



BLACK LAKE SPECIAL DISTRICT

Thursday, July 17, 2014 • 5:30 pm • [1520-A Irving St](#), Tumwater

AGENDA

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes
 - Attachments: June 19, 2014 Regular Meeting Minutes*
 - July 3, 2014 Work Session Meeting Minutes*
4. Commissioner Bond Cost Reimbursement
 - Attachments: Draft Resolution #14-06*
5. Permanent Dwelling
 - Attachments: Draft Resolution #14-07*
6. Lake Harvesting
 - Attachments: Northwest Aquatic Management, LLC Contract*
7. Warrant Requests
 - Attachments: OrgSupport Invoice #706*
 - Bean, Gentry, Wheeler & Peternell., PLLC Invoices #21367, #21905*
8. Reports and Referrals
9. 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.*
10. Adjournment

Next Meetings:

Work Session, Thursday, August 7, 2014, 5:30 pm (OrgSupport office)

Regular Meeting, Thursday, August 21, 5:30pm (OrgSupport office)



BLACK LAKE SPECIAL DISTRICT

Thursday, June 19, 2014 • 5:30 pm • [1520-A Irving St](#), Tumwater

MINUTES

1. Roll Call

Commissioner Stintzi called the meeting to order at 6:45pm.

Present: Lake Stintzi
John Henkle
Vernon Bonfield

2. Approval of Agenda

Commissioner Henkle moved approval of the agenda as amended, second by Commissioner Bonfield; passed unanimously.

3. Public Communication – None.

(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. Approval of Minutes

*Attachments: May 15, 2014 Regular Meeting Minutes
June 5, 2014 Work Session Meeting Minutes*

Commissioner Henkle moved approval of item 4, Minutes of May 15, 2014, Minutes of June 5, 2014, and Minutes of May 1, 2014 as amended, second by Commissioner Bonfield; passed unanimously.

5. Lakefront Parcel Assessment Ceiling

Attachments: Resolution #14-03

The commissioners discussed the resolution and the input received from the attorneys.

Commissioner Henkle moved approval of item 5, as presented, second by Commissioner Bonfield; passed unanimously.

6. Warrant Requests

*Attachments: OrgSupport Invoice #704
Thurston County Invoice # 6717-6718*

Commissioner Henkle moved approval of item 6, Warrant Requests, as presented, second by Commissioner Bonfield; passed unanimously.

7. Reports and Referrals

Mr. Ottavelli reported on areas of ongoing work, including bonding, insurance, liability policies and procedures, and contracting frameworks. The new website is live and better accommodates public access to special district documents.

Commissioner Stintzi reported he has obtained his \$1,000.00 bond and shared documents related to obtaining the bond. The commissioners discussed whether the special district should cover the expense for obtaining the required bond. *OrgSupport will research whether the district can pay directly for the*



BLACK LAKE SPECIAL DISTRICT

bonds of the commissioners and if it can, bring a draft resolution to the commission for review at the July work session that sets a policy of covering commissioner bond costs with a reasonable ceiling.

8. Naja Harvesting – The commissioners discussed the need for Naja harvesting this season. Naja is a native nuisance weed that is at invasive levels on the lake. Cooperation with the Department of Fish and Wildlife may be required for harvesting. It may be possible to provide information to Save Black Lake and/or the community to engage a harvester. *OrgSupport will contact potential harvesters through Janie Civile at the county and report information to the commission at the July work session.*
9. Continued Public Communication – None.
(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes.)
10. Adjournment – **With no further business to come before the Special District, Commissioner Stintzi adjourned the meeting at 7:30 pm.**

Next Meetings:

Work Session, Thursday, July 3, 2014, 5:30 pm (OrgSupport office)

Regular Meeting, Thursday, July 17, 5:30pm (OrgSupport office)



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Work Session
Thursday, July 3, 2014 • 5:30 pm • [1520-A Irving St](#), Tumwater

MINUTES

1. Roll Call

Commissioner Stintzi called the meeting to order at 5:30pm.

Present: Lake Stintzi
John Henkle
Vern Bonfield

2. Approval of Agenda

Commissioner Stintzi moved to approve the agenda as presented, second by Commissioner Henkle; passed unanimously.

