



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Meeting
Wednesday, October 14 • 6:15 pm
1 (669) 333-8889
Conference ID: 6487127

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:

September 14, 2020 Minutes

OrgSupport Invoice 47443

Thurston County Special Assessment Reserve Deposit - \$3,500

6. Old Business

- a. Aquatechnex Herbicide Update
- b. Black Lake Ditch Update
- c. OrgSupport 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 Meeting: November 9, 2020



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Meeting
Monday, September 14 • 6:15 pm

MINUTES:

1. Call to Order – **Chair Stintzi called the meeting to order at 6:30 pm.**
2. Roll Call
 - a. Present
 - Lake Stintzi
 - Vernon Bonfield
 - Brian Wolmovsky
1. Approval of Agenda – **It was moved, second, passed unanimously to approve the Agenda as presented.**
2. Public Communication – None.
3. Approval of Consent Agenda – **It was moved, second, passed unanimously to approve the Consent Agenda as presented.**

Attachments:

August 3, 2020 Meeting Minutes
OrgSupport Invoice 3789
AquaTechnex Invoice 11823

4. Old Business
 - a. AquaTechnex Herbicide Update – Commissioners discussed the requests for individual attention and the desire to be responsive to constituents; however, given the current algae bloom Commissioner Wilmovsky will ask AquaTechnex about the return on investment treating at this date or later. Discussion ensued about the Thurston County recommended list for herbicides and the Commission intent of working from that list.
 - b. Black Lake Ditch Update – Commissioners shared information about the meeting with Thurston County staff. County Staff reported on changes in property ownership which limited ditch access while new agreements were put in place. Thurston County has a trapper on contract for areas where access is easy to accomplish, which is not consistent for Black Lake Ditch. The meeting did not clarify the principle person to contact in cases where citizen concerns or other needs arise. *Commissioner Stintzi will contact Thurston County staff person Lucy Mills to determine status on their commitment to report on City of Olympia habitat, and who should be the primary point of contact at Thurston County for Black Lake Ditch related issues.*
5. Items from the Floor
 - a. AquaTechnex Review – Commissioner Bonfield shared information about challenges contacting AquaTechnex and discussing treatment areas with the firm. Commissioners considered inviting the owner to attend a BLSD meeting to discuss the best way to communicate with the vendor. One option is to leave communication with a single Commissioner or with OrgSupport. Consensus of commissioners is to have Commissioner Wilmovsky be the lead on all communication with AquaTechnex.
 - i. *OrgSupport will include a report in the next meeting board packet showing the history of all 2020 AquaTechnex invoices.*



BLACK LAKE SPECIAL DISTRICT

- b. Contracted Administrative Support – *Commissioners requested OrgSupport provide a roster of staff persons that work on behalf of the Special District and a summary of the work responsibilities that OrgSupport addresses (1099 process, state auditor, billing, books management, phone support, email support, public records, public meetings, meeting management, website management, document drafting and review, graphic design, desktop publishing, bulk mailing, etc.).*
 - c. Bonding Update – Following the public hearing BLSD Commissioners have received little information about the status of the bonding process. Commissioners considered using experts (included legal representation) to address in writing concerns and issues about the bond process that arose during the public hearing and in written testimony. Commissioner Wilmovsky will review testimony and information related to the public hearing and testimony on the proposed bond.
6. Continued Public Communication – None.
7. Adjournment of Public Meeting – **With no further business, Chair Stintzi adjourned the meeting at 7:50 pm.**

Next Meeting: October 14th, 6:15 pm

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

As of September 30, 2020

Cash Basis

	<u>Sep 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Thurston County Treasurer	314,268.49
Total Checking/Savings	<u>314,268.49</u>
Total Current Assets	<u>314,268.49</u>
TOTAL ASSETS	<u>314,268.49</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Current Portion of Loans	-28,261.78
Total Other Current Liabilities	<u>-28,261.78</u>
Total Current Liabilities	<u>-28,261.78</u>
Long Term Liabilities	
Commencement Bank Note	92,700.17
Total Long Term Liabilities	<u>92,700.17</u>
Total Liabilities	<u>64,438.39</u>
Equity	<u>249,830.10</u>
TOTAL LIABILITIES & EQUITY	<u>314,268.49</u>

