



# BLACK LAKE SPECIAL DISTRICT

---

**Black Lake Special District Regular Meeting**  
**Monday, October 21, 2019 • 6:15 pm • 2102 Carriage Drive Bldg E• Olympia**

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. Approval of Consent Agenda

*Attachments:*

*August Regular Meeting Minutes  
September Work Session Minutes  
October Work Session Minutes  
August Financials  
Warrant Requests  
OrgSupport Invoice #3416  
Herrera #44676, 44299, 44512  
Thurston County Bonding Process Deposit  
2019 Annual Administration Fee  
OrgSupport Invoice #3381*

6. Old Business
  - a. Kenneydell Rates & Charges / TC Parks
  - b. Special Assessments
7. New Business
  - a. Completion of creek/rivulet survey report and next steps
8. Items from the Floor
9. Continued Public Communication  
*(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes.)*
10. Adjournment of Public Meeting

**Next Meetings:**

Work Session – November 4, 2019  
Regular Meeting – November 18, 2019





# BLACK LAKE SPECIAL DISTRICT

---

**Black Lake Special District Regular Meeting**  
**Monday, August 19, 2019 • 6:15 pm • 2102 Carriage Drive Bldg E• Olympia**

1. Call to Order – **The meeting was called 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
5. Approval of Consent Agenda – **It was moved, second, passed unanimously to approve the consent agenda as presented.**

*Attachments:*

*July Meeting Minutes*  
*July Financials*  
*Warrant Requests*  
*AquaTechnex Invoice # 10545*  
*Lake Reimbursement Bond Expense #LSM1041134*  
*BLSD Assessment Audit Invoice #L132416*

6. Old Business
  - a. Conference call with Deanna Gregory – How to do a special assessments?
    - Ms. Gregory reported placing items before the Accounting Council is not an issue, but that it requires some time to get on the agenda. The BLSD goal is to treat next spring because the process will take about three months. Ms. Gregory asked if the local improvement district will need to have an outside third party to make sure that everyone is being treated fairly.
    - A notice of a special assessment must be given to property owners and a hearing (notification process creation) must be held.
    - Commissioners discussed the expected participation rate. Commissioners are expecting a 2% response rate. A lakefront owner pays 10% - 15% more than a backlot rate payer. Commissioners would like not change the ration with a new rate system in place.
    - The county engineer is responsible to file documents for special assessments. The next step is a public hearing and to post notice of the hearing which needs to be between 14 days, but no longer than 21 days. Providing notice for a hearing will require a mass mailing. The Commissioners will have to file a budget. There needs to be a stamp of endorsement from the county and then the Commissioners will need to schedule a hearing. The bank must be involved and the Commissioners need to find out the drop-dead date for the Treasurer to apply the new rates to the partial owners. Commissioners estimated that BLSD has to give the Treasurer the rates and charges by December 15<sup>th</sup>.
    - Deanna Gregory let the Commissioners know that the special assessment is different from setting the rates and charges. Elizabeth will circle back and let the Commissioners know what the process will be to establish a County Engineer. Deanna and Elizabeth will meet at 3 pm tomorrow and will let the



# BLACK LAKE SPECIAL DISTRICT

---

Commissioners know who the County Engineer staff person will be for the meeting. *OrgSupport will add a conference call with Deanna Gregory to the next Work Session Meeting agenda.*

- b. Kenneydell Park Rates and Charges
    - Commissioners considered if BLSD accepted numbers from private parks should BLSD accept numbers from public parks. Commissioner Stintzi recommended adding a new rate for 2020 for public parks
    - Kenneydell is currently paying \$12,000 (which includes swimmer days and 1,000 feet of lakefront property charges). Thurston County has agreed to pay \$9,000 for Lake Lawrence. The Commissioners discussed whether or not the Kenneydell price should go down to \$6,000 per the County request. Commissioners discussed whether BLSD can make a mid-year adjustment to rates and charges. Commissioners expressed concern that BLSD does not have a process in place for setting and changing the rates for parks. Commissioner Bonfield asked if the policies and procedures, or the County restricted changing rates and charges mid-year. The Commissioners discussed keeping the rates the same for this year, but taking a closer look and adjusting rates for 2020. Commissioner Stintzi will draft a document addressing the rates for Kenneydell Park this year and bring to the next work session for review. OrgSupport and Commissioner Stintzi will report at the next work session on rates and charges. Commissioner Stintzi will consider other lake's rates (Long Lake and Lake Lawrence) and charges and compare them to Kenneydell as part of developing a rate for 2020.
  - c. Lily Pad Treatment – Adding 6802 Lakeside St – Kyle Langhammer (Aquatechnex) is ready to treat lily pads. Commissioners discussed that lily pads needed to be harvested after the lily pads are treated. **It was moved, second, passed unanimously to approve adding 6802 Lakeside St SW to the lily pad control areas.**
  - d. Late season vegetation Survey –The Commissioners discussed conducting a late season vegetation survey to prepare for the next year. **It was moved, second, passed unanimously to approve a late season plant survey and mapping for an amount up to \$2,650 including taxes.**
  - e. Creek/rivulet screening – In the sampling event they found high phosphorus and that is an indication that fertilizer from the Bible camp and the Timberland camp is entering the lake. There are a high level of brighteners in another area and it could be an indicator of a septic issue. The vendor recommends further sampling.
  - f. Kiosk – Commissioners discussed the new kiosk sign at the boat ramp.
7. Next Meeting Schedule – **The next meeting will be rescheduled for Tuesday, September 3, 2019, at 6:15 pm.** *OrgSupport will update the website with the new Work Session date on September 3, 2019.*
  8. Items from the Floor-None
  9. Continued Public Communication-None
  10. Adjournment of Public Meeting – **The meeting was adjourned at 7:31 pm.**

