



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Regular Meeting
Monday, November 19 • 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

November 5 Work Session Minutes

October 15 Regular Meeting Minutes

October Financials

Warrant Requests

OrgSupport Invoice #3026

Thurston GeoData Invoice #25-1810-203

Commissioner Stinzi Q3 2018 Reimbursement

Commissioner Bonfield Q3 2018 Reimbursement

Commissioner Wilmovsky Q3 2018 Reimbursement

6. New Business

a. 2019 Budget

b. Enclosure for Schumock

7. Old Business

a. Future Alum Treatment Finance Committee and Treatment Timeline

b. HAB Report Review

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 Meeting, December 3, 2018
Regular Session Meeting, November 17, 2018



BLACK LAKE SPECIAL DISTRICT

12. Adjournment of Public Meeting – **With no further business Chair Stintzi adjourned the meeting at 6:50 pm.**

Next Meetings:

Regular Session Meeting, November 19, 2018
Work Session Meeting, December 3, 2018



BLACK LAKE SPECIAL DISTRICT

**Black Lake Special District Regular Meeting
Monday, October 15 • 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 (via phone)
 - b. Brian Wilmovski
 - c. Vernon Bonfield
3. Approval of Agenda – **It was moved, second, passed unanimously to approve the agenda as amended (with the addition of Kiosk Sign Update).**
4. Public Communication – None.
5. Approval of Consent Agenda – **It was moved, second, passed unanimously to approve the Consent Agenda as presented.**

*October 1 Work Session Minutes
September 10 Work Session Minutes
August 20 Regular Meeting Minutes
September Financials
Resolution 18-01 Commissioner Compensation
Resolution 18-02 Rates and Charges
Letter changing rates and charges for parcel #46860013000
Warrant Requests
OrgSupport Invoice #2069
AquaTechnex Invoice #9496
Thurston GeoData Invoice #25-1809-189
Thurston GeoData Invoice #25-1808-182
OrgSupport Invoice #2103*

6. Old Business
 - a. Future Alum Treatment Finance Committee and Treatment Timeline – Waiting on Harry Gibbons input. The HAB science was previously emailed to Harry Gibbons – *OrgSupport will re-send the HAB data to Tetratex and encourage Harry Gibbons to share his opinion on the dosage prior to the next work session (and invite him to attend the session in person).*
7. Items from the Floor
 - a. Kiosk Signage – OrgSupport will work with the graphic designer to prepare kiosk sign graphics for review at the next work session.
 - b. Additional Dwellings – *Chair Stintzi will draft a letter to the Selness property informing the owner their rates and charges are increasing commensurate with two additional dwellings on the parcel.*
8. Continued Public Communication – None.
9. Adjournment of Public Meeting – **With no further business chair Stintzi adjourned the meeting at 6:40 pm.**

Black Lake Special District
Statement of Income and Expense
October 2018

	<u>Oct 18</u>
Ordinary Income/Expense	
Income	
Rates & Charges	47,226.11
Total Income	47,226.11
Expense	
Contract Services	
Non-recurring Contract Services	78.41
Recurring Contract Services	2,500.00
Total Contract Services	2,578.41
Lake Management	
Control	6,470.81
Total Lake Management	6,470.81
Operations	
Postage, Mailing Service	30.87
Printing and Copying	45.65
Supplies	9.51
Total Operations	86.03
Other Types of Expenses	
Insurance	75.00
Total Other Types of Expenses	75.00
Total Expense	9,210.25
Net Ordinary Income	38,015.86
Other Income/Expense	
Other Income	
Interest Income	445.41
Total Other Income	445.41
Net Other Income	445.41
Net Income	<u><u>38,461.27</u></u>

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

Cash Basis

	Jan - Oct 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Rates & Charges	152,488.55	153,000.00	-511.45	99.7%
Total Income	152,488.55	153,000.00	-511.45	99.7%
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	30,944.75			
Recurring Contract Services	25,000.00	30,700.00	-5,700.00	81.4%
Total Contract Services	55,944.75	32,700.00	23,244.75	171.1%
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	6,470.81	50,000.00	-43,529.19	12.9%
Permitting Fees	0.00	500.00	-500.00	0.0%
Testing and Monitoring	2,885.85			
Total Lake Management	9,356.66	50,500.00	-41,143.34	18.5%
Operations				
Postage, Mailing Service	452.33			
Printing and Copying	690.50			
Supplies	16.87			
Total Operations	1,159.70			
Other Types of Expenses				
Insurance	175.00	2,754.00	-2,579.00	6.4%
Other Expenses	53.76	64,640.00	-64,586.24	0.1%
Total Other Types of Expenses	228.76	67,394.00	-67,165.24	0.3%
Total Expense	71,861.54	159,594.00	-87,732.46	45.0%
Net Ordinary Income	80,627.01	-6,594.00	87,221.01	-1,222.7%
Other Income/Expense				
Other Income				
Interest Income	2,147.33			
Total Other Income	2,147.33			
Net Other Income	2,147.33	0.00	2,147.33	100.0%
Net Income	82,774.34	-6,594.00	89,368.34	-1,255.3%

