



# BLACK LAKE SPECIAL DISTRICT

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**Black Lake Special District Regular Meeting**  
**Monday, July 15, 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:*

*June Meeting Minutes*  
*Audit Report*  
*June Work Session Minutes*  
*June Financials*  
*Warrant Requests*  
*OrgSupport Invoice 3306*

6. Old Business
  - a. Treatment Options Update
7. Items from the Floor
8. Continued Public Communication  
*(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes.)*
9. Adjournment of Public Meeting

**Next Meetings:**

Work Session – August 4, 2019  
Regular Meeting – August 19, 2019



# BLACK LAKE SPECIAL DISTRICT

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**Black Lake Special District Regular Meeting**  
**Monday, June 17, 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 – Lake Stintzi, Vernon Bonfield, Brian Wilmovsky, John Aslakson, Randy Selness.
3. Approval of Agenda – Agenda approved as presented.
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.*
  - John Aslakson reported that we have a weed problem on and around his property.
  - Spray will happen July 15<sup>th</sup> at the earliest. Carrie Lerud has given the okay to spray any time before August 4<sup>th</sup>. Asking Kyle if we can be in the front of the line for the 15<sup>th</sup> – if we have things growing, it is better to get at the weeds when they are new. Will Aquatechnex spray just be spots, or will he be going up to docks as well? If we could have Kyle provide us with the areas of his survey before July 1<sup>st</sup> and get a map to see where he will be treating, we can be looking also for areas of concern.
  - Evergreen Shores Dock is on the hit list. Randy Selness arrived at 6:25 and also reported a problem with weed growth.
  - When we see the map that Aquatechnex presents, we should ask him to extend his spray 10-20 feet around problem spots.
5. Approval of Consent Agenda – **Motion to approve consent agenda as presented raised, seconded, and unanimously passed.**  
*Attachments:*
  - May Meeting Minutes*
  - June Work Session Minutes*
  - May Financials*
  - Warrant Requests*
  - Herrera Invoice 44512*
6. Old Business
  - a. Treatment Options Update
    - i. Bonding for alum treatment – we have met with one commissioner, and will meet with another two coming up soon. We have met with the county about how to apportion the taxes.
    - ii. We have many parcel owners that currently pay almost nothing, and they will see a significant increase in their taxes.
    - iii. Make sure they are on the list for everything (weeds, lily pads, etc).
    - iv. Evergreen Shores residents will be opposed to the increase – we will need to do some proactive PR work to ensure that they understand why we are doing it.
    - v. We are waiting to hear back from the county about apportionment options.
    - vi. There is a June 27 meeting at the commissioner’s office. *OrgSupport will post the June 27 meeting between Lake Stintzi, Brian Wilmovsky at the county commissioner’s offices at 8:00 am and 8:30 am.*
    - vii. Commissioner Wilmovsky encouraged public to show up and indicate support at the meeting. Can Carrie Lerud go?
    - viii. We have met with our commissioner, who is supportive of the special treatment.



# BLACK LAKE SPECIAL DISTRICT

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- ix. When the county staff do the work for us, they usually all bill us. Did they ever talk about that? It might be worth us asking.
- b. Annual Meeting Recap
  - i. Meeting was good – nothing outstanding occurred, and no feedback worth noting.
- 7. Items from the Floor
  - a. Goal is to have sign up on Black Lake Boat Launch as soon as possible. At the last meeting, Vern had a number of detailed edits that should have gone to Rick. The sign needs to go up ASAP (this week ideally).
  - b. Goose Control - At our last meeting, Carrie requested that we pay for USDA roundup fees. This is a lakewide issue, and we have agreed to cover it.
- 8. Continued Public Communication  
*(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes.)*
- 9. Adjournment of Public Meeting – The next meeting is on July 1.

