



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Regular Meeting
Monday, July 2, 2018 • 6:00 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

Attachment: June 4, 2018 Work Session Meeting Minutes
6. Informational Materials

Attachment: Financials
7. Warrant Requests

*Attachment: Lake Stintzi Reimbursement
Brian Wilmovsky Reimbursement
Vern Bonfield Reimbursement
Sign Kiosk Invoice
OrgSupport Invoice #1982*
8. Old Business
 - a. Kiosk
 - b. Treasurers Fund Report
 - c. Future Alum Treatment Finance Committee
 - d. Black Lake Ditch Contractor Update
 - e. A+ Services Update
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 Meeting, TBD (OrgSupport Offices)



BLACK LAKE SPECIAL DISTRICT

**Black Lake Special District Work Session
Monday, June 4 • 6:00 pm • 2102 Carriage Drive Bldg E• Olympia**

1. Call to Order – **The meeting was called to order by Chair Stinzi at 6:15 pm.**
2. Roll Call
 Brian Wilmorsky
 Lake Stinzi
 Vernon Bonfield
3. Approval of Agenda – **It was moved, second, passed unanimously to approve the agenda as presented.**
4. Public Communication – None
5. Informational Materials – Commissioners approved the minutes and financials as presented. Chair Stinzi asked that a Treasurers Fund Report be provided as well. DD12

Attachment: April 2, 2018 Minutes
Attachment: Financials

6. Warrant Requests – Commissioners approved the four warrant requests.

Attachment: Lake Stintzi Reimbursement
Attachment: Brian Wilmovsky Reimbursement
Attachment: Vern Bonfield Reimbursement
Attachment: Contract Services Invoice #1950

7. Old Business
 - a. Kiosk – *Chair Stinzi will send content to OrgSupport to create a sign for the lake. Commissioners discussed their concerns about the lack of progress on the completion of the kiosk. Craig Ottavelli will follow up with the contractor and the commissioners.*
 - b. Future Alum Treatment Finance Committee – Commissioner Wilmovsky emailed the committee to touch base on June 4, 2018
 - c. Black Lake Ditch Contractor Update – Almost a month ago Chair Stintzi filled out a public works work request regarding the debris in the water channel. Chair Stintzi has not gotten a response yet, but he will follow up when it is exactly one month. If he does not receive a response to that, he will look for other channels of communication.
 - d. Annual Meeting Recap – The event went well but there was too much cross talk. There was discussion that one presenter was not approved by the commissioners prior to the event. OrgSupport reported all official presenters on the agenda were confirmed and/or approved by one or more BLSD commissioners; there were no speakers invited or scheduled without BLSD commissioner approval.
8. New Business
 - a. Chair Stintzi has researched how many septic systems on Black lake have not been pumped in six years and he recommends sending a letter to those homeowners asking them to comply with county recommendations and pump their septic systems. Incentives to encourage homeowners to comply were discussed including partnering with a septic pumping service like A+ Services to offer a discount to those homeowners. *Craig Ottavelli to follow up with commissioners and then contact A+ Services.*



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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 – The meeting was adjourned at 6:45 pm.**

Next Meetings:

Regular Meeting, Monday, July 2, 2018, 6:00pm (OrgSupport Offices)
Work Session Meeting, TBD (OrgSupport Offices)

Black Lake Special District
Statement of Income and Expense
May 2018

	<u>May 18</u>
Ordinary Income/Expense	
Income	
Rates & Charges	9,394.17
Total Income	9,394.17
Expense	
Contract Services	
Non-recurring Contract Services	27,908.00
Recurring Contract Services	5,000.00
Total Contract Services	32,908.00
Governing Expenses	
Per Diem	75.00
Total Governing Expenses	75.00
Operations	
Postage, Mailing Service	410.96
Printing and Copying	232.47
Total Operations	643.43
Total Expense	33,626.43
Net Ordinary Income	-24,232.26
Net Income	<u><u>-24,232.26</u></u>

Black Lake Special District
Statement of Financial Position
As of June 4, 2018

	<u>Jun 4, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Thurston County Treasurer	256,004.04
Total Checking/Savings	<u>256,004.04</u>
Total Current Assets	<u>256,004.04</u>
TOTAL ASSETS	<u>256,004.04</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	163,038.65
Total Accounts Payable	<u>163,038.65</u>
Total Current Liabilities	<u>163,038.65</u>
Total Liabilities	163,038.65
Equity	
Unrestricted Net Assets	34,268.85
Net Income	58,696.54
Total Equity	<u>92,965.39</u>
TOTAL LIABILITIES & EQUITY	<u>256,004.04</u>

Black Lake Special District
Profit & Loss Budget vs. Actual
January through May 2018