3. Qualification of Commissioners – Thurston County Commissioner Cathy Wolfe presiding – Commissioner Wolfe administered the oath of office to the commissioners.

4. Public Communication – No public present.

(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)

*Attachments: Minutes of June 5, 2014
Financials
Warrant Protocol Process*

6. Commissioner Bond Cost Reimbursement

Attachments: Draft Resolution #14-06

The commissioners discussed the bond cost resolution and requested OrgSupport seek legal review and, absent any complications, bring it forward on the July Regular meeting agenda.

7. Permanent Dwelling

Attachments: Draft Resolution #14-07

The commissioners discussed and modified the draft resolution #14-07 and requested OrgSupport seek legal review and, absent any complications, bring it forward on the July regular meeting agenda.

8. Liability Policy Development

Attachments: Checklist of Policies and Procedures

The commissioners discussed the policy checklist and will review the document for policy issues relevant to the district for discussion at the August work session.

9. Lake Harvesting



BLACK LAKE SPECIAL DISTRICT

Attachments: Northwest Aquatic Management, LLC Proposal

The commissioners discussed the proposal and how to best serve members of the district with harvesting. The county recommended Northwest Aquatic Management, and suggested a sole source contract with NWAM is the best course of action for this work. Commissioner Stintzi will contact Fish and Wildlife to learn what is required for permitting. Commissioner Stintzi will contact Evergreen Shores to learn if they will accept the harvested materials. Commissioner Bonfield will contact the bible camp and the organic nursery to learn if they will accept the harvested materials. Commissioner Henkle will contact the organic nursery to learn if they will accept the harvested materials. The commissioners reached consensus that they will send notice postcards providing a mechanism for owners to decline harvesting past the end of their docks. *OrgSupport will request a formal contract from NWAM for the last week of July and for inclusion in the July Board meeting agenda.*

10. Warrant Requests

*Attachments: OrgSupport Invoice #706
Bean, Gentry, Wheeler & Peternell., PLLC Invoices #21367, #21905*

Commissioner Stintzi suggested that Craig Ottavelli present the invoices at the public meeting on the 17th. If the Board approves the invoices, the transmittal and the resolution will be signed at the meeting.

11. No-wake / 5 mph Buoy Consideration – A constituent has requested the Special District consider placing buoys on the lake. The commissioners discussed partnering with the county to place buoys rather than use district funds for the placement of buoys. The county has a 200 foot speed restriction for safety and the protection of the shoreline. Save Black Lake is also a possible partner for buoys on the lake. *OrgSupport will contact Tim Erickson at Save Black Lake and ask if they will contact the county sheriff's department to inform them of the citizen complaints received by the Special District and to learn if they can provide a response and/or buoy the lake.* The commissioners would like Save Black Lake to request information from the county on buoy standards.

12. Items from the Floor

- a. *OrgSupport will contact John Henkle to coordinate FAQ information for the website.*
- b. Commissioner Stintzi reported on the process of identifying the type of district with the county treasurer.
- c. *OrgSupport will order two large corrugated plastic BLSD logo signs for multiple uses with a size of 4' high with grommets on sides and top.*
- d. *OrgSupport will create a reimbursement request form for the BLSD.*
- e. *OrgSupport will seek a second series of insurance quotes.*

13. Adjournment – **With no further business to come before the Special District, Commissioner Stintzi adjourned the meeting at 7:45 pm.**

Next meetings:

Thursday, July 17, 2014 – Regular Meeting 5:30pm at OrgSupport offices (third Thursday)

Thursday, August 7, 2014 – Work Session 5:30pm at OrgSupport offices (first Thursday)

RESOLUTION #14-06

A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT GOVERNING BOARD TO PROVIDE CONSISTENT REIMBURSEMENT OF AUTHORIZED BOND RELATED EXPENSES INCURRED BY COMMISSIONERS.