**Next Meetings:**  
Work Session – July 1, 2019  
Regular Meeting – July 15, 2019



# BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Work Session  
Monday, July 1 • 6:15 pm • 2102 Carriage Drive, Bldg. E • Olympia

## ACTION ITEMS:

- Lake will draft an email to be sent to the distribution list reporting on the successful round up.
  - Lake will draft the letter to Summit Lake residents. The final draft will be sent to the commissioners to sign.
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. Vernon Bonfield
  3. Approval of Agenda – **It was moved, second, passed unanimously to approve the agenda as changed.**
  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: June Minutes – correction from Lake – 6.c.(see attached)*  
*Audit Report*  
*June Financials*  
*Warrant Requests*  
*OrgSupport Invoice*
  6. Old Business
    - a. Treatment Options Update – A letter was received from HAB re: how long treatments should last. The cost should be 2.8 million.
    - b. Black Lake Ramp Kiosk – *OrgSupport to make the below edits to the sign & send to Vern for approval.*
      - i. Arrows should be fixed.
      - ii. Life vests need to be worn on vessels less than 19 feet long
      - iii. Combine bullets 3 and 4
  7. New Business
    - a. Report on Columbus park Goose round up – Completed on June 27<sup>th</sup> 80 geese were captured. *Lake will draft an email to be sent to the distribution list reporting on the successful round up.*
    - b. Open Letter to Summit Lake Residents – *Lake will draft the letter to Summit Lake residents. The final draft will be sent to the commissioners to sign.*
    - c. Report on meeting with Hutchins and Edwards – Lake and Brian met with Commissioners Edwards and Hutchins about their plan to move forward with a special assessment.
  8. Adjournment of Public Meeting – **With no further business, Chair Stintzi adjourned the meeting at 6:55 pm.**

### Next Meetings:

Regular Session Meeting, July 15, 2019  
Work Session Meeting, August 5, 2019

**Black Lake Special District**  
**Statement of Financial Position**

Cash Basis

As of June 30, 2019

	<u>Jun 30, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Thurston County Treasurer	303,279.92
<b>Total Checking/Savings</b>	<u>303,279.92</u>
<b>Total Current Assets</b>	<u>303,279.92</u>
<b>TOTAL ASSETS</b>	<b><u>303,279.92</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Current Portion of Loans	29,520.18
<b>Total Other Current Liabilities</b>	<u>29,520.18</u>
<b>Total Current Liabilities</b>	29,520.18
<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>	122,220.35
<b>Equity</b>	
Unrestricted Net Assets	97,659.66
Net Income	83,399.91
<b>Total Equity</b>	<u>181,059.57</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>303,279.92</u></b>

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

Cash Basis

June 2019

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	<u>Jun 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Rates &amp; Charges</b>	392.15
<b>Total Income</b>	392.15
<b>Expense</b>	
<b>Contract Services</b>	
<b>Recurring Contract Services</b>	2,500.00
<b>Total Contract Services</b>	2,500.00
<b>Operations</b>	
<b>Postage, Mailing Service</b>	9.55
<b>Printing and Copying</b>	10.75
<b>Supplies</b>	0.45
<b>Technology &amp; Online Services</b>	127.98
<b>Total Operations</b>	148.73
<b>Other Types of Expenses</b>	
<b>Other Expenses</b>	11.99
<b>Total Other Types of Expenses</b>	11.99
<b>Total Expense</b>	2,660.72
<b>Net Ordinary Income</b>	-2,268.57
<b>Other Income/Expense</b>	
<b>Other Income</b>	
<b>Interest Income</b>	329.30
<b>Total Other Income</b>	329.30
<b>Net Other Income</b>	329.30
<b>Net Income</b>	<u><u>-1,939.27</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>	106,977.71	163,520.00	-56,542.29	65.4%
<b>Total Income</b>	108,460.73	165,445.00	-56,984.27	65.6%
<b>Expense</b>				
<b>Business Expenses</b>				
Treasurer Fees	0.00	1,635.00	-1,635.00	0.0%
<b>Total Business Expenses</b>	0.00	1,635.00	-1,635.00	0.0%
<b>Contract Services</b>				
Attorney Fees & Charges	0.00	2,000.00	-2,000.00	0.0%
Non-recurring Contract Services	0.00	3,000.00	-3,000.00	0.0%
Recurring Contract Services	17,500.00	30,000.00	-12,500.00	58.3%
<b>Total Contract Services</b>	17,500.00	35,000.00	-17,500.00	50.0%
<b>Governing Expenses</b>				
Per Diem	3,192.00	7,000.00	-3,808.00	45.6%
<b>Total Governing Expenses</b>	3,192.00	7,000.00	-3,808.00	45.6%
<b>Lake Management</b>				
Control	0.00	45,000.00	-45,000.00	0.0%
Permitting Fees	0.00	500.00	-500.00	0.0%
<b>Total Lake Management</b>	0.00	45,500.00	-45,500.00	0.0%
<b>Operations</b>				
Postage, Mailing Service	18.50	550.00	-531.50	3.4%
Printing and Copying	597.64	2,090.00	-1,492.36	28.6%
Supplies	8.49	50.00	-41.51	17.0%
Technology & Online Services	1,337.69	400.00	937.69	334.4%
<b>Total Operations</b>	1,962.32	3,090.00	-1,127.68	63.5%
<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>	26,095.78	95,034.00	-68,938.22	27.5%
<b>Net Ordinary Income</b>	82,364.95	70,411.00	11,953.95	117.0%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Interest Income	1,034.96			
<b>Total Other Income</b>	1,034.96			
<b>Net Other Income</b>	1,034.96	0.00	1,034.96	100.0%
<b>Net Income</b>	<b>83,399.91</b>	<b>70,411.00</b>	<b>12,988.91</b>	<b>118.4%</b>