Black Lake Special District
Statement of Income and Expense
September 2020

Cash Basis

	<u>Sep 20</u>
Ordinary Income/Expense	
Income	
Rates & Charges	1,582.20
Total Income	1,582.20
Expense	
Lake Management	
Testing and Monitoring	677.95
Total Lake Management	677.95
Total Expense	677.95
Net Ordinary Income	904.25
Other Income/Expense	
Other Income	
Interest Income	198.52
Total Other Income	198.52
Net Other Income	198.52
Net Income	<u><u>1,102.77</u></u>



Thurston County Treasurer
September 2020 Statement
Black Lake DD #12
Fund 6354 - DD #12 BLACK LAKE

Cash Activity

Date	Description	Amount	Notes
09/01/2020	Beginning Cash Balance	\$313,165.72	
	Receipts/Deposits/Refunds:		
09/30/2020	Tax & Assessment Receipts	1,582.20	
09/30/2020	Interest Paid	198.52	
	Total Deposits	\$1,780.72	
	Warrant Issues & Voids/Fees/ACH/Wires:		
09/03/2020	Issued Warrants	(677.95)	
	Total Warrants and Electronic Disbursements	(\$677.95)	
09/30/2020	Ending Cash Balance	\$314,268.49	

Warrant Activity

09/01/2020	Beginning Warrants Outstanding	\$342.00
	Total Warrants Issued	677.95
	Total Warrants Redeemed	(677.95)
	Total Warrants Voided	-
09/30/2020	Ending Warrants Outstanding	\$342.00

Investment Activity

09/01/2020	Beginning Interest Receivable	\$685.79
	Interest Earned	237.22
	Cash Paid	(198.52)
09/30/2020	Ending Interest Receivable	\$724.49

TCIP Yield (used to calculate interest earnings)	0.93%
LGIP Yield (budget benchmark)	0.20%

Black Lake Special District Profit & Loss Budget vs. Actual

Cash Basis

January through September 2020

	Jan - Sep 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Rates & Charges	115,340.43	153,000.00	-37,659.57	75.4%
Total Income	115,340.43	153,000.00	-37,659.57	75.4%
Expense				
Business Expenses				
Treasurer Fees	1,655.05	1,530.00	125.05	108.2%
Total Business Expenses	1,655.05	1,530.00	125.05	108.2%
Contract Services				
Attorney Fees & Charges	0.00	2,000.00	-2,000.00	0.0%
Non-recurring Contract Services	0.00	1,200.00	-1,200.00	0.0%
Recurring Contract Services	17,500.00	31,936.00	-14,436.00	54.8%
Total Contract Services	17,500.00	35,136.00	-17,636.00	49.8%
Election Expenses	0.00	3,670.00	-3,670.00	0.0%
Governing Expenses				
Per Diem	1,596.00	4,320.00	-2,724.00	36.9%
Total Governing Expenses	1,596.00	4,320.00	-2,724.00	36.9%
Lake Management				
Control	4,639.79	50,000.00	-45,360.21	9.3%
Permitting Fees	0.00	500.00	-500.00	0.0%
Testing and Monitoring	17,878.85			
Total Lake Management	22,518.64	50,500.00	-27,981.36	44.6%
Operations				
Postage, Mailing Service	15.35			
Printing and Copying	50.20			
Supplies	5.25			
Total Operations	70.80			
Other Types of Expenses				
Insurance	425.00	2,865.00	-2,440.00	14.8%
Interest Expense - General	3,429.47			
Other Expenses	0.00	64,640.00	-64,640.00	0.0%
Total Other Types of Expenses	3,854.47	67,505.00	-63,650.53	5.7%
Total Expense	47,194.96	162,661.00	-115,466.04	29.0%
Net Ordinary Income	68,145.47	-9,661.00	77,806.47	-705.4%
Other Income/Expense				
Other Income				
Interest Income	2,794.34			
Total Other Income	2,794.34			
Net Other Income	2,794.34	0.00	2,794.34	100.0%
Net Income	70,939.81	-9,661.00	80,600.81	-734.3%