WHEREAS, the Black Lake Special District Governing Board (the "Board") recognizes that The Black Lake Special District Commissioners (the "Commissioners") must enter into a bond of \$1,000.00, payable to the Black Lake Special District (the "Bond"); and

WHEREAS, this Bond must be filed with the County Clerk of Thurston County; and

WHEREAS, there is a \$20.00 filing fee to file the Bond with the County Clerk (RCW 36.18.012(3)); and

WHEREAS, the Board wishes to fairly reimburse Commissioners for Bond related expenses; and

WHEREAS, the Board wishes to encourage service as a Commissioner by reducing financial barriers to service.

NOW, THEREFORE, THE BLACK LAKE SPECIAL DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The Black Lake Special District shall provide reimbursement of County Clerk filing fees levied to sworn Commissioners as part of the Bond filing process.

Section 2. The Black Lake Special District shall provide reimbursement of Bond premiums to sworn Commissioners in an amount not to exceed \$100.00 more than the average cost of the two least expensive Bond rates paid by the most recently sworn Commissioners.

PASSED BY THE BLACK LAKE SPECIAL DISTRICT GOVERNANCE BOARD, this _____ day of _____, 2014.

Lake Stinzi

Vernon Bonfield

John Henkle

ATTEST:

Craig Ottavelli

RESOLUTION #14-07

A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT GOVERNING BOARD TO PROVIDE A DEFINITION OF PERMANENT DWELLINGS FOR DETERMINATION OF PROPERTIES SUBJECT TO RATES AND CHARGES.

WHEREAS, the Black Lake Special District Governing Board (the “Board”) recognizes that communal establishments provide managed residential accommodation and are not consistently included in housing rolls; and

WHEREAS, the Board recognizes dwellings take many forms, including ancillary dwellings and non-permanent dwellings; and

WHEREAS, the Board wishes to provide clarity for rate payers.

NOW, THEREFORE, THE BLACK LAKE SPECIAL DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. All of the following shall be treated as permanent dwellings for purposes of calculating rates and charges:

- a) A Permanent Residential Structure. Permanent Residential Structures include but are not limited to: stick built homes, guest cottages, cabins, and accessory dwelling units.
- b) A Non-Permanent Dwelling. Non-Permanent Dwellings include but are not limited to: caravans, mobile and/or modular homes, converted railway carriages, yurts, and houseboats, if it is occupied more than six (6) months of the year.
- c) Recreational Vehicles. Any Recreational Vehicle if it is occupied more than six (6) months of the year.

PASSED BY THE BLACK LAKE SPECIAL DISTRICT GOVERNANCE BOARD, this _____ day of _____, 2014.

Lake Stinzi

Vernon Bonfield

John Henkle

ATTEST:

Craig Ottavelli



OrgSupport

120 State Avenue NE
Olympia, WA 98501

Invoice

Date	Invoice #
8/1/2014	706

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

Description	Qty	Rate	Amount
Contract Services - July	1	2,500.00	2,500.00
Printing B&W	115	0.10	11.50
Printing Color	3	0.25	0.75
Stamps	4	0.49	1.96
Envelopes	4	0.15	0.60
Office Supplies - Lamination	1	1.00	1.00
Total			\$2,515.81

June 9, 2014

Black Lake Special District Commissioners
c/o Craig Ottavelli
120 State Avenue NE, #303
Olympia, WA 98501

**Re: Black Lake Special District / General Legal
Our File No. 2459/005**

Dear Black Lake Special District Commissioners:

Enclosed is an invoice on the general legal file for Black Lake Special District. We billed time on this invoice to the general legal file because it involved work the Board requested we do that was outside of the scope of the agreements on the memos and the policies and procedures files. Specifically it involved review of the resolution regarding capping charges. This work required us to review the BLSD's original fee schedule as well. While we have written off some of this work the remainder was attributed to the general legal file.

In any event, I wanted to send an explanatory letter because our relationship with the BLSD is still relatively new and I want to be sure there are no misunderstandings regarding the scope of our work and our bill. As you will remember, we have provided BLSD a ten percent discount for the initial formation year of the BLSD for general legal work we provide. You will see this discount reflected in the bill.