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

	<u>Oct 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Thurston County Treasurer	277,352.57
Total Checking/Savings	<u>277,352.57</u>
Total Current Assets	<u>277,352.57</u>
TOTAL ASSETS	<u>277,352.57</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	160,309.38
Total Accounts Payable	<u>160,309.38</u>
Total Current Liabilities	<u>160,309.38</u>
Total Liabilities	160,309.38
Equity	
Unrestricted Net Assets	34,268.85
Net Income	82,774.34
Total Equity	<u>117,043.19</u>
TOTAL LIABILITIES & EQUITY	<u>277,352.57</u>



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

Cash Activity

Date	Description	Amount	Notes
10/01/2018	Beginning Cash Balance	\$241,620.57	
	Receipts/Deposits/Refunds:		
10/31/2018	Tax & Assessment Receipts	47,226.11	
10/31/2018	Interest Paid	445.41	
	Total Deposits	\$47,671.52	
	Warrant Issues & Voids/Fees/ACH/Wires:		
10/02/2018	Issued Warrants	(11,864.52)	
10/19/2018	Issued Warrants	(75.00)	
	Total Warrants and Electronic Disbursements	(\$11,939.52)	
10/31/2018	Ending Cash Balance	\$277,352.57	

Warrant Activity

10/01/2018	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	11,939.52
	Total Warrants Redeemed	(9,210.25)
	Total Warrants Voided	-
10/31/2018	Ending Warrants Outstanding	\$2,729.27

Investment Activity

10/01/2018	Beginning Interest Receivable	\$988.85
	Interest Earned	337.98
	Cash Paid	(445.41)
10/31/2018	Ending Interest Receivable	\$881.42

TCIP Yield (used to calculate interest earnings)	1.72%
LGIP Yield (budget benchmark)	2.13%



OrgSupport

120 State Avenue NE, #303
Olympia, WA 98501

Invoice

Date	Invoice #
12/1/2018	3026

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

Description	Qty	Rate	Amount
Contract Services - November	1	2,500.00	2,500.00
Printing B&W	201	0.10	20.10
Printing Color	3	0.25	0.75
Stamps	5	0.50	2.50
Envelopes	1	0.15	0.15
Total			\$2,523.50

Payment Voucher Transmittal

Drainage Dist #12 Black Lake

1. OrgSupport 120 State Ave NE #303 Olympia, WA 98501	3026	Contract Services November	\$2,523.50
2. Thurston County Central Services 2000 Lakeridge Drive SW Olympia, WA 98502	25-1810-203	Data analysis/creation	\$13.07
Total for document:			\$2,536.57

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

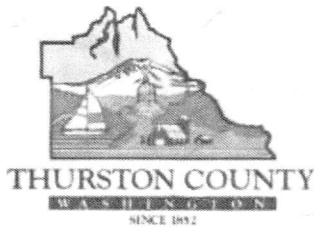
Date

Commissioner

Commissioner

Commissioner

Date



COUNTY COMMISSIONERS
 John Hutchings
 District One
 Gary Edwards
 District Two
 Bud Blake
 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 - 1810 - 203
Attn:	Carrie	Order Date:	10/22/2018
Address:	120 State Ave NE, #303	Ship Date:	10/22/2018
	Olympia, WA 98501-	Method:	E-mail
Phone No:	(360) 867-8814 ext:		

Notes: Parcel List for Black Lake Special Use District and 11x17 map.

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	50.00%	\$12.00
			Sub-Total:		\$12.00
			Shipping:		\$0.00
			Tax:		\$1.07
			Total:		\$13.07

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

Print Date: Monday, October 22, 2018

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

1. Lake Stintzi 7514 CATTAIL LN SW OLYMPIA, WA 98512	Q3 2018 Reimbursement	\$342.00
2. Vernon Bonfield PO BOX 7905 Olympia, WA 98507	Q3 2018 Reimbursement	\$342.00
3. Brian Wilmovsky 2627 Capital Mall Dr SW B-3A Olympia, WA 98502	Q3 2018 Reimbursement	\$342.00
Total for document:		<hr/> \$1,026.00

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

RESOLUTION #18-03

**A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT GOVERNING BOARD
ADOPTING 2017 BUDGET AND “RATES AND CHARGES”**

WHEREAS RCW 85.38.170 requires budgets for each special district shall be adopted annually for the succeeding calendar year.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

Section 1. The Budget attached hereto identifies the major activities and estimated costs planned by the Black Lake Special District governing board for calendar year 2019.