October 13, 2020
 Invoice No: 47443

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

Project 15-06161-002 Black Lake Watershed Pollutant Monitoring Phase 2

Email invoices to: Lake Stintzi:
 lake@blacklakespecialdistrict.org, info@blacklakespecialdistrict.org

Professional Services from June 27, 2020 to September 25, 2020

Task 003 Data Analysis and Reporting

Professional Personnel

	Hours	Rate	Amount	
Scientist VI				
Zisette, Rob	18.50	260.27	4,815.00	
Scientist III				
Blaud, Brianna	8.00	139.48	1,115.84	
Engineer I				
Stang, Andrew	34.00	95.63	3,251.42	
GIS Analyst II				
Geigel, Joseph	2.50	114.23	285.58	
Totals	63.00		9,467.84	
Total Labor				9,467.84
				Task Total
				\$9,467.84

Task 004 Project Management

Professional Personnel

	Hours	Rate	Amount	
Scientist VI				
Zisette, Rob	1.00	260.27	260.27	
Project Accountant II				
Maloof, Charlie	.50	109.09	54.55	
Totals	1.50		314.82	
Total Labor				314.82



Total Due this Invoice \$9,782.66

	Current	Prior	Total
Billed to Date	9,782.66	17,878.85	27,661.51

Total Compensation **33,345.00**



Herrera Environmental Consultants

Progress Report: Black Lake Watershed Monitoring - Phase 2 (Project #15-06161-002)

Invoice Period: June 27 through September 25, 2020

Task	Project Budget	Previously Invoiced	Amount this Period	Billed to Date	Budget Remaining	Percent Spent	Percent Complete	Work Performed
1-Drainage Sampling/Analysis	\$5,601	\$5,666.83	\$0.00	\$5,666.83	-\$65.83	101%	100%	None, task complete
2-Lake Sampling/Analysis	\$11,374	\$10,438.11	\$0.00	\$10,438.11	\$935.89	92%	100%	None, task complete
3-Data Analysis/Reporting	\$13,850	\$780.82	\$9,467.84	\$10,248.66	\$3,601.35	74%	75%	Prepared draft report
4-Project Management	\$2,520	\$993.09	\$314.83	\$1,307.92	\$1,212.09	52%	50%	Prepared invoice/progress report
Total	\$33,345	\$17,878.85	\$9,782.66	\$27,661.51	\$5,683.49	83%	85%	

Problems/Corrective Actions: None.

Planned Future Work: Complete draft and final study report (Task 3), and perform ongoing project management (Task 4).



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Black Lake Special District
Vendor QuickReport
 January through December 2020

Type	Date	Num	Memo	Account	Clr	Split	Amount
AquaTechnex							
Check	01/09/2020	01524...	Invoice #10981	Thurston County Tr...	X	Control	-4,639.79
Check	07/02/2020		Invoice #11823	Thurston County Tr...		Control	-7,589.19

Payment Voucher Transmittal
Drainage Dist #12 Black Lake

1. Herrera 2200 Sixth Avenue Suite 1100 Seattle, WA 98121	47443	Proj. 15-06161-002	\$9,782.66
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Total for document:			\$9,782.66
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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 has provided comprehensive support to the BLSO since 2014 under the same agreement and at the same rate. The cumulative rate of inflation since 2014 is 10%, though costs for similar services, particularly when cost analyzed separately, are significantly higher and have gone up at a much higher rate. There is no aspect of day to day operations not touched by the OrgSupport team, and as with any municipality or entity, most activities are not generally visible.

OrgSupport Staff

Aleesha Gibbs
Jennifer Hanson
Anne Larsen
Tracie Martinez
Craig Ottavelli

Carrie Penkman
Viktoria Skillingstad
Timmian Smith
Michelle Tobin
Sandy Williams

BLSO Activities (this is a partial list)

1099 process
State auditor/audit process
Billing/books management
County services engagement
Elections
Rates and Charges
Property owner notifications
Special projects
Phone support
Email support
Public records
Document management and retention
Public meetings

Meeting management
Website management
Technology management (phone, website, email systems)
Document drafting and review
Graphic design
Desktop publishing
Bulk mailing
Constituent engagement
Provisioning physical meeting space
Provisioning communications infrastructure and technology