



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Work Session Meeting
Monday, October 1 • 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. Informational Materials

Attachments:

*August 20 Regular Meeting Minutes
September 10 Work Session Minutes
August Financials
Resolution 18-01 Commissioner Compensation*

6. Warrant Requests

Attachments:

*OrgSupport Invoice #2069
AquaTechnex Invoice #9496
Thurston GeoData Invoice #25-1809-189
Thurston GeoData Invoice #25-1808-182
OrgSupport Invoice #2103*

7. Old Business

a. Future Alum Treatment Finance Committee and Treatment Timeline

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:

Regular Session Meeting, October 15, 2018

Work Session Meeting, November 5, 2018



BLACK LAKE SPECIAL DISTRICT

- a. *OrgSupport will facilitate a meeting time moving to accommodate everyone's schedules. Ask Lake Stintzi first, Brian Wilmovsky and Vernon Bonfield would like to move the meeting back to 6:15 pm start time.*

11. Continued Public Communication

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

12. Adjournment of Public Meeting – **The meeting was adjourned at 6:33 pm.**

Next Meetings: Regular Meeting Monday, September 17, 2018

Work Session Meeting October 1, 2018



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Work Session
Monday, August 20 • 6:00 pm • 2102 Carriage Drive Bldg E • Olympia

ATTENDEES: Lake Stintzi, Vernon Bonfield, Brian Wilmovsky, and Craig Ottavelli (Staff).

AGENDA:

1. Call to Order – **Chair Stintzi called the meeting to order at 6:05 pm.**
2. Roll Call
 - a. Brian Wilmovsky
 - b. Lake Stintzi
 - c. Vernon Bonfield
3. Approval of Agenda – **It was moved, second, passed unanimously to approve the agenda as amended (to include Septic Letter under Old Business).**
4. Public Communication – None.
5. Approval of Consent Agenda – **It was moved, second, passed unanimously to approve the consent agenda as presented.**

<i>Attachment:</i>	<i>August 6, 2018</i>
<i>Attachment:</i>	<i>July 16, 2018 Minutes</i>
<i>Attachment:</i>	<i>July Financials</i>
6. Warrant Requests – **It was moved, second, passed unanimously to approve the Warrant Requests as presented.**

<i>Attachments:</i>	<i>Wilmovsky Reimbursement</i>
	<i>2018 Thurston County Administrative Fee</i>
	<i>OrgSupport Invoice #2040</i>
	<i>AquaTechnex Invoice #9260</i>
7. Old Business
 - a. Future Alum Treatment Finance Committee and Treatment Timeline – Commissioners Stintzi and Bonfield are seeking additional opinions, which are expected before the end of September. Preliminary feedback has suggested the groundwater phosphorus input is not adequately considered. Herrera is preparing a proposal for a lit review and possible subsequent testing of Fish Pond Creek.
 - b. Debris under Black Lake – Belmore bridge – Commissioner Stintzi is waiting to hear from Thurston County Public Works for a face to face meeting to share concerns related to high water flow situations.
 - c. Herbicide treatment plan – The treatments have been effective. A 2018 spot treatment happened at a lower cost than earlier treatments.
 - d. Septic Letter – There was very limited response to the septic system letters. No feedback received was negative or critical of the information campaign. *OrgSupport will send comments on the septic mailing to the Thurston County Department of Environmental Health at the end of September.* Commissioner Stintzi is researching other parcels that may abut waterways that flow into Black Lake. *OrgSupport will send a septic letter to the remainder of district residents meeting the criteria (coordinating with Commissioner Stintzi).*



BLACK LAKE SPECIAL DISTRICT

8. Items from the Floor
 - a. The Office of Financial Management posted a Notice of Special District Governing Body Dollar Threshold Adjustment adjusting the compensation limits for special districts. Commissioners reviewed the OFM announcement and Resolution #14-02 and requested OrgSupport bring forward a revised resolution adjusting compensation to align with the new dollar threshold.
 - b. Commissioner Stintzi has requested an update map for use on the kiosk.
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, September 3, 2018
Regular Session Meeting, September 17, 2018