Section 2. The Rates and Charges structure identified in Resolution 18-03 are sufficient to finance the budget.

ADOPTED by the Black Lake Special District Governance Board this 19th day of November, 2018.

Member

Member

Member

ATTEST:

Black Lake Special District
Profit & Loss Budget Overview
January through December 2019

Cash Basis

	Jan - Dec 19
Ordinary Income/Expense	
Income	
Investments	
Interest-Savings, Short-term CD	1,925.00
Total Investments	1,925.00
Rates & Charges	163,520.00
Total Income	165,445.00
Expense	
Business Expenses	
Treasurer Fees	1,635.00
Total Business Expenses	1,635.00
Contract Services	
Attorney Fees & Charges	2,000.00
Non-recurring Contract Services	3,000.00
Recurring Contract Services	30,000.00
Total Contract Services	35,000.00
Governing Expenses	
Per Diem	7,000.00
Total Governing Expenses	7,000.00
Lake Management	
Control	45,000.00
Permitting Fees	500.00
Total Lake Management	45,500.00
Operations	
Postage, Mailing Service	550.00
Printing and Copying	2,090.00
Supplies	50.00
Technology & Online Services	400.00
Total Operations	3,090.00
Other Types of Expenses	
Insurance	2,809.00
Note Payments	64,640.00
Other Expenses	0.00
Total Other Types of Expenses	67,449.00
Total Expense	159,674.00
Net Ordinary Income	5,771.00
Net Income	<u>5,771.00</u>

Black Lake Special District

2019 Charges for Parcel 12831311300

Rate Description	Rate Amount	Parcel Qty	Charges
Waterfront Access per foot, per year	\$4.20	120	\$504.00
Habitat Reserve Waterfront per foot, per year	1.84	0	\$0.00
Dwelling Unit per year	41.81	3	\$125.43
Vacant Property Parcel per year	16.08	NA	
Swimming/Fishing Public access per user, per day	0.19	NA	
Boat Launch Public access per boat, per day	4.08	NA	
Total			\$629.43

Black Lake Special District Budget for 2019 and Projections Through 2024

Assumes:

Revenue derived from “rates and charges” identified in Resolution 18-03

Calendar Year	Budget	Projection				
	2019	2020	2021	2022	2023	2024
Beginning year balance	\$290,000	\$295,771	\$303,806	\$348,242	\$420,665	\$494,841
Rates & Charges to parcel owners	163,520	163,520	163,520	163,520	163,520	163,520
Interest income	1,925	1,925	1,925	1,925	1,925	1,925
County Treasurer fee	-1,635	1,635	1,635	1,635	1,635	1,635
Election cost County Auditor <u>1/</u>		-3,000	0	-3,000	0	-3,000
State Auditor fees		-1,200			-1,200	
Contract Services						
Attorney Fees & Charges	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000
Kiosk construction, maintenance	-3,000	-100	-100	-100	-100	-100
Kiosk graphics	-1,500					
Back office support <u>1/</u>	-30,000	-30,600	-31,212	-31,836	-32,473	-33,122
Grant development	0					
Elected official bond requirement <u>4/</u>	0	-550	0	-650	0	-150
Governing Per Diem	-7,000	-7,000	-7,000	-7,000	-7,000	-7,000
Lake Management						
Control	-45,000	-45,000	-45,000	-45,000	-45,000	-45,000
Permitting	-500	-500	-500	-500	-500	-500
Operations						
Mailing	-550	-550	-550	-550	-550	-550
Printing, copying	-590	-590	-590	-590	-590	-590
Supplies	-50	-50	-50	-50	-50	-50
Technology, Online Services	-400	-400	-400	-400	-400	-400
District liability insurance	-2,809	-2,865	-2,922	-2,981	-3,041	-3,101
Note payments <u>3/</u>	-64,640	-64,640	-32,320			
Year End Balance	295,771	303,806	348,242	420,665	494,841	566,358

1/ Assumes 2% inflation

2/ Rate specified in RCW 85.38.075 , 20 meetings per year in succeeding years

3/ Note issued 10/31/16 to Thurston First. Payments of \$32,320 on 5/10 and 11/10 of each year until 5/10/2021

4/ Thurston County Board of Commissioners, Resolution #14967