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

### Cash Activity

Date	Description	Amount	Notes
<b>06/01/2019</b>	<b>Beginning Cash Balance</b>	<b>\$305,219.19</b>	
	<b>Receipts/Deposits/Refunds:</b>		
06/30/2019	Tax & Assessment Receipts	392.15	
06/30/2019	Interest Paid	329.30	
	<b>Total Deposits</b>	<b>\$721.45</b>	
	<b>Warrant Issues &amp; Voids/Fees/ACH/Wires:</b>		
06/05/2019	Issued Warrants	(2,660.72)	
	<b>Total Warrants and Electronic Disbursements</b>	<b>(\$2,660.72)</b>	
<b>06/30/2019</b>	<b>Ending Cash Balance</b>	<b>\$303,279.92</b>	

### Warrant Activity

<b>06/01/2019</b>	<b>Beginning Warrants Outstanding</b>	<b>\$4,517.29</b>
	Total Warrants Issued	2,660.72
	Total Warrants Redeemed	(4,517.29)
	Total Warrants Voided	-
<b>06/30/2019</b>	<b>Ending Warrants Outstanding</b>	<b>\$2,660.72</b>

### Investment Activity

<b>06/01/2019</b>	<b>Beginning Interest Receivable</b>	<b>\$857.54</b>
	Interest Earned	513.72
	Cash Paid	(329.30)
<b>06/30/2019</b>	<b>Ending Interest Receivable</b>	<b>\$1,041.96</b>

TCIP Yield (used to calculate interest earnings)	2.06%
LGIP Yield (budget benchmark)	2.38%





**Thurston County Treasurer  
Redeemed Warrants  
6/1/2019 to 6/30/2019**

**DD #12 BLACK LAKE**

<b>Fund</b>	<b>Payee</b>	<b>Warrant No.</b>	<b>Date Redeemed</b>	<b>Amount</b>
6354	OrgSupport	1507936	06/05/2019	3,035.29
6354	Lake Stinzi	1507938	06/11/2019	570.00
6354	Vernon Bonfield	1507939	06/03/2019	342.00
6354	Brian Wilmovsky	1507940	06/26/2019	570.00
			<b>Fund Total:</b>	<b>\$4,517.29</b>

Payment Voucher Transmittal  
Drainage Dist #12 Black Lake

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1. OrgSupport 120 State Ave NE #303 Olympia, WA 98501	3306	Contract Services	\$2,517.65
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Total for document:			<u>\$2,517.65</u>
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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



**OrgSupport**

120 State Avenue NE, #303  
Olympia, WA 98501

**Invoice**

Date	Invoice #
8/1/2019	3306

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

Description	Qty	Rate	Amount
Contract Services - July	1	2,500.00	2,500.00
Printing B&W	164	0.10	16.40
Printing Color	5	0.25	1.25
<b>Total</b>			<b>\$2,517.65</b>