Cash Basis

	Jan - May 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Rates & Charges	102,034.56	153,000.00	-50,965.44	66.7%
Total Income	102,034.56	153,000.00	-50,965.44	66.7%
Expense				
Business Expenses				
Treasurer Fees	0.00	1,530.00	-1,530.00	0.0%
Total Business Expenses	0.00	1,530.00	-1,530.00	0.0%
Contract Services				
Attorney Fees & Charges	0.00	2,000.00	-2,000.00	0.0%
Non-recurring Contract Services	27,908.00			
Recurring Contract Services	15,000.00	30,700.00	-15,700.00	48.9%
Total Contract Services	42,908.00	32,700.00	10,208.00	131.2%
Election Expenses	0.00	3,150.00	-3,150.00	0.0%
Governing Expenses				
Per Diem	417.00	4,320.00	-3,903.00	9.7%
Total Governing Expenses	417.00	4,320.00	-3,903.00	9.7%
Lake Management				
Control	0.00	50,000.00	-50,000.00	0.0%
Permitting Fees	0.00	500.00	-500.00	0.0%
Total Lake Management	0.00	50,500.00	-50,500.00	0.0%
Operations				
Postage, Mailing Service	418.00			
Printing and Copying	252.92			
Supplies	7.30			
Total Operations	678.22			
Other Types of Expenses				
Insurance	0.00	2,754.00	-2,754.00	0.0%
Other Expenses	100.00	64,640.00	-64,540.00	0.2%
Total Other Types of Expenses	100.00	67,394.00	-67,294.00	0.1%
Total Expense	44,103.22	159,594.00	-115,490.78	27.6%
Net Ordinary Income	57,931.34	-6,594.00	64,525.34	-878.5%
Other Income/Expense				
Other Income				
Interest Income	765.20			
Total Other Income	765.20			
Net Other Income	765.20	0.00	765.20	100.0%
Net Income	58,696.54	-6,594.00	65,290.54	-890.2%



BLACK LAKE SPECIAL DISTRICT

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Reimbursement & Expenditure Request

Today's Date 6/27/18

Itemize Expenditures Below

Description (Meeting Attended, Mileage, Food, Lodging, etc.)	Miles Traveled*	Date	Amount
Work Session		2/12/18	\$114
Work Session		3/5/18	\$114
Board Meeting		4/2/18	\$114
Work Session		4/23/18	\$114
Annual Meeting		5/07/18	\$114
Work Session		6/04/18	\$114

*Administrative office will calculate amount for mileage reimbursement.

Total \$684

Receipts are required for reimbursement. Please attach to form.

Make check payable to: Lake Stintzi

Mailing address: 7514 Cattail Ln SW, Olympia, WA 98512

Signature: _____

Please return this form to the administrative office by the 1st of each month.



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Work Session		4/23/18	\$114
Annual Meeting		5/07/18	\$114

*Administrative office will calculate amount for mileage reimbursement.

Total \$456

Receipts are required for reimbursement. Please attach to form.

Make check payable to: Vernon Bonfield

Mailing address: PO Box 7905, Olympia, WA 98507

Signature: _____

Please return this form to the administrative office by the 1st of each month.



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Annual Meeting		5/07/18	\$114
Work Session		6/04/18	\$114

*Administrative office will calculate amount for mileage reimbursement.

Total \$684

Receipts are required for reimbursement. Please attach to form.

Make check payable to: Brian Wilmovsky

Mailing address: 2627 Capital Mall Dr SW, B-3A, Olympia, WA 98502

Signature: _____

Please return this form to the administrative office by the 1st of each month.

Happy Home Construction

17513 Dusty Ct SW
 Tenino, WA 98589
 3605071467
 HAPPYHC954CA

Invoice

Date	Invoice #
6/28/2018	6282018
Customer	Job
Craig Octavelli	

Customer Information
Craig Octavelli Black Lake Special District Black Lake Boat Ramp Olympia, WA

Description	Qty	Rate	Amount
Labor to remove and replace existing sign kiosk and dispose of existing kiosk			
Labor, per	1	1,600.00	1,600.00
Lumber package for new kiosk			
Material, per	1	557.15	557.15
Disposal fee			
Subcontract, per unit	1	90.00	90.00

*Project Subtotal			2,247.15
10.00% Overhead	1	224.72	224.72
10.00% Profit	1	247.19	247.19
*Markup Charges			471.90
*Project Total			2,719.05
8.80% Tax on the Contract Price	1	239.28	239.28
*Tax Charges			239.28
		Total	2,958.34



OrgSupport

120 State Avenue NE, #303
Olympia, WA 98501

Invoice

Date	Invoice #
7/1/2018	1982

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

Description	Qty	Rate	Amount
Contract Services - June	1	2,500.00	2,500.00
Printing B&W	43	0.10	4.30
Printing Color	34	0.25	8.50
Stamps	4	0.49	1.96
Labels	3	0.02	0.06
Meeting expenses - Food, Other	1	53.76	53.76
Total			\$2,568.58



Thurston County Treasurer
May 2018 Statement
Black Lake DD #12
Fund 6354 - DD #12 BLACK LAKE

Cash Activity

Date	Description	Amount	Notes
05/01/2018	Beginning Cash Balance	\$312,556.75	
	Receipts/Deposits/Refunds:		
05/31/2018	Tax & Assessment Receipts	8,899.51	
05/31/2018	Interest Paid	494.66	
	Total Deposits	\$9,394.17	
	Warrant Issues & Voids/Fees/ACH/Wires:		
05/09/2018	Issued Warrants	(30,488.80)	
05/10/2018	Debt Payment	(32,320.45)	
	Total Warrants and Electronic Disbursements	(\$62,809.25)	
05/31/2018	Ending Cash Balance	\$259,141.67	

Warrant Activity

05/01/2018	Beginning Warrants Outstanding	\$442.00
	Total Warrants Issued	30,488.80
	Total Warrants Redeemed	(2,947.80)
	Total Warrants Voided	-
05/31/2018	Ending Warrants Outstanding	\$27,983.00

Investment Activity

05/01/2018	Beginning Interest Receivable	\$737.12
	Interest Earned	339.35
	Cash Paid	(494.66)
05/31/2018	Ending Interest Receivable	\$581.81

TCIP Yield (used to calculate interest earnings)	1.49%
LGIP Yield (budget benchmark)	1.70%