## Next Meetings:

Work Session – September 3, 2019, 6:15 pm

Regular Meeting – September 16, 2019



# BLACK LAKE SPECIAL DISTRICT

---

Black Lake Special District Work Session  
Tuesday, September 3 • 6:15 pm • 2102 Carriage Drive, Bldg. E • Olympia

1. Call to Order – **Chair Stintzi called the meeting to order at 6:15 pm.**
2. Roll Call – **Chair Stintzi called roll and established a quorum.**  
Present:
  - a. Lake Stintzi
  - b. Brian Wilmovski
  - c. Vernon Bonfield
3. Approval of Agenda – **It was moved, second, passed unanimously to approve the agenda as presented.**
4. Public Communication
  - a. The lake was in good condition this summer, though is starting to show some needs (water turning green).
  - b. There is general enthusiasm for continuing cleanup efforts to keep it getting better and better for users.
5. Informational Materials – Commissioners reviewed the informational materials and requested the materials appear on the next regular meeting agenda for consideration and approval. **Consensus of directors is to process the 2019 Annual Administrative Fee immediately.**

*Attachments: August Work Session Minutes  
August Regular Meeting Minutes  
August Financials  
Warrant Requests  
2019 Annual Administration Fee  
OrgSupport Invoice #3381*

6. Old Business
  - a. Kiosk – A final version was approved at an earlier meeting (identifiable by the ‘you are here’ language and consistent font sizing. *OrgSupport will send the latest PDF version of the kiosk design to Commissioner Bonfield for review and finalization.*
  - b. Lilly Pad Herbicide Update – Aquatechnex applied herbicides around August 20. Commissioners discussed expanding treatment for organic weeds such as Lilly pads. The end of season vegetation survey should help identify future treatment needs.
  - c. Kenneydell Rates & Charges / TC Parks
    - Kenneydell rates and charges are for just over 45,000 swimmer days per year and have been since the inception of the special district. The parks manager has questioned the number of swimmer days. Commissioners discussed the park manager proposal, based on a June 15, to September 15, swimmer window, with approximately half of park attendees being swimmers.
    - The current rates and charges are based on the formula developed by Long Lake, and is intended to capture public access, not actually swimmers.
    - Columbus Park and Salmon Shores are counting swimmer/fisher days as any day a body enters or uses the water for swimming, boating, or fishing.
    - Swimmer Days is intended as a generic term meant to capture all individuals entering a park with lake access, not just the number of people swimming in the lake.



# BLACK LAKE SPECIAL DISTRICT

---

- *OrgSupport will send to Commissioner Bonfield the swimmer/boater days numbers from 2018 for Columbus Park and Salmon Shores.*
  - *Commissioner Bonfield will respond to the July 26, communication from Kerry Hibdon at Thurston County with clarification on the terms and format for park rates and charges.*
  - d. Special Assessments – Commissioner Wilmovsky reported on discussions with the County Engineer on allocation of a special assessment (based on the percentage breakdown in the current rates and charges).
    - i. *Commissioner Wilmovsky will ask counsel for clarification on RCE 85.38.160 (4) to ensure the existing system of assessment is sufficient.*
7. New Business
- a. 2020 BLSD Budget – Tabled to November 2019 work session.
8. Adjournment of Public Meeting – **With no further business, Chair Stintzi adjourned the meeting at 7:25 pm.**

### Next Meetings:

Regular Session Meeting, September 16, 2019  
Work Session Meeting, October 7, 2019



# BLACK LAKE SPECIAL DISTRICT

---

**Black Lake Special District Work Session**  
**Monday, October 7 • 6:15 pm • 2102 Carriage Drive, Bldg. E • Olympia**

1. Call to Order – **Commissioner Stintzi called the meeting to order at 6:15pm.**
2. Roll Call
  - a. Brian Wilmovsky
  - b. Lake Stintzi
  - c. Jason Mosebar
  - d. John Aslakson
  - e. Rich Nevitt
3. Approval of Agenda
  - a. Items e & f added to ‘New Items’ on agenda below.
  - b. Lake Stintzi has a change in the minutes – under Old Business, 4th bullet under item A, ‘partial owners’ should be ‘parcel owners’
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

*Attachments:   September Work Session Minutes  
                          August Regular Meeting Minutes  
                          August Financials  
                          Warrant Requests  
                          OrgSupport Invoice #3416  
                          Herrera #44676, 44299, 44512  
                          Thurston County Bonding Process Deposit*

6. Old Business
  - a. Kenneydell Rates & Charges / TC Parks
    - i. Vern Bonfield was able to convince the parks manager that she owed more than she is currently paying. This is based on the definition of ‘swimmer day’. Vern Bonfield was able to convince the park that anyone entering the park qualified as a ‘swimmer day’.
  - b. Special Assessments
    - i. Brian Wilmovsky spoke with DeAnna today and this is moving forward. We have to bond the full amount, we cannot take it from our rates and charges. One consideration is that we lower the rates and charges. County treasurer will have to keep of the special assessment in their system and keep track of all of the rates and charges at the same time.
  - c. Kiosk at WDFW launch and Columbus Park
    - i. Lake Stintzi suggests – Carrie have more freedom about moving forward with projects than we do. If she wants to take down the sign currently at the launch and install it at her



# BLACK LAKE SPECIAL DISTRICT

---

place, she can do that. Vern Bonfield can replace the sign currently at the WDFW boat launch.