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

Cash Basis

	Jan - Aug 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Rates & Charges	104,396.62	153,000.00	-48,603.38	68.2%
Total Income	104,396.62	153,000.00	-48,603.38	68.2%
Expense				
Business Expenses				
Treasurer Fees	1,562.67	1,530.00	32.67	102.1%
Total Business Expenses	1,562.67	1,530.00	32.67	102.1%
Contract Services				
Attorney Fees & Charges	0.00	2,000.00	-2,000.00	0.0%
Non-recurring Contract Services	30,866.34			
Recurring Contract Services	22,500.00	30,700.00	-8,200.00	73.3%
Total Contract Services	53,366.34	32,700.00	20,666.34	163.2%
Election Expenses	0.00	3,150.00	-3,150.00	0.0%
Governing Expenses				
Per Diem	3,609.00	4,320.00	-711.00	83.5%
Total Governing Expenses	3,609.00	4,320.00	-711.00	83.5%
Lake Management				
Control	0.00	50,000.00	-50,000.00	0.0%
Permitting Fees	0.00	500.00	-500.00	0.0%
Testing and Monitoring	2,885.85			
Total Lake Management	2,885.85	50,500.00	-47,614.15	5.7%
Operations				
Postage, Mailing Service	421.46			
Printing and Copying	644.85			
Supplies	7.36			
Total Operations	1,073.67			
Other Types of Expenses				
Insurance	0.00	2,754.00	-2,754.00	0.0%
Other Expenses	153.76	64,640.00	-64,486.24	0.2%
Total Other Types of Expenses	153.76	67,394.00	-67,240.24	0.2%
Total Expense	62,651.29	159,594.00	-96,942.71	39.3%
Net Ordinary Income	41,745.33	-6,594.00	48,339.33	-633.1%
Other Income/Expense				
Other Income				
Interest Income	1,553.86			
Total Other Income	1,553.86			
Net Other Income	1,553.86	0.00	1,553.86	100.0%
Net Income	43,299.19	-6,594.00	49,893.19	-656.6%

Black Lake Special District
Statement of Financial Position
As of August 31, 2018

	<u>Aug 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Thurston County Treasurer	240,606.69
Total Checking/Savings	<u>240,606.69</u>
Total Current Assets	<u>240,606.69</u>
TOTAL ASSETS	<u>240,606.69</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	43,299.19
Total Equity	<u>77,568.04</u>
TOTAL LIABILITIES & EQUITY	<u>240,606.69</u>

Black Lake Special District
Statement of Income and Expense
August 2018

	<u>Aug 18</u>
Ordinary Income/Expense	
Income	
Rates & Charges	394.13
Total Income	394.13
Expense	
Business Expenses	
Treasurer Fees	1,562.67
Total Business Expenses	1,562.67
Contract Services	
Non-recurring Contract Services	2,958.34
Recurring Contract Services	2,500.00
Total Contract Services	5,458.34
Governing Expenses	
Per Diem	1,938.00
Total Governing Expenses	1,938.00
Lake Management	
Testing and Monitoring	2,885.85
Total Lake Management	2,885.85
Operations	
Postage, Mailing Service	1.50
Printing and Copying	379.13
Total Operations	380.63
Total Expense	12,225.49
Net Ordinary Income	-11,831.36
Other Income/Expense	
Other Income	
Interest Income	256.35
Total Other Income	256.35
Net Other Income	256.35
Net Income	<u><u>-11,575.01</u></u>



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

Cash Activity

Date	Description	Amount	Notes
08/01/2018	Beginning Cash Balance	\$247,969.36	
	Receipts/Deposits/Refunds:		
08/31/2018	Tax & Assessment Receipts	394.13	
08/31/2018	Interest Paid	256.35	
	Total Deposits	\$650.48	
	Warrant Issues & Voids/Fees/ACH/Wires:		
08/22/2018	Issued Warrants	(6,450.48)	
08/24/2018	Transfer	(1,562.67)	
	Total Warrants and Electronic Disbursements	(\$8,013.15)	
08/31/2018	Ending Cash Balance	\$240,606.69	