**Office of the Washington State Auditor**  
**Pat McCarthy**

**Assessment Audit Report**  
**Black Lake Special District**

**For the period January 1, 2016 through December 31, 2017**

**Published (Inserted by OS)**

**Report No. (Inserted by OS)**





**Office of the Washington State Auditor  
Pat McCarthy**

Issue Date – (Inserted by OS)

Board of Commissioners  
Black Lake Special District  
Olympia, Washington

**Report on Assessment Audit**

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The State Auditor’s Office takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

The attached report describes the procedures performed and conclusions for the areas we reviewed. We appreciate the opportunity to work with your staff and we value your cooperation during the assessment audit.

Sincerely,

Signature Here (Please do not remove this line)

Pat McCarthy  
State Auditor  
Olympia, WA

## AUDIT SUMMARY

### Results in brief

Based on the procedures performed, nothing came to our attention in the areas we reviewed that caused us to believe the District was not in substantial compliance with applicable state laws, regulations, and its own policies, or had significant weaknesses in controls over the safeguarding of public resources. Had we performed additional procedures, other matters might have come to our attention that would have been reported.

### About the assessment audit

This report contains the results of our independent audit of the Black Lake Special District from January 1, 2016 through December 31, 2017.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives. Local governments are also required by state law (RCW 43.09.230) to prepare and submit certified annual reports to our Office summarizing such things as revenues received, collections made, amounts receivable or payable, expenditures made, and debt owed.

This assessment audit was conducted under the authority of RCW 43.09.260, which requires the State Auditor's Office to examine the financial affairs of all local governments at least once every three years. Assessment audits are risk-based, limited-scope reviews of small local governments, generally defined as local governments with less than \$300,000 in annual revenues. To help minimize audit costs, our work for this engagement was conducted off-site primarily using financial and other information provided by the District.

This assessment audit was limited to the following:

- Reviewing meeting minutes for compliance with the Open Public Meetings Act.
- Inquiring as to internal controls over assets, revenues, and disbursements.
- Verifying that annual reports submitted to our Office were complete and filed timely in compliance with state law.
- Reviewing the District's annual revenues and expenditures for unusual transactions or trends.
- Corroborating financial information reported by the District by comparing its annual revenues, expenditures, and cash and investment balances to third-party sources.

- Reviewing expenditures for indications of unusual activities, excessive Board of Commissioners compensation, conflicts of interest, or procurement requirements.
- Evaluating the District's financial information for indications of financial difficulties.

## INFORMATION ABOUT THE DISTRICT

The Black Lake Special District is a limited purpose local government separate from city, town, or county government. Revenue raised under the District is used to protect and enhance Black Lake in terms of plant management and water quality, as well as address emerging issues related to managing the lake in accordance with the IAVMP and best interests of the property owners within the district. The purpose of the District is to serve the public welfare by improving and maintaining the water quality of Black Lake for local homeowners, those with lake access, visitors, fish, and wildlife. The goal is to maintain a healthy and ecological balance in the lake so that it may be enjoyed by swimmers, boaters, fishermen, and campers. The District received approximately \$156,000 and \$154,000 in annual revenue during FY16 and FY17, respectively, primarily from special assessments.

<b>Contact information related to this report</b>	
Address:	Black Lake Special District 120 State Ave NE #303 Olympia, WA 98501
Contact:	Black Lake Special District, Black Lake Special District
Telephone:	360-867-8814
Website:	

*Information current as of report publish date.*

### Audit history

You can find current and past audit reports for the Black Lake Special District at <http://portal.sao.wa.gov/ReportSearch>.



## ABOUT THE STATE AUDITOR’S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

<b>Contact information for the State Auditor’s Office</b>	
<b>Public Records requests</b>	<a href="mailto:PublicRecords@sao.wa.gov">PublicRecords@sao.wa.gov</a>
<b>Main telephone</b>	(360) 902-0370
<b>Toll-free Citizen Hotline</b>	(866) 902-3900
<b>Website</b>	<a href="http://www.sao.wa.gov">www.sao.wa.gov</a>