- ii. Vern Bonfield wants the Black Lake kiosk sign to cover the whole 4x8 panel. Vern Bonfield has gone to work with graphics artist directly.

## 7. New Business

- a. Attendance at Blue-Green Algae conference in October
  - i. Conference on Friday in Bellevue. Emails were sent to all lake residents. The conference is free.
- b. Completion of creek/ rivulet survey report and next steps
  - i. First phase of the survey is completed. The first phase was done in spring of this year when it was relatively dry. From what we saw on this two sample study, there were high phosphorous coming off of Timberline Estates and the bible camp. High phosphorous is an implication that it is fertilizer. At some point, we should talk to those organizations and suggest that they put up barriers to keep surface water from flowing into the creek. The spike in phosphorous was found during the wet season, not during the dry season. They were also looking for optical brighteners and ecoli and did not find either at that location.
  - ii. There were optical brighteners down 56<sup>th</sup> street and down Fairview Rd.
  - iii. Goldsby street creek by Black Lake Store – high ecoli & no other contaminants.
  - iv. Lake Stintzi thinks that we should not do anything yet with this information until we do another sampling. Another sampling could cost less because they have already done the pictures and there are no more maps to draw.
  - v. Lake Stintzi will send a copy of the report to everyone on the list currently at the meeting.
- c. Importance of using BLSD email system for preservation of public records
  - i. Lake Stintzi encouraged everyone to use the email system so that we can keep everything where it should be.
  - ii. With outlook, you can set up a rule where stuff gets shipped.
- d. Ditch Maintenance
- e. Evergreen Shores and weed removal – Evergreen Shores had a lot of dead debris in their lake area after the weed treatment. Should we make plans to clean up the weeds at that location? Evergreen Shores would give us a reasonable cost to pull the material away and then bill us. So long as it is a low cost, \$200-300 bucks, that would be fine. It's the only beach in the area that has vegetation growth that is also a community beach.
  - i. 4230 52<sup>nd</sup> Ave SW needs to be looked at for weed and lily pad treatment.
- f. SBL Update – Black River and Black Lake Ditch
  - i. Water quality and flooding around black lake ditch are two issues we have identified that are dangerous issues for all of us. As the weather warms and the water rises, we will be continually fighting the issue.
  - ii. Gas line down around Black River. Pipeline was placed in 1966 a mile and a half south of the lake.
  - iii. Reed canary grass has infested the river channel to the point of compromising the river function.
  - iv. Waters of the black river flow from black lake south to the Chehalis River.





# BLACK LAKE SPECIAL DISTRICT

---

- v. The ditch and its current state – is there a beaver dam there? We have passed on observations, and supposedly, the elevation gage is being watched. When there is no justification of the elevation rising through rainfall, then they should be further investigating the cause of the rise.
- vi. BLSD has a storm water contact – we have been forwarding them pictures. The contact's name is Mike Ireland. *Lake Stintzi will send Jason Mosebar the contact info for Mike Ireland so that he can chase him for action on Black Lake Ditch water levels.*
- vii. Boulders under the bridge – people over the years have turned them down so that they can make a walk across path under the bridge. If the boulders were in their proper place, the capacity of water able to flow under the bridge would be higher.
- viii. Jason Mosebar believes there are more homeless people living further up the ditch than there used to be. There was a huge pile of garbage that was cleaned recently.
- ix. What is the county's plan for maintenance and to keep the ditch flowing? It will only be 10-15 years before that ditch stops flowing. The ditch is starting to look like the black river – grass is growing in, trees are falling down, etc.
- x. Would it be appropriate to have another meeting with county officials?
- xi. County took over ownership of the ditch in the 70s because there was a drainage district formed in the 1920s that had abandoned its processes. The easements were deeded to the county. BLSD has had a title company chase down every parcel, and they own the path.
- xii. BLSD met with Phillips Burgess to help us with the process. If somebody owns property that isn't being maintained, you have cause to go after the other owner. The ditch falls under this purview.
- xiii. Lake Stintzi suggests that we generate another meeting with SBL and BLSD jointly to discuss this further. If nothing comes out of that meeting, we can work with Phillips Burgess to pursue it further.
- xiv. County needs to develop a plan for maintenance of the whole ditch so that we're not just focused about the bridge area.
- xv. Jason Mosebar has drafted a letter that he would like BLSD to co-sign with them if they so choose re: the homeless situation as it impacts the flow and general safety. Jason Mosebar can adjust the draft letter accordingly if anybody has any changes.
- xvi. Rich Nevitt would like to see us do something about the pipeline – none of the reports talk about it, and it's causing issues with flow as well. Working through the agencies, you would think somebody would take this on as an issue.
- xvii. Would it be worth us applying for grants to assist in the funding of the clean up?

## 8. Items from the Floor

## 9. Continued Public Communication

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

## 10. Adjournment of Public Meeting – **The meeting adjourned at 7:15 pm.**

### Next Meetings:

Regular Session Meeting, October 14, 2019

Work Session Meeting, November 4, 2019

**Black Lake Special District**  
**Statement of Financial Position**  
As of August 31, 2019

Cash Basis

	<u>Aug 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Thurston County Treasurer	283,716.15
<b>Total Checking/Savings</b>	<u>283,716.15</u>
<b>Total Current Assets</b>	<u>283,716.15</u>
<b>TOTAL ASSETS</b>	<u><b>283,716.15</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	-2,851.27
<b>Total Accounts Payable</b>	<u>-2,851.27</u>
<b>Other Current Liabilities</b>	
Current Portion of Loans	29,520.18
<b>Total Other Current Liabilities</b>	<u>29,520.18</u>
<b>Total Current Liabilities</b>	26,668.91
<b>Long Term Liabilities</b>	
Commencement Bank Note	92,700.17
<b>Total Long Term Liabilities</b>	<u>92,700.17</u>
<b>Total Liabilities</b>	119,369.08
<b>Equity</b>	
Unrestricted Net Assets	97,659.66
Net Income	66,687.41
<b>Total Equity</b>	<u>164,347.07</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>283,716.15</b></u>