In that same vein, in the last month, we have done some work (and expect to do more), related to making a determination about whether BLSD must elect to become one of the types of special districts specified in RCW 85.38, i.e., a Diking District, Drainage District, or Flood Control District and if so, which of these would be preferable to the BLSD. To that end, we have had a meeting with the Thurston County Treasurer and begun to examine the issue including reviewing the various statutes and research regarding other special districts that are governed by the same RCW. This is obviously a very significant decision. It will bear on the content for the policies and procedures manual so we need to reach an answer as quickly as possible. We will continue to research this matter in the next two weeks and will be in contact with you when we know more. In the interim, we will keep an eye on the time spent and will not exceed \$2,500 without discussing it with the Board.

We do recommend BLSD continue to have us review all resolutions that will be passed to ensure consistency and compliance with the governing statute of the BLSD. My expectation is that typically that would entail a relatively small expense.

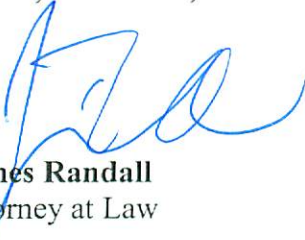
Black Lake Special District Commissioners
c/o Craig Ottavelli
Re: Black Lake Special District / General Legal
Our File No. 2459/005
Page 2

We are routing this letter through Craig on the theory that he can then route it to the Commissioners so that everyone is in the loop. Please note we have also enclosed the bill for the Policies and Procedures Manual matter.

As always, if you have questions or concerns about this, please let me know.

Yours very truly,

BEAN, GENTRY, WHEELER & PETERNELL, PLLC



James Randall
Attorney at Law

JR:srw

Enclosure



Bean | Gentry | Wheeler | Peternell
P.L.L.C.

INVOICE

Date **5/25/2014**
Invoice # **21367**

Bill To

Black Lake Special District
c/o Craig Ottavelli
120 State Avenue NE, #303
Olympia, WA 98501

Matter

2459/005

General Legal

Summary of Services Provided

For services rendered during the billing period in connection with preparation of Resolution regarding rates and charges

Time Spent	Hours	Rate	Amount
Jim Randall	2.9	\$285.00	\$826.50
Hannah McDonald	3.1	\$230.00	\$713.00

Discounts

Courtesy Discount \$153.95

- * Payments are due within fifteen (15) days from the date of this Invoice.
- * Interest of one percent (1%) per month will be charged on all balances not paid within fifteen (15) days from the date of this Invoice.
- * For your convenience, we accept payments by check or credit card (VISA, MasterCard or American Express).
- * We will send you invoices, via email, at your request. You may also request a detailed copy of any invoice.
- * Thank you for your business and the opportunity to be of service.

Subtotal	\$1,539.50
Discount	-\$153.95
Payments/Credits	\$0.00
Balance Due	\$1,385.55



Bean | Gentry | Wheeler | Peternell
P.C.

INVOICE

Date **5/25/2014**
Invoice # **21905**

Bill To

Black Lake Special District
c/o Craig Ottavelli
120 State Avenue NE, #303
Olympia, WA 98501

Matter

2459/002

Policies and Procedures Manual

Summary of Services Provided

For services rendered during the billing period in connection with preparation of procedures manual.

- * Payments are due within fifteen (15) days from the date of this Invoice.
- * Interest of one percent (1%) per month will be charged on all balances not paid within fifteen (15) days from the date of this Invoice.
- * For your convenience, we accept payments by check or credit card (VISA, MasterCard or American Express).
- * We will send you invoices, via email, at your request. You may also request a detailed copy of any invoice.
- * Thank you for your business and the opportunity to be of service.

Subtotal	\$6,000.00
Discount	\$0.00
Payments/Credits	\$0.00
Balance Due	\$6,000.00

Bean Gentry Wheeler & Peternell, PLLC

910 Lakeridge Way SW
Olympia, WA 98502

Statement

Date
6/6/2014

To:

Black Lake Special District
c/o Craig Ottavelli
120 State Avenue NE, #303
Olympia, WA 98501

		Amount Due	Attorney		
		\$6,000.00			
Date	Transaction	Amount	Balance		
04/25/2014	Policies and Procedures Manual- INV #21369. Duc 05/10/2014. Orig. Amount \$6,000.00.	6,000.00	6,000.00		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	6,000.00	0.00	0.00	0.00	\$6,000.00