Warrant Activity

08/01/2018	Beginning Warrants Outstanding	\$3,184.00
	Total Warrants Issued	6,450.48
	Total Warrants Redeemed	(3,868.00)
	Total Warrants Voided	-
08/31/2018	Ending Warrants Outstanding	\$5,766.48

Investment Activity

08/01/2018	Beginning Interest Receivable	\$720.63
	Interest Earned	341.54
	Cash Paid	(256.35)
08/31/2018	Ending Interest Receivable	\$805.82

TCIP Yield (used to calculate interest earnings)	1.64%
LGIP Yield (budget benchmark)	1.91%



OrgSupport

120 State Avenue NE, #303
Olympia, WA 98501

Invoice

Date	Invoice #
10/1/2018	2069

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	419	0.10	41.90
Printing Color	15	0.25	3.75
Stamps	63	0.49	30.87
Envelopes	63	0.15	9.45
Labels	3	0.02	0.06
Total			\$2,586.03

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

1. Aquatechnex PO Box 30824 Bellingham, WA 98228	9496	Aquatic Weed Treatment	\$6,470.81
2. OrgSupport 120 State Ave NE #303 Olympia, WA 98501	2069	Contract Services - September	\$2,586.03
3. Thurston County Central Services 2000 Lakeridge Dr SW Olympia, WA 98502	25-1808-182	Two Custom Maps	\$52.27
4. Thurston County Central Services 2000 Lakeridge Dr SW Olympia, WA 98502	25-1809-189	Data analysis/creation	\$26.14
Total for document:			\$9,135.25

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



Invoice

P.O. Box 30824
 Bellingham WA 98228

Date	Invoice #
8/31/2018	9496

Bill To
Black Lake Special District 120 State Avenue NE, Suite 303 Olympia WA 98501 United States

Terms	Due Date	PO #	Project	End Date	Shipping Code
					Ship Via

Item	Quantity	Description	Rate	Tax	Amount
Washington Service	1	Shoreline notification for aquatic weed treatments, treatment labor, equipment and materials	6,470.81	Yes	6,470.81
			Subtotal		6,470.81
			Tax (Sales Tax 8.9%)		575.90
			Total		\$7,046.71



COUNTY COMMISSIONERS
 John Hutchings
 District One
 Gary Edwards
 District Two
 Bud Blaise
 District Three

CENTRAL SERVICES DEPARTMENT

Creating Solutions for Our Future

Martin D. Casey, Director

Thurston GeoData Center - Billing Invoice

Company:	Black Lake Special District	Invoice No:	25 - 1809 - 189
Attn:	Lydia	Order Date:	9/4/2018
Address:	120 State Ave NE, #303	Ship Date:	
	Olympia, WA 98501-	Method:	E-mail
Phone No:	(360) 867-8814 ext:		

Notes: Address List for Black Lake Special District Parcels

You are hereby requested to pay the total shown below to the County of Thurston:

<i>Product Name</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Net Amount</i>	<i>Discount</i>	<i>Item Total</i>
Data Analysis/Creation	\$96.00	0.25	\$24.00	0.00%	\$24.00
			Sub-Total:		\$24.00
			Shipping:		\$0.00
			Tax:		\$2.14
			Total:		\$26.14

A convenience fee of 2.35%, based on the total, or a minimum of \$2.00, is charged on Credit Card payments.

For Questions Regarding this Order please contact GeoData at (360) 754-4594

Make Check Payments to:

Thurston County Central Services
 Attn: Central Services Accountant
 2000 Lakeridge Drive, SW
 Olympia, WA 98502

Make Credit Card Payments to:

Thurston GeoData Center
 (360) 754-4594



COUNTY COMMISSIONERS
 John Hutchings
 District One
 Gary Edwards
 District Two
 Bud Blake
 District Three

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Martin D. Casey, Director

Thurston GeoData Center - Billing Invoice

<i>Company:</i>	Black Lake Special District	<i>Invoice No:</i>	25- 1808 - 182
<i>Attn:</i>	Lydia	<i>Order Date:</i>	8/22/2018
<i>Address:</i>	120 State Ave NE, #303	<i>Ship Date:</i>	
	Olympia, WA 98501-	<i>Method:</i>	E-mail
<i>Phone No:</i>	(360) 867-8814 ext:		

