



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

6. Deanna Gregory Conference Call
7. Old Business
 - a. Treatment Options Update
8. New Business
 - a. Draft Email to TC Parks Manager- Kerry Hibdon
 - b. 2020 BLSD Budget
9. Items from the Floor
10. Continued Public Communication
(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes.)
11. Adjournment of Public Meeting

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, August 5 • 6:15 pm • 2102 Carriage Drive, Bldg. E • Olympia

ATTENDEES: Lake Stintzi, Brian Wilmovski, Vernon Bonfield, Pat McFadden, Jason Mosebar

ACTION ITEMS

- Chair Stintzi will respond to Ms. Hibdon requesting more time to gather information on Kenneydell Park usage, and further ask for monthly attendance data to help clarify an appropriate calculation

MINUTES

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 amended.**
4. Public Communication – None
 - a. Jason Mosebar reported Save Black Lake is planning to draft a letter regarding the homeless encampments along Percival Creek and would like BLSD to co-sign the letter. Concerns include fecal coliform from the large number of individuals living in the riparian area without facilities for waste management.
5. Informational Materials – Commissioners reviewed the informational materials and requested the materials appear on the next regular meeting agenda for consideration and approval.
6. Informational Materials

*Attachments: July Work Session Minutes
July Regular Meeting Minutes
July Financials
Warrant Requests
2019 Annual Administration Fee
OrgSupport Invoice #3345
Fast Signs #40357
Herrera Invoice #44676
Herrera Invoice #44512
Herrera Invoice #44299*

7. New Business
 - a. Special Use District Fees – Kenneydell Park manager is challenging the user count based on the total number of users to the park (estimated at 50,000 users). She is suggesting a rate reduction. *Chair Stintzi*



BLACK LAKE SPECIAL DISTRICT

will respond to Ms. Hibdon requesting more time to gather information on Kenneydell Park usage, and further ask for monthly attendance data to help clarify an appropriate calculation. OrgSupport will work with Save Black Lake to obtain data used to create the formula for calculating swimming/fishing access information.

- b. Beaver Update – Commissioners discussed the purpose of the Black Lake Ditch, which is intended to serve as an outflow for the lake, not as natural habitat. Due to the beaver dams presently in the ditch water levels are unnaturally high, causing damage to lake resident property. Chair Stintzi is working with OrgSupport to communicate to Mike Arland at the county the exigency of the matter and encourage immediate mitigation.
- c. Septic System Maintenance Mailing – Commissioners reviewed the draft letters and data on the proposed septic mailing. Consensus of directors is to proceed with the septic letters.

8. Old Business

- a. Treatment Options Update – Commissioner Wilmovsky reported Thurston County has now declined to help with apportionment calculations for a possible special assessment. Commissioners discussed basing apportionment on the current rates and charges structure. Deanna Gregory will join the BLSD August regular meeting by teleconference to discuss in further detail options.
- b. Kiosk – The sign is ordered and the invoice was on the August 5, 2019 agenda for review.
- c. Rivulet Screening – The draft report does not include data from a high rain period. The hypothesis is that pollutants would most likely enter the lake in significant amounts during periods of high flow.

9. Continued Public Communication

- a. Pat McFayden shared his opinion that the lake is looking very good, and complimented the Commissioners on their success. Mr. McFayden asked if given the good condition of the lake whether a special assessment is necessary and instead continuing to manage the lake as it has been.

10. Adjournment of Public Meeting – **With no further business, Chair Stintzi adjourned the meeting at 7:30 pm.**

Next Meetings:

Regular Session Meeting, August 19, 2019
Work Session Meeting, September 2, 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 15th.
 - 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
Statement of Financial Position
As of August 31, 2019