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

Cash Basis

August 2019

	<u>Aug 19</u>
Ordinary Income/Expense	
Income	
Rates & Charges	1,612.31
Total Income	1,612.31
Expense	
Business Expenses	
Treasurer Fees	1,630.78
Total Business Expenses	1,630.78
Contract Services	
Non-recurring Contract Services	1,214.32
Recurring Contract Services	2,500.00
Total Contract Services	3,714.32
Governing Expenses	
Per Diem	75.00
Total Governing Expenses	75.00
Lake Management	
Control	11,424.04
Total Lake Management	11,424.04
Operations	
Printing and Copying	17.65
Supplies	423.30
Total Operations	440.95
Total Expense	17,285.09
Net Ordinary Income	-15,672.78
Other Income/Expense	
Other Income	
Interest Income	344.95
Total Other Income	344.95
Net Other Income	344.95
Net Income	<u><u>-15,327.83</u></u>

**Black Lake Special District**  
**Profit & Loss Budget vs. Actual**  
**January through December 2019**

Cash Basis

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Investments</b>				
Interest-Savings, Short-term CD	1,483.02	1,925.00	-441.98	77.0%
<b>Total Investments</b>	1,483.02	1,925.00	-441.98	77.0%
<b>Rates &amp; Charges</b>	108,625.48	163,520.00	-54,894.52	66.4%
<b>Total Income</b>	110,108.50	165,445.00	-55,336.50	66.6%
<b>Expense</b>				
<b>Business Expenses</b>				
Treasurer Fees	1,630.78	1,635.00	-4.22	99.7%
<b>Total Business Expenses</b>	1,630.78	1,635.00	-4.22	99.7%
<b>Contract Services</b>				
Attorney Fees & Charges	0.00	2,000.00	-2,000.00	0.0%
Non-recurring Contract Services	1,214.32	3,000.00	-1,785.68	40.5%
Recurring Contract Services	22,500.00	30,000.00	-7,500.00	75.0%
<b>Total Contract Services</b>	23,714.32	35,000.00	-11,285.68	67.8%
<b>Governing Expenses</b>				
Per Diem	3,267.00	7,000.00	-3,733.00	46.7%
<b>Total Governing Expenses</b>	3,267.00	7,000.00	-3,733.00	46.7%
<b>Lake Management</b>				
Control	13,424.04	45,000.00	-31,575.96	29.8%
Permitting Fees	0.00	500.00	-500.00	0.0%
<b>Total Lake Management</b>	13,424.04	45,500.00	-32,075.96	29.5%
<b>Operations</b>				
Postage, Mailing Service	18.50	550.00	-531.50	3.4%
Printing and Copying	966.56	2,090.00	-1,123.44	46.2%
Supplies	431.79	50.00	381.79	863.6%
Technology & Online Services	1,337.69	400.00	937.69	334.4%
<b>Total Operations</b>	2,754.54	3,090.00	-335.46	89.1%
<b>Other Types of Expenses</b>				
Insurance	0.00	2,809.00	-2,809.00	0.0%
Interest Expense - General	3,429.47			
Other Expenses	11.99	0.00	11.99	100.0%
<b>Total Other Types of Expenses</b>	3,441.46	2,809.00	632.46	122.5%
<b>Total Expense</b>	48,232.14	95,034.00	-46,801.86	50.8%
<b>Net Ordinary Income</b>	61,876.36	70,411.00	-8,534.64	87.9%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Interest Income	1,959.78			
<b>Total Other Income</b>	1,959.78			
<b>Net Other Income</b>	1,959.78	0.00	1,959.78	100.0%
<b>Net Income</b>	<b>63,836.14</b>	<b>70,411.00</b>	<b>-6,574.86</b>	<b>90.7%</b>



# OrgSupport

120 State Avenue NE, #303  
Olympia, WA 98501

# Invoice

Date	Invoice #
10/1/2019	3381

Bill To
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	557	0.10	55.70
Printing Color	656	0.25	164.00
Stamps	0	0.55	0.00
Envelopes	650	0.15	97.50
Postage (septic mailing)	1	405.93	405.93
Labels	1,472	0.02	29.44
Postage	1	328.00	328.00
<b>Total</b>			<b>\$3,580.57</b>



**OrgSupport**

120 State Avenue NE, #303  
Olympia, WA 98501

**Invoice**

Date	Invoice #
11/1/2019	3416

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

Description	Qty	Rate	Amount
Contract Services - October	1	2,500.00	2,500.00
Printing B&W	64	0.10	6.40
Printing Color	1	0.25	0.25
Postage	1	328.00	328.00
Hosting, Email, Online Services - Domain & Hosting Renewals	1	410.16	410.16
<b>Total</b>			<b>\$3,244.81</b>

Payment Voucher Transmittal  
Drainage Dist #12 Black Lake

1. Herrera 2200 Sixth Avenue Suite 1100 Seattle, WA 98121	44299	Watershed Pollutant Source Scr	\$19,622.00
2. Herrera 2200 Sixth Avenue Suite 1100 Seattle, WA 98121	44512	Watershed Pollutant Source Scr	\$19,622.00
3. Herrera 2200 Sixth Avenue Suite 1100 Seattle, WA 98121	44676	Watershed Pollutant Source Scr	\$19,622.00
Total for document:			\$58,866.00