Notes: (1) 11x17 PDF map of the Black Lake Special Use District (parcels, no aerial)
 (1) map graphic of Black Lake with 200' buffer for speed safety signs, format TBD

You are hereby requested to pay the total shown below to the County of Thurston:

<i>Product Name</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Net Amount</i>	<i>Discount</i>	<i>Item Total</i>
Custom Map 11x17, 15 minute minimum	\$24.00	2	\$48.00	50.00%	\$24.00
Custom Map 11x17, 15 minute minimum	\$24.00	2	\$48.00	50.00%	\$24.00
			<i>Sub-Total:</i>		\$48.00
			<i>Shipping:</i>		\$0.00
			<i>Tax:</i>		\$4.27
			<i>Total:</i>		\$52.27

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 For Questions Regarding this Order please contact GeoData at (360) 754-4594

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 Attn: Central Services Accountant
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 Olympia, WA 98502

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Thurston GeoData Center
 (360) 754-4594



THURSTON COUNTY
WASHINGTON
SINCE 1968

JEFF GADMAN
TREASURER

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

August 27, 2018

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

Re: Black Lake Special District Assessments

Dear Lake:

We are preparing for the annual billing for the year 2019. We use a combined statement that includes both taxes and other charges - your assessments. Because the billing covers property taxes, it is imperative that they are mailed timely. In order to assure that your assessments will be included on the statement, please meet the dates below for submission of your file:

November 16, 2018	District submits text file to Treasurers office
November 19 - 28, 2018	Treasurer runs in test and reports exceptions to the District
December 14, 2018	District advises Treasurers office on handling of exceptions
January 2, 2019	Treasurer adds special assessment to the ASCEND system for billing & collection purposes.

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 bill, if you miss these dates and we are making normal progress on getting the tax statement out.

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 16th 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.



THURSTON COUNTY
WASHINGTON
SEVENTH YEAR

JEFF GADMAN
TREASURER

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

Please contact us if you have any questions. We anticipate that the cost for processing your roll will remain minimal. We will be sending you a letter that specifies the charges for your district

Sincerely,

A handwritten signature in blue ink that reads "Kathi Swarthout".

Kathi Swarthout
Accountant
360-786-5547 swarthk@co.thurston.wa.us

Resolution #18-01

A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT GOVERNING BOARD FIXING COMMISSIONER COMPENSATION PURSUANT TO RCW 85.38.

WHEREAS, *RCW 85.38.075* provides that the members of the governing body may each receive compensation for time spent in actual attendance at official meetings of the governing body or in performance of other official services or duties on behalf of the district; and

WHEREAS, *RCW 85.38.075* provides that the members of the governing body are entitled to reimbursement for reasonable expenses actually incurred in connection with such business;

NOW THEREFORE IT IS HEREBY RESOLVED:

Section 1. That, unless a written waiver is filed with the secretary prior to the date on which the compensation would otherwise be paid, the Black Lake Special District Governing Board shall compensate members:

- a) The office of financial management adjusted per day threshold for actual attendance at official meetings of the governing body or in performance of other official services or duties on behalf of the district; and
- b) Reimbursement for reasonable expenses actually incurred in connection with such business, including subsistence and lodging, while away from the member's place of residence, and mileage for use of a privately owned vehicle in accordance with chapter 42.24 RCW.

Section 2. Compensation for the members shall not exceed eight thousand six hundred forty dollars (\$8,640.00) in one calendar year.

Section 3. That if appropriate statutes relating to governing body compensation and expenses are modified, it is agreed that the above amounts and procedures will be modified to be consistent.

ADOPTED by the Black Lake Special District Governance Board this __ day of _____, 2018.

