would like to submit a grant application to the Department of Ecology for funding and/or implementation of the Black Lake Aquatic Vegetation Plan. The contractor shall assist BLSD in preparing and submitting the grant application. Due to the timing of this RFP, it is expected that the grant application would be prepared between October 2026 and

December 2026 for the 2027 funding cycle. However, BLSD would like to consider submitting a grant application by December 2025 for the 2026 funding cycle. Proposers in their proposal should address whether this is feasible given the timing of this RFP.

2.3 Technical Assistance and oversight of 2026 Herbicide application

BLSD is expecting to conduct a herbicide application in 2026 prior to completion of the aquatic vegetation plan. BLSD requires on-call technical assistance for the 2026 herbicide application including:

- Selection of a herbicide applicator.
- Review and approval of the applicator's plan including proposed chemicals, application rates, areas to be treated, and application schedule.
- Oversight of the herbicide application.

2.4 Develop the Black Lake Integrated Aquatic Vegetation Management Plan (IAVMP)

The Black Lake IAVMP shall be created using A Citizen's Manual for Developing Integrated Aquatic Vegetation Management Plans as guidance for its development. The IAVMP at a minimum shall include:

- The results of the aquatic plant survey (2.1 above).
- An evaluation of the beneficial uses and delineation of beneficial use areas impacted by aquatic vegetation
- A public involvement process in the development and implementation of the plan
- An evaluation of control methods (chemical, physical, and mechanical) specific to Black Lake including effectiveness, cost, and environmental impacts.
- Recommendation of an integrated control approach and action plan specific to Black Lake including levels of control and control intensity, permitting requirements, funding, monitoring, and public notification/involvement.

The IAVMP should be completed by December 31, 2026.

2.5 On-call Technical Assistance for plan implementation

Ongoing on-call assistance with plan implementation including, but not limited to selection and oversight of plan contactors, monitoring, public involvement, mapping, sampling, etc.

2.6 Contract Period and Budget

The contract period for this solicitation is expected to be from December 1, 2025 until September 30, 2026. Contract extensions may be granted for continuing on-call services.

The contracted budget is expected to be between \$70,000 and \$100,000.

2.5 Compensation

Compensation shall be based on labor and materials at negotiated labor rates with a not-to-exceed total by task.

Section 3.0 Procurement, Schedule and General Requirements

3.1 Procurement Process

RFP submittals must be received electronically via email to **please insert the email address of who you'd like to receive the proposals** no later than 5:00 PM, Pacific Standard Time, October 15, 2025. Upon receipt of your documents, BLSD will send a confirmation email. No hard copy proposals will be accepted. If the file size is too large to send via email, please coordinate with **insert name and email** to submit electronically some other way.

3.2 Questions Regarding RFP

Questions or requests for clarification regarding this RFP shall be directed to **insert name and email**. Questions must be received in writing no later than 5:00 PM, Pacific Standard Time, September 29, 2025. Questions will be answered via email and posted on the BLSD website.

3.3 Proposed Selection Process Schedule

- Request for Proposals (RFP) Notice September 15, 2025
- Clarifying Questions Due September 29, 2025
- RFP Submittals Due October 15, 2025
- Successful Firm Notified November 1, 2025
- Contract negotiated and finalized December 1, 2025

3.4 Proposal Preparation Costs

BLSD shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

3.5 Rejection of Proposals and General Requirements

BLSD reserves the right to reject any or all proposals if determined to be in the best interest of BLSD, and to accept or reject immaterial defects or minor irregularities in any submittal.

The following terms and conditions apply to all proposals to provide services to BLSD:

A. BLSD expressly reserves the following rights: a) To reject any and/or all irregularities in the proposals submitted. b) To reject any or all proposals or portions thereof. c) To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances. d) To make the award to any vendor or combination of vendors whose proposal(s), in the opinion of BLSD, is in the best interest of BLSD.

B. In the event negotiations are not completed with the top-ranked consultant team, negotiations may proceed with the next most qualified team or teams.

C. Any proposal or modification received after the hour and date specified will not be accepted. Receipt time is deemed to be the email's receipt as logged by BLSD email system.

D. All documents, reports, proposals, submittals, working papers, or other materials prepared by the consultant pursuant to this proposal shall become the sole and exclusive property of BLSD, and the public domain, and not the property of the consultant. The consultant shall not copyright, or cause to be copyrighted, any portion of said items submitted to BLSD because of this solicitation.

E. Insurance - The consultant shall procure and maintain insurance as outlined below for the duration of this Agreement. Any Commercial General Liability and Automobile Liability insurance policies obtained shall be underwritten by insurance companies which have an A.M. Best's rating of A VII or better, licensed to do business in the State of Washington. Liability insurance policies shall specifically name BLSD, its elected or appointed officials, officers, employees and volunteers as Primary-Non-Contributory Additional Insureds of said policies.