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

Payment Voucher Transmittal  
Drainage Dist #12 Black Lake

---

1. Thurston County 2000 Lakeridge Dr. SW #1 Olympia, WA 98502			\$5,000.00
2. OrgSupport 120 State Avenue NE, #303 Olympia, WA 98501	3416	Administration	\$3,244.81
Total for document:			<hr/> \$8,244.81

---

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



**Payment Voucher Transmittal  
Drainage Dist #12 Black Lake**

---

1. Thurston County Treasurer 2000 Lakeridge Dr. SW Olympia, WA 98502		2019 Annual Administration Fee	\$1,630.78
2. OrgSupport 120 State Ave. NE #303 Olympia, WA 98501	3381	Contract Services - September	\$3,580.57
Total for document:			<u>\$5,211.35</u>

---

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



THURSTON COUNTY  
WASHINGTON  
1852

JEFF GADMAN  
TREASURER

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

DATE: July 22, 2019  
TO: Lake Stintzi, Black Lake Special District  
FROM: Kathi Swarthout, Accountant   
RE: 2019 - Annual Administration Fee –

The Treasurer's annual administration fee for the 2019 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 2019 is \$163,078.35. The amount due for the 2019 administration fee is \$1,630.78.

**2019 Annual Administration Fee \$1,630.78**  
**Due August 23, 2019**

Please sign below to authorize the Treasurer to deduct this amount from your fund effective August 23, 2019.

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

I authorize Thurston County Treasurer to process the following JE

Org: 63540000  
Object: 237000  
Debit Amount: \$1,630.78

Signed \_\_\_\_\_

Credit:  
Org: 0104A453  
Object: 341420  
Credit Amount: \$1,630.78



# OrgSupport

120 State Avenue NE, #303  
Olympia, WA 98501

# Invoice

Date	Invoice #
10/1/2019	3381

Bill To
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	557	0.10	55.70
Printing Color	656	0.25	164.00
Stamps	0	0.55	0.00
Envelopes	650	0.15	97.50
Postage (septic mailing)	1	405.93	405.93
Labels	1,472	0.02	29.44
Postage	1	328.00	328.00
<b>Total</b>			<b>\$3,580.57</b>

## 5. CONCLUSIONS AND RECOMMENDATIONS

Herrera monitored flow and selected pollutants of concern at 15 drainage sites in Black Lake watershed for a preliminary assessment of pollutant sources during base and storm flow conditions in the spring of 2019. One sample was collected from each site where flow was present during one base event and one storm event in an unusually dry spring for the area. Flows were similar during each event because the base event occurred when base flow drainage was somewhat elevated following recent rainfall and the storm event occurred during rainfall following a dry period when runoff combined with relatively low base flow. Pollutant concentrations were compared between sites and events to identify primary sources of pollution to Black Lake.

High total phosphorus and *E. coli* bacteria concentrations were observed during the sampled storm event but not during the sampled base event. These results suggest that stormwater runoff is the primary source of total phosphorus and *E. coli* input to Black Lake. Concentrations of optical brighteners, which are present in detergents and were used as an indicator of septic system effluent, did not increase during the storm event or correlate with either total phosphorus or *E. coli*. These results further suggest that animal waste and not septic system effluent is a primary source of these contaminants in stormwater runoff. Sources of animal waste may include birds, other common wildlife (e.g., deer and rodents), dogs, and farm animals.

Total phosphorus concentrations were particularly high during the storm event at two sites (580 µg/L at Site 6 and 610 µg/L at Site 7) where *E. coli* concentrations were not unusually high, indicating that runoff of fertilizers containing phosphorus may have been a major source of phosphorus in these subbasins. The *E. coli* concentration was particularly high during the storm event at Site 5 (2,700 CFU/100 mL) that was likely caused by animal waste contamination of stormwater because the optical brightener concentration was not elevated. However, it is possible that the high *E. coli* concentration was caused by human waste originating from unsanitary practices (e.g., by homeless individuals) or residential septic systems that do not use laundry detergent containing optical brighteners. Optical brightener concentrations were particularly high during the base event at Site 9B (443 RFUB) and Site 11 (380 RFUB), suggesting that septic system effluent may have contaminated drainage at both sites with optical brighteners from laundry detergent, but not with much phosphorus or *E. coli*.

The District should continue general environmental education of all District residents for proper maintenance of septic systems and best management practices for animal waste, lawn care, and stormwater runoff to reduce phosphorus loading to Black Lake. Residents in the Site 6 and 7 subbasins should be informed about using only phosphorus-free fertilizer on lawns in accordance with state law, and proper containment and garden application of phosphorus-rich

manure and compost. Residents in the Site 5 subbasin should be informed about proper containment of farm animals and their waste, and proper disposal of pet waste. Residents in the Site 9B and 11 subbasins should be informed of proper septic system maintenance practices in accordance with state law.

The District should share this report with Thurston County Environmental Health and work cooperatively with them to educate watershed residents on proper maintenance of septic systems and best management practices to reduce phosphorus loading to Black Lake. It is also recommended that septic system maintenance records be compiled and reviewed to identify specific locations for taking corrective actions.