Commissioner

Commissioner

Commissioner

ATTEST:

Craig Ottavelli

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

1. Aquatechnex PO Box 30824 Bellingham, WA 98228	9496	Aquatic Weed Treatment	\$6,470.81
2. OrgSupport 120 State Ave NE #303 Olympia, WA 98501	2069	Contract Services - September	\$2,586.03
3. Thurston County Central Services 2000 Lakeridge Dr SW Olympia, WA 98502	25-1808-182	Two Custom Maps	\$52.27
4. Thurston County Central Services 2000 Lakeridge Dr SW Olympia, WA 98502	25-1809-189	Data analysis/creation	\$26.14
5. OrgSupport 120 State Ave NE #303 Olympia, WA 98501	2103	Contract Services October	\$2,729.27
Total for document:			\$11,864.52

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



Invoice

P.O. Box 30824
 Bellingham WA 98228

Date	Invoice #
8/31/2018	9496

Bill To
Black Lake Special District 120 State Avenue NE, Suite 303 Olympia WA 98501 United States

Terms	Due Date	PO #	Project	End Date	Shipping Code
					Ship Via

Item	Quantity	Description	Rate	Tax	Amount
Washington Service	1	Shoreline notification for aquatic weed treatments, treatment labor, equipment and materials	6,470.81	Yes	6,470.81
			Subtotal		6,470.81
			Tax (Sales Tax 8.9%)		575.90
			Total		\$7,046.71



OrgSupport

120 State Avenue NE, #303
Olympia, WA 98501

Invoice

Date	Invoice #
10/1/2018	2069

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	419	0.10	41.90
Printing Color	15	0.25	3.75
Stamps	63	0.49	30.87
Envelopes	63	0.15	9.45
Labels	3	0.02	0.06
Total			\$2,586.03



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Thurston GeoData Center - Billing Invoice

Company:	Black Lake Special District	Invoice No:	25- 1808 - 182
Attn:	Lydia	Order Date:	8/22/2018
Address:	120 State Ave NE, #303 Olympia, WA 98501-	Ship Date:	
Phone No:	(360) 867-8814 ext:	Method:	E-mail

Notes:
 (1) 11x17 PDF map of the Black Lake Special Use District (parcels, no aerial)
 (1) map graphic of Black Lake with 200' buffer for speed safety signs, format TBD

You are hereby requested to pay the total shown below to the County of Thurston:

<i>Product Name</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Net Amount</i>	<i>Discount</i>	<i>Item Total</i>
Custom Map 11x17, 15 minute minimum	\$24.00	2	\$48.00	50.00%	\$24.00
Custom Map 11x17, 15 minute minimum	\$24.00	2	\$48.00	50.00%	\$24.00
			Sub-Total:		\$48.00
			Shipping:		\$0.00
			Tax:		\$4.27
			Total:		\$52.27

A convenience fee of 2.35%, based on the total, or a minimum of \$2.00, is charged on Credit Card payments.
 For Questions Regarding this Order please contact GeoData at (360) 754-4594

Make Check Payments to:

Thurston County Central Services
 Attn: Central Services Accountant
 2000 Lakeridge Drive, SW
 Olympia, WA 98502

Make Credit Card Payments to:

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Phone No:	(360) 867-8814 ext:		

Notes: Address List for Black Lake Special District Parcels

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<i>Product Name</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Net Amount</i>	<i>Discount</i>	<i>Item Total</i>
Data Analysis/Creation	\$96.00	0.25	\$24.00	0.00%	\$24.00
			Sub-Total:		\$24.00
			Shipping:		\$0.00
			Tax:		\$2.14
			Total:		\$26.14

A convenience fee of 2.35%, based on the total, or a minimum of \$2.00, is charged on Credit Card payments.
 For Questions Regarding this Order please contact GeoData at (360) 754-4594

Make Check Payments to:

Thurston County Central Services
 Attn: Central Services Accountant
 2000 Lakeridge Drive. SW
 Olympia, WA 98502

Make Credit Card Payments to:

Thurston GeoData Center
 (360) 754-4594



OrgSupport

120 State Avenue NE, #303
Olympia, WA 98501

Invoice

Date	Invoice #
11/1/2018	2103

Bill To
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	285	0.10	28.50
Printing Color	229	0.25	57.25
Stamps	208	0.50	104.00
Envelopes	208	0.15	31.20
Labels	416	0.02	8.32
Total			\$2,729.27