



# BLACK LAKE SPECIAL DISTRICT

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Thursday, September 18, 2014 • 5:30 pm • [1520-A Irving St](#), Tumwater

## AGENDA

1. Roll Call
2. Approval of Agenda
3. 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.*
4. Approval of Minutes  
*Attachments:                    August 21, 2014 Regular Meeting Minutes*  
*September 4, 2014 Work Session Meeting Minutes*
5. BLSO Organizational Framework
6. Warrant Requests  
*Attachments:                    OrgSupport Invoice #742*  
*BGWP Invoices # 22452*
7. Reports and Referrals
8. Continued Public Communication  
*(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes.)*
9. Adjournment of Public Meeting

### **Next Meetings:**

Work Session, Thursday, October 2, 2014, 5:30 pm (OrgSupport office)  
Regular Meeting, Thursday, October 16, 5:30pm (OrgSupport office)



# BLACK LAKE SPECIAL DISTRICT

Thursday, August 21, 2014 • 5:30 pm • [1520-A Irving St](#), Tumwater

## AGENDA

1. Roll Call

**Commissioner Stintzi called the meeting to order at 5:50pm.**

**Present:** Lake Stintzi  
Vernon Bonfield

2. Approval of Agenda

**Commissioner Bonfield moved approval of the agenda as presented, second by Commissioner Stintzi; 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: July 17, 2014 Regular Meeting Minutes  
August 7, 2014 Work Session Meeting Minutes*

**Commissioner Bonfield moved approval of item 4, July 17, 2014 Regular Meeting Minutes, and August 7, 2014 Work Session Meeting Minutes, second by Commissioner Stintzi; passed unanimously.**

5. Warrant Requests

*Attachments: OrgSupport Invoice #738  
BGWP Invoices # 21369, #22115*

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

*OrgSupport will request an accounting summary from BGWP working with Deborah and transmit the summary to the Commissioners.*

6. Bean, Gentry, Wheeler, Peternell

- a. Discuss Policy & Procedure Manual Issues – Commissioners discussed with BLSD attorney James Randall the policy and procedure manual and issues related to special district types. The Commissioners will discuss district types further during the September work session. BGWP will present options and a recommendation at the September work session.

7. Reports and Referrals

8. Continued Public Communication

*(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes.)*

*John Schumock and Pat McFarden testified that flows in Black Lake Ditch are impeded.*

*Jeff Fancher testified that flows in the Black Lake Ditch are impeded. Jeff Fancher recommended the BLSD draft a letter to the County demanding they clear the ditch. Jeff Fancher further encouraged the BLSD to draft a letter to the private homeowner that has actively blocked the ditch. Jeff Fancher called*



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*attention to lake closures and the testing locations used to determine the need for closure; further, he suggested the BLSLSD could provide independent testing.*

Commissioners discussed the testimony presented and decided to draft a letter to the County addressing the draining of the ditch, the beaver dams, and water quality testing locations as well as testing result expediency. The letter may include information on the impact lake closures have on local businesses, as well as the impact on residents and the ecology of the lake when shoreline erosion occurs as a result of high water caused by poor flows through the ditch.

9. Adjournment – **With no further business to come before the Special District, Commissioner Stintzi adjourned the meeting at 7:30pm.**

**Next Meetings:**

Work Session, Thursday, September 4, 2014, 5:30 pm (OrgSupport office)  
Regular Meeting, Thursday, September 18, 5:30pm (OrgSupport office)

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# BLACK LAKE SPECIAL DISTRICT

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**Black Lake Special District Work Session**  
**Thursday, September 4, 2014 • 5:30 pm • [1520-A Irving St](#), Tumwater**

## MINUTES

### 1. Roll Call

**Commissioner Stintzi called the meeting to order at 5:35 pm.**

**Present:** Lake Stintzi  
Vern Bonfield

### 2. Approval of Agenda

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

### 3. 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.*

a. Pat McFayden shared a photograph of the dam blocking the Black Lake Ditch.

### 4. Informational Materials (No Action Required)

*Attachments: Minutes of August 7, 2014  
Financials*

### 5. District Types –

- a. Hannah McDonald reported on district types to the commissioners found under Chapter 85.38 RCW. The commissioners discussed the intent of the petition, the County Commissioners, and RCW 85.38.
- b. Concurrence of the commissioners is to direct legal staff to move forward with creation of a policy manual consistent with 85.38 RCW. The commissioners wish to ensure the policy manual is copyrighted due to the variety of sources used to create the comprehensive manual and the uniqueness of the document.