The Contractor shall not begin work under the Agreement until all required insurance has been obtained and until such insurances have been received by BLSD. The consultant shall file with BLSD a certificate of insurance evidencing that the policies are in force. The certificate shall be accompanied by policy endorsements as are necessary to comply with these requirements.

The types and limits of insurance are as follows:

The Contractor shall be responsible for maintaining, during the term of this Agreement, and, at its sole cost and expense, the types of insurance coverages and in the amounts described below. The Contractor shall furnish evidence, satisfactory to the City, of all such

policies. During the term hereof, the Contractor shall take out and maintain in full force and effect the following insurance policies.

The minimum insurance types and limits are as follows:

- COMMERCIAL GENERAL LIABILITY-Comprehensive Form \$1,000,000 per occurrence liability/\$2,000,000 annual aggregate, coverage to include Premise and Operations Liability Blanket Contractual Product and Completed Operations Liability Stop Gap Liability - \$1,000,000/\$1,000,000/\$1,000,000
- AUTOMOBILE LIABILITY \$1,000,000 per accident bodily injury and property damage liability, including any owned, hired or nonowned automobile
- ERRORS AND OMISSIONS \$1,000,000 per occurrence liability
- PROFESSIONAL LIABILITY, ERRORS & OMISSIONS \$1,000,000 per occurrence, and in the aggregate
- WORKER'S COMPENSATION Employees of Contractor and subcontractors are to be insured under Washington State Industrial Insurance.

The above policy limits may be obtained through the use of excess liability (umbrella) insurance. Contractor must obtain a Certificate of Insurance that complies with the requirements above. Failure of the Contractor to fully comply with the requirements regarding insurance will be considered a material breach of contract and shall be cause for immediate termination of this Agreement at the sole discretion of BLSD.

F. Addenda. If at any time BLSD changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, BLSD will issue a written addendum to the RFP and post on the BLSD website. It is the Proposer's responsibility to check for addenda and other new documents online.

Section 4.0 Proposal and Submission Requirements

Submittals shall not exceed fifteen (15) pages. The front cover, back cover, a one-page cover letter, references, resumes, and any appendices do not count toward the fifteen (15) page limit. Copies of past project examples are encouraged as part of a submission and do not count toward the fifteen (15) page limit.

All proposal responses should address the following:

1. Definition of the Project. Indicate your understanding of the project objectives.
2. Project scope and approach. Describe how the project will be managed, implemented, and conducted to accomplish the objectives and requirements outlined in this request. Describe the scope of work necessary to accomplish the project.

3. Team Organization. Describe how the project team will be organized to facilitate effective management and implementation.

4. Qualifications and Experience: Provide a summary of company and project team qualifications related to the project objectives. Describe examples of experience pertinent to the project.

5. Schedule and Cost: Provide an itemized cost estimate (individual hours, hourly cost and materials cost) based on the Tasks described in services requested section and the project scope and approach section of your proposal.

6. References: Provide a minimum of three (3) client references of projects of similar size in western Washington or Oregon which have been delivered over the past five (5) years. Provide a contact person, telephone number, and email address for each reference customer.

Section 5.0 Evaluation and Selection

To assist in selection, the RFP submittals will be scored and ranked per the criteria below, for a total of 100 points:

- Qualifications and Experience, 25 points
- Past Performance, 15 points
- Key personnel, 15 points
- Approach, 30 points
- Cost, 15 points

Final selection will be based on quality and thoroughness of submitted materials, and responses from references. BLSD reserves the right to call top ranked submitters for interviews if necessary at it's sole discretion.



JEFF GADMAN TREASURER

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September 8, 2025

To: Special Assessment Districts

We are preparing the combined property tax statements for the year 2026. This combined statement includes both taxes and other charges - your assessments. Because the combined statement includes property taxes, it is imperative that they are mailed timely. To assure that your assessments will be included on the statement, please meet the dates below for submission of your file:

November 14, 2025	District text file due to Treasurer's office
November 24 - 26, 2025	Treasurer's office runs test load and reports exceptions to the District (Submit any corrections as soon as possible please)
December 12, 2025	Last day for District to submit any changes or corrections
January 2, 2026	Treasurer adds special assessment to the ASCEND system for billing & collection purposes

Please remember to remove or adjust the assessment charge based on your district's rules for any properties with exemptions or belonging to a Homeowner Association before submitting the files. DO NOT SIMPLY SEND LAST YEAR'S FILE.

If you plan on assistance from either Thurston County Central Services or the Thurston Geodata center, we suggest that you contact them prior to the November 14th deadline.

Our office is responsible for collecting and disbursing the special assessment charges based on what you determine needs to be collected. While we do coordinate the billing, we cannot assist you with determining which parcels should be included in your roll.

If you are unable to submit your files to us by the above dates, please let us know immediately. We cannot guarantee including your charges on the main tax statement if you miss these dates.

Please contact us if you have any questions.

Sincerely,

Suzette Smith
Accountant
360-786-5547
suzette.smith@co.thurston.wa.us