A second phase of monitoring is recommended to better understand sources of phosphorus pollution in the Black Lake watershed, including:

- Monitoring during the early part of the next wet season in late October through December 2019 to include at least one base event and one storm event.
- Monitoring at 9 of the 15 sites exhibiting elevated concentrations of total phosphorus or *E. coli* to include Sites 3, 5, 6, 7, 8B, 8C, 8D, 9B, and 11.
- Monitoring at up to an additional six sites located at outfalls to lake or subbasins in the watershed that were not monitored for Phase 1 (see unmonitored grey area in Figure 4). High priority sites should drain properties adjacent to the lake shore and include wetlands on the south shore of the lake. The additional sites may be identified by land reconnaissance or boat survey (see below), and are recommended to not exceed 6 sites because more than 15 sites would be difficult to monitor by one person in one event.
- Monitoring of flow and the same pollutants of concern to include optical brighteners, total phosphorus, and *E. coli* at all 15 sites for each event.
- Microbial source tracking of the collected samples for a human fecal DNA biomarker by EPA Method 1696 (USEPA 2019) to determine if septic systems are contributing phosphorus and *E. coli* contamination in drainage to Black Lake.

In addition, the District should consider conducting a septic effluent and outfall survey of the lake shoreline by boat during large storm event conditions in November or December 2019. The survey includes continuous monitoring and recording of optical brighteners and other field parameters (i.e., temperature, conductivity, pH, and dissolved oxygen) in the lake at locations adjacent to the shoreline and in drainage outfalls to the shoreline. Unusually high levels of optical brighteners (e.g., more than twice lake background levels) are used to identify hot spots for sampling. Water samples from hot spots are collected for analysis of *E. coli*, total phosphorus, and human fecal DNA biomarker. Outfalls are located by GPS; the outfall structure (pipe or ditch) is described; and the flow rate is measured. It is anticipated that a septic effluent and outfall survey of 6 miles of shoreline will require 2 days.

# INVOICE

## SPECTRA Laboratories

2221 Ross Way, Tacoma Washington 98421 - (253) 272-4850 - Fax: (253) 572-9838 - Tax ID: #45-4776537

**BILL TO:**  
**Herrera Environmental**  
Accounts Payable  
2200 6th Ave  
Ste 1100  
Seattle, WA 98121

INVOICE NUMBER 140087  
INVOICE DATE 5/31/2019  
SPECTRA PROJECT 2019050380  
P.O. #  
DATE RECEIVED 5/14/2019  
CLIENT PROJECT Black Lake  
TERMS Net 30 Days  
DUE DATE 6/30/2019

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
E. coli by MF	14	\$25.00	\$350.00
Total Phosphorus	14	\$30.00	\$420.00
		Subtotal	\$770.00
		Amount Due	\$770.00

Vendor No:	2722	Received Date:	6.4.19
Invoice No:	140087	Invoice Date:	5.31.19
Project No:	15-06161-001	GL Account:	5573.00
Task No:	1		
Entered By:	EA	Entered Date:	

**THANK YOU FOR YOUR BUSINESS!**

*We accept Visa, Mastercard or Discover*

Past due balances are subject to 1.5% monthly service charge

# INVOICE

## SPECTRA Laboratories

2221 Ross Way, Tacoma Washington 98421 - (253) 272-4850 - Fax: (253) 572-9838 - Tax ID: #45-4776537

**BILL TO:**  
**Herrera Environmental**  
Accounts Payable  
2200 6th Ave  
Ste 1100  
Seattle, WA 98121

INVOICE NUMBER | 139177  
INVOICE DATE | 4/29/2019  
SPECTRA PROJECT | 2019040458  
P.O. #  
DATE RECEIVED | 4/15/2019  
CLIENT PROJECT | Black Lake  
TERMS | Net 30 Days  
DUE DATE | 5/29/2019

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
E. coli by MF	15	\$25.00	\$375.00
Total Phosphorus	15	\$30.00	\$450.00
		Subtotal	\$825.00
		Amount Due	\$825.00

Vendor No:	2722	Received Date:	4.29.19
Invoice No:	139177	Invoice Date:	4.29.19
Project No:	15-06161-001	GL Account:	5573.00
Task No:	001		
Entered By:	emir	Entered Date:	

**THANK YOU FOR YOUR BUSINESS!**  
*We accept Visa, Mastercard or Discover*

Past due balances are subject to 1.5% monthly service charge



HERRERA

# HERRERA EQUIPMENT FEE FORM

Name: Brianna Blaud Month/Year: February/2019

Equipment	Project Number	Task Number	Date (s) of Rental / Units Used	To be completed by Accounting:	
				Project Rental Rate <sup>a</sup>	Total Charge
Flow meter	15-06161-001	1	1	\$25	\$25

<sup>a</sup> Refer to current ODC schedule or project budget for specific equipment rental rate.

For accounting use:

Date Received

Entered by





May 28, 2019  
 Invoice No: 44512

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

Project 15-06161-001 Black Lake Watershed Pollutant Source Screening  
 Email invoices to: Lake Stintzi: lake@blacklakespecialdistrict.org

**Professional Services from March 30, 2019 to April 26, 2019**

Task 001 Sampling and Analysis

**Professional Personnel**

	Hours	Rate	Amount	
Scientist VI				
Zisette, Rob	3.50	247.87	867.55	
Scientist III				
Blaud, Brianna	6.50	131.58	855.27	
GIS Analyst II				
Geigel, Joseph	3.75	106.26	398.48	
Totals	13.75		2,121.30	
<b>Total Labor</b>				<b>2,121.30</b>

**Reimbursable Expenses**

Mileage Employee Vehicle				
4/15/2019 Blaud, Brianna		Baseflow sampling	50.34	
<b>Total Reimbursables</b>			<b>50.34</b>	<b>50.34</b>