### 6. Warrant Requests

*Attachments: OrgSupport Invoice #742  
BGWP Invoices # 22452*

The invoices will be presented at the regular meeting on September 18<sup>th</sup>.

### 7. Items From the Floor

- a. Commissioner Stintzi reported that the Department of Ecology has not issued a determination on the harvesting permit request despite the 45 day deadline having past.
- b. Commissioner Stintzi reported he has identified a parcel owner on Kinney Road that will accept the harvested materials.



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

**Next meetings:**

Thursday, September 18, 2014 – Regular Meeting 5:30pm at OrgSupport offices (third Thursday)

Thursday, October 2, 2014 – Work Session 5:30pm at OrgSupport offices (first Thursday)

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# OrgSupport

120 State Avenue NE  
Olympia, WA 98501

# Invoice

Date	Invoice #
10/1/2014	742

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

Description	Qty	Rate	Amount
Contract Services - September	1	2,500.00	2,500.00
Printing B&W	92	0.10	9.20
Stamps	2	0.49	0.98
Office Supplies - Placard Signs	1	330.45	330.45
<b>Total</b>			<b>\$2,840.63</b>



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

# Invoice

Date 7/25/2014  
Invoice # 22452  
Client/ Matter ID 2459/005

## Bill To

## Matter Description

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

General Legal

Date	Atty	Description	Hours	Rate	Amount
6/27/2014	JR	Exchange email. Review and revise client letter. Telephone call with County Attorney.	0.8	285.00	228.00
7/8/2014	HSM	Call into Ms. Petrich at the Thurston County Prosecuting Attorney's Office (re: does Black Lake Special District need to specify what type of district they are).	0.3	230.00	69.00
7/10/2014	HSM	Email correspondence (re: review two Resolutions). Review Resolutions. Telephone conversation with Ms. Petrich from the Thurston County Prosecuting Attorneys Office (re: designate Black Lake Special District as a specific type of district). Review RCW.	1.1	230.00	253.00
7/11/2014	HSM	Additional work on Resolutions (re: specifying type of special district).	0.4	230.00	92.00
7/14/2014	HSM	Review Resolutions.	0.7	230.00	161.00
7/15/2014	HSM	Review Resolutions. Email to Commissioners (re: RCW 4.96 and appointing an agent to accept claims). Continue researching specific type of special district options. Meeting with Mr. Randall (re: findings, next steps, resolutions). Email into Mr. Ottavelli with updated and revised Resolutions.	2.6	230.00	598.00
7/15/2014	JR	Office conference with Ms. McDonald (re: choice of statute to govern Black Lake Special District). Revise Resolutions.	0.5	285.00	142.50
7/16/2014	SLC	Review and edit Resolutions #14-06 and #14-07. Email to Ms. McDonald.	0.3	150.00	45.00
7/16/2014	HSM	Finalize Resolutions. Send the same to Mr. Ottavelli.	0.4	230.00	92.00
7/17/2014	HSM	Email correspondence (re: RCW 4.96.020).	0.2	230.00	46.00
7/21/2014	HSM	Review and compare four RCW options for specific type of special district. Telephone call into Black Lake Special District (re: Sewer District possibility).	0.7	230.00	161.00
7/22/2014	HSM	Review and compare four RCW options for specific type of special district.	0.1	230.00	23.00

Thank you for the opportunity to be of service. Payments are due within fifteen (15) days from the date of this Invoice. Funds transferred from our trust account and payments received will appear as a credit on your next statement. Interest of one percent (1%) per month will be charged on all balances not paid by fifteen (15) days from the date of this Invoice.

## Total

## Payments/Credits

## Balance Due



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

# Invoice

Date 7/25/2014  
Invoice # 22452  
Client/ Matter ID 2459/005

## Bill To

## Matter Description

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

General Legal

Date	Atty	Description	Hours	Rate	Amount
7/23/2014	HSM	Telephone conversation with Mr. Stinski (re: specific district and possibility of sewerage improvement district). Begin drafting letter to the commissioners (re: specifying the type of district and the potential for a sewerage improvement district).	0.6	230.00	138.00
	Discount	10% Courtesy Discount		-204.85	-204.85

Thank you for the opportunity to be of service. Payments are due within fifteen (15) days from the date of this Invoice. Funds transferred from our trust account and payments received will appear as a credit on your next statement. Interest of one percent (1%) per month will be charged on all balances not paid by fifteen (15) days from the date of this Invoice.

**Total** \$1,843.65

**Payments/Credits** \$0.00

**Balance Due** \$1,843.65