Cash Basis

	Aug 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Thurston County Treasurer	283,389.67
Total Checking/Savings	283,389.67
Total Current Assets	283,389.67
TOTAL ASSETS	283,389.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-2,851.27
Total Accounts Payable	-2,851.27
Other Current Liabilities	
Current Portion of Loans	29,520.18
Total Other Current Liabilities	29,520.18
Total Current Liabilities	26,668.91
Long Term Liabilities	
Commencement Bank Note	92,700.17
Total Long Term Liabilities	92,700.17
Total Liabilities	119,369.08
Equity	
Unrestricted Net Assets	97,659.66
Net Income	66,360.93
Total Equity	164,020.59
TOTAL LIABILITIES & EQUITY	283,389.67

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

Cash Basis

August 2019

	<u>Aug 19</u>
Ordinary Income/Expense	
Expense	
Contract Services	
Non-recurring Contract Services	1,214.32
Recurring Contract Services	2,500.00
Total Contract Services	<u>3,714.32</u>
Governing Expenses	
Per Diem	75.00
Total Governing Expenses	<u>75.00</u>
Lake Management	
Control	11,424.04
Total Lake Management	<u>11,424.04</u>
Operations	
Printing and Copying	17.65
Supplies	423.30
Total Operations	<u>440.95</u>
Total Expense	<u>15,654.31</u>
Net Ordinary Income	<u>-15,654.31</u>
Net Income	<u><u>-15,654.31</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
Ordinary Income/Expense				
Income				
Investments				
Interest-Savings, Short-term CD	1,483.02	1,925.00	-441.98	77.0%
Total Investments	1,483.02	1,925.00	-441.98	77.0%
Rates & Charges	107,013.17	163,520.00	-56,506.83	65.4%
Total Income	108,496.19	165,445.00	-56,948.81	65.6%
Expense				
Business Expenses				
Treasurer Fees	0.00	1,635.00	-1,635.00	0.0%
Total Business Expenses	0.00	1,635.00	-1,635.00	0.0%
Contract Services				
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%
Total Contract Services	23,714.32	35,000.00	-11,285.68	67.8%
Governing Expenses				
Per Diem	3,267.00	7,000.00	-3,733.00	46.7%
Total Governing Expenses	3,267.00	7,000.00	-3,733.00	46.7%
Lake Management				
Control	13,424.04	45,000.00	-31,575.96	29.8%
Permitting Fees	0.00	500.00	-500.00	0.0%
Total Lake Management	13,424.04	45,500.00	-32,075.96	29.5%
Operations				
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%
Total Operations	2,754.54	3,090.00	-335.46	89.1%
Other Types of Expenses				
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%
Total Other Types of Expenses	3,441.46	2,809.00	632.46	122.5%
Total Expense	46,601.36	95,034.00	-48,432.64	49.0%
Net Ordinary Income	61,894.83	70,411.00	-8,516.17	87.9%
Other Income/Expense				
Other Income				
Interest Income	1,614.83			
Total Other Income	1,614.83			
Net Other Income	1,614.83	0.00	1,614.83	100.0%
Net Income	63,509.66	70,411.00	-6,901.34	90.2%

Black Lake Special District Budget for 2019 and Projections Through 2024

Assumes:

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

Calendar Year	Budget	Projection				
	2019	2020	2021	2022	2023	2024
Beginning year balance	\$290,000	\$301,850	\$312,750	\$360,109	\$435,513	\$512,730
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	0	0	0	0	0	0
Note payments <u>3/</u>	-64,640	-64,640	-32,320			
Year End Balance	301,850	312,750	360,109	435,513	512,730	587,348

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



THURSTON COUNTY
 WASHINGTON
 FOUNDED 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.

<p>I authorize Thurston County Treasurer to process the following JE</p> <p>Org: 63540000 Object: 237000 Debit Amount: \$1,630.78</p> <p>Signed _____</p>

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

**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
Total			\$3,580.57



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
Total			\$3,580.57

Draft email to TC Parks Manager, Kerry Hibdon

Kerry,

Thank you for your patience regarding the “swimmer days” count for Kenneydell. Our board met again on 9/3. We agree with your rationale and your proposal to reduce “swimmer days” from 45,100/year to 12,483/year.

We will request the Treasure to make the adjustment in their property tax receipting system for the current year (the Treasurer’s preferred method). Charges in future years will be based on “swimmer days” of 12,483.

Lake