**Other Expenses**

Flow Meter				
		1.0 day @ 25.00	25.00	
<b>Total Other Expenses</b>			<b>25.00</b>	<b>25.00</b>
		<b>Task Total</b>		<b>\$2,196.64</b>

Task 003 Project Management



Project	15-06161-001	Black Lake Watershed Pollutant Source Sc	Invoice	44512
---------	--------------	--	---------	-------

**Professional Personnel**

	Hours	Rate	Amount	
Accounting Administrator III Saavedra, Robin	1.00	115.58	115.58	
Accounting Administrator II Maloof, Charlie	.25	103.89	25.97	
Totals	1.25		141.55	
<b>Total Labor</b>				<b>141.55</b>
		<b>Task Total</b>		<b>\$141.55</b>
		<b>Total Due this Invoice</b>		<b>\$2,338.19</b>

	Current	Prior	Total
<b>Billed to Date</b>	<b>2,338.19</b>	<b>1,667.16</b>	<b>4,005.35</b>

**Outstanding Invoices**

Number	Date	Balance
44299	4/24/2019	1,667.16
<b>Total</b>		<b>1,667.16</b>

**Total Compensation 19,622.00**



2200 Sixth Avenue | Suite 1100 | Seattle, Washington | 98121 | p 206 441 9080 | f 206 441 9108  
 PORTLAND, OR | MISSOULA, MT | OLYMPIA, WA | BELLINGHAM, WA

## Black Lake Project Progress Report for Herrera Environmental Consultants

### Herrera Environmental Consultants

### Progress Report: Black Lake Watershed Pollutant Screening

### Invoice Period: March 30 through April 26, 2019

Task	Project Budget	Previously Invoiced	Amount this Period	Billed to Date	Budget Remaining	Percent Spent	Percent Complete	Work Performed
1-Sampling	\$8,684	\$1,667.16	\$2,196.64	\$3,863.80	\$4,820.20	44%	45%	Collected base flow samples (Event 1) on 4/15/19; prepared station map and site descriptions
2-Reporting	\$9,220	\$0.00	\$0.00	\$0.00	\$9,220.00	0%	0%	None
3-Management	\$1,718	\$0.00	\$141.55	\$141.55	\$1,576.45	8%	10%	Prepared invoice and progress report
<b>Total</b>	<b>\$19,622</b>	<b>\$1,667.16</b>	<b>\$2,338.19</b>	<b>\$4,005.35</b>	<b>\$15,616.65</b>	<b>20%</b>	<b>20%</b>	

Planned future work: Conduct storm flow sampling (Event 2) on May 14, 2019 and receive lab data for Events 1 and 2.



April 24, 2019  
 Invoice No: 44299

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

Project 15-06161-001 Black Lake Watershed Pollutant Source Screening  
Professional Services from March 2, 2019 to March 29, 2019

Task 001 Sampling and Analysis

**Professional Personnel**

	Hours	Rate	Amount	
Scientist VI				
Zisette, Rob	3.00	247.87	743.61	
Scientist III				
Blaud, Brianna	5.00	131.58	657.90	
GIS Analyst II				
Geigel, Joseph	2.50	106.26	265.65	
Totals	10.50		1,667.16	
<b>Total Labor</b>				<b>1,667.16</b>
		<b>Task Total</b>		<b>\$1,667.16</b>
		<b>Total Due this Invoice</b>		<b>\$1,667.16</b>

	Current	Prior	Total
<b>Billed to Date</b>	<b>1,667.16</b>	<b>0.00</b>	<b>1,667.16</b>

**Total Compensation 19,622.00**



## Black Lake Project Progress Report for Herrera Environmental Consultants

### Herrera Environmental Consultants

### Progress Report: Black Lake Watershed Pollutant Screening

### Invoice Period: March 2 through March 29, 2019

Task	Project Budget	Previously Invoiced	Amount this Period	Billed to Date	Budget Remaining	Percent Spent	Percent Complete	Work Performed
1-Sampling	\$8,684	\$0.00	\$1,667.16	\$1,667.16	\$7,016.84	19%	20%	Prepared site map/descriptions, conducted site reconnaissance
2-Reporting	\$9,220	\$0.00	\$0.00	\$0.00	\$9,220.00	0%	100%	None
3-Management	\$1,718	\$0.00	\$0.00	\$0.00	\$1,718.00	0%	90%	None
<b>Total</b>	<b>\$19,622</b>	<b>\$0.00</b>	<b>\$1,667.16</b>	<b>\$1,667.16</b>	<b>\$17,954.84</b>	<b>8%</b>	<b>96%</b>	

Planned future work: Conduct base and storm flow sampling.



June 24, 2019  
 Invoice No: 44676

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

Project 15-06161-001 Black Lake Watershed Pollutant Source Screening  
 Email invoices to: Lake Stintzi: lake@blacklakespecialdistrict.org

**Professional Services from April 27, 2019 to May 31, 2019**

Task 001 Sampling and Analysis

**Professional Personnel**

	Hours	Rate	Amount	
Scientist VI				
Zisette, Rob	2.00	247.87	495.74	
Scientist III				
Blaud, Brianna	5.00	131.58	657.90	
Totals	7.00		1,153.64	
<b>Total Labor</b>				<b>1,153.64</b>

**Reimbursable Expenses**

Field Supplies				
5/14/2019    Blaud, Brianna	ice		5.98	
Mileage Employee Vehicle				
5/14/2019    Blaud, Brianna	sampling at black lake		49.65	
Laboratories				
4/29/2019    Spectra Laboratories	139177		825.00	
5/31/2019    Spectra Laboratories	140087		770.00	
<b>Total Reimbursables</b>			<b>1,650.63</b>	<b>1,650.63</b>

**Task Total           \$2,804.27**

Task 003 Project Management

**Professional Personnel**

	Hours	Rate	Amount
Scientist VI			
Zisette, Rob	.50	247.87	123.94



Project	15-06161-001	Black Lake Watershed Pollutant Source Sc	Invoice	44676
Accounting Administrator II				
	Maloof, Charlie	.25	103.89	25.97
	Totals	.75		149.91
	<b>Total Labor</b>			<b>149.91</b>
			<b>Task Total</b>	<b>\$149.91</b>
			<b>Total Due this Invoice</b>	<b>\$2,954.18</b>

<b>Billed to Date</b>	<b>Current</b>	<b>Prior</b>	<b>Total</b>
	2,954.18	4,005.35	6,959.53

**Outstanding Invoices**

Number	Date	Balance
44299	4/24/2019	1,667.16
44512	5/28/2019	2,338.19
<b>Total</b>		<b>4,005.35</b>

**Total Compensation**            **19,622.00**



## Black Lake Project Progress Report for Herrera Environmental Consultants

### Herrera Environmental Consultants

### Progress Report: Black Lake Watershed Pollutant Screening

### Invoice Period: April 27 through May 31, 2019

Task	Project Budget	Previously Invoiced	Amount this Period	Billed to Date	Budget Remaining	Percent Spent	Percent Complete	Work Performed
1-Sampling	\$8,684	\$3,863.80	\$2,804.27	\$6,668.07	\$2,015.93	77%	85%	Collected storm flow samples (Event 2) on 5/14/19, reviewed laboratory data, and received laboratory invoices for both events.
2-Reporting	\$9,220	\$0.00	\$0.00	\$0.00	\$9,220.00	0%	0%	None
3-Management	\$1,718	\$141.55	\$149.91	\$291.46	\$1,426.54	17%	17%	Prepared invoice and progress report
<b>Total</b>	<b>\$19,622</b>	<b>\$4,005.35</b>	<b>\$2,954.18</b>	<b>\$6,959.53</b>	<b>\$12,662.47</b>	<b>35%</b>	<b>35%</b>	

Planned future work: Prepare project report.





**Thurston County Treasurer**  
**September 2019 Statement**  
**Black Lake DD #12**  
**Fund 6354 - DD #12 BLACK LAKE**

### Cash Activity

Date	Description	Amount	Notes
<b>09/01/2019</b>	<b>Beginning Cash Balance</b>	<b>\$283,716.15</b>	
	<b>Receipts/Deposits/Refunds:</b>		
09/30/2019	Tax & Assessment Receipts	834.37	
09/30/2019	Interest Paid	486.00	
	<b>Total Deposits</b>	<b>\$1,320.37</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
09/05/2019	Issued Warrants	(5,211.35)	
09/30/2019	Issued Warrants	(5,000.00)	
	<b>Total Warrants and Electronic Disbursements</b>	<b>(\$10,211.35)</b>	
<b>09/30/2019</b>	<b>Ending Cash Balance</b>	<b>\$274,825.17</b>	

### Warrant Activity

<b>09/01/2019</b>	<b>Beginning Warrants Outstanding</b>	<b>\$15,551.51</b>
	Total Warrants Issued	10,211.35
	Total Warrants Redeemed	(15,551.51)
	Total Warrants Voided	-
<b>09/30/2019</b>	<b>Ending Warrants Outstanding</b>	<b>\$10,211.35</b>

### Investment Activity

<b>09/01/2019</b>	<b>Beginning Interest Receivable</b>	<b>\$1,144.33</b>
	Interest Earned	444.53
	Cash Paid	(486.00)
<b>09/30/2019</b>	<b>Ending Interest Receivable</b>	<b>\$1,102.86</b>

TCIP Yield (used to calculate interest earnings)	1.94%
LGIP Yield (budget benchmark)	2.09%



**Thurston County Treasurer**  
**August 2019 Statement**  
**Black Lake DD #12**  
**Fund 6354 - DD #12 BLACK LAKE**

### Cash Activity

Date	Description	Amount	Notes
<b>08/01/2019</b>	<b>Beginning Cash Balance</b>	<b>\$299,377.60</b>	
	<b>Receipts/Deposits/Refunds:</b>		
08/31/2019	Tax & Assessment Receipts	1,612.31	
08/31/2019	Interest Paid	344.95	
	<b>Total Deposits</b>	<b>\$1,957.26</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
08/07/2019	Issued Warrants	(3,287.69)	
08/23/2019	Transfer	(1,630.78)	
08/27/2019	Issued Warrants	(12,700.24)	
	<b>Total Warrants and Electronic Disbursements</b>	<b>(\$17,618.71)</b>	
<b>08/31/2019</b>	<b>Ending Cash Balance</b>	<b>\$283,716.15</b>	

### Warrant Activity

<b>08/01/2019</b>	<b>Beginning Warrants Outstanding</b>	<b>\$4,517.65</b>
	Total Warrants Issued	15,987.93
	Total Warrants Redeemed	(4,954.07)
	Total Warrants Voided	-
<b>08/31/2019</b>	<b>Ending Warrants Outstanding</b>	<b>\$15,551.51</b>

### Investment Activity

<b>08/01/2019</b>	<b>Beginning Interest Receivable</b>	<b>\$993.74</b>
	Interest Earned	495.54
	Cash Paid	(344.95)
<b>08/31/2019</b>	<b>Ending Interest Receivable</b>	<b>\$1,144.33</b>

TCIP Yield (used to calculate interest earnings)	1.98%
LGIP Yield (budget benchmark